Sevenoaks Town Council

Tuesday 18th November 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, TN13 3QG** on **Monday 24th November 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/AD0mY40Pt5c 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 (page 7 - 14)** To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 29th September 2025 as a true record.
5	**FINANCE REPORTS - OCTOBER 2025** To receive and consider the Responsible Finance Officer's reports.
5.1	**Statement of Accounts (page 15 - 52)** To receive and consider the Statement of Accounts, together with the Responsible Finance Officer's report for the month ended 31st October 2025, including: Appendix 1 - Income and Expenditure by cost centre (page 19 – 42) Appendix 2 – Variance Analysis (page 43 - 46) Appendix 3 – Fund Balances (page 47) Appendix 4 – Statutory Balance Sheet (page 48 - 49) Appendix 5 – Earmarked Reserves (page 50) Appendix 6 - Operating Income & Expenditure (page 51 - 52)
5.2	**Suppliers Accounts (page 53 - 61)** To authorise payment of the accounts listed in the schedules for the period • 1st to 31st October 2025
5.3	**Lists of Payments (page 63 – 64)** To note list of payments for: • Sevenoaks Town Council Nat West Account: 1st to 31st October 2025 • Mayor's Charity Account: 1st to 31st October 2025: None
5.4	**Payroll Account (page 65 – 66)** To confirm payments from the account listed in the schedules for period: • 1st to 31st October 2025
5.5	**Petty Cash Account (page 67 - 68)** To confirm payments from the account listed in the schedules for the period • 1st to 31st October 2025
5.6	**Hospitality & Gifts:** To note that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 31st October 2025.

6	**FINANCE REPORTS - SEPTEMBER 2025** To receive and consider the Responsible Finance Officer's reports.
6.1	**Statement of Accounts (page 69 - 104)** To receive and consider the Statement of Accounts, together with the Responsible Finance Officer's report for the month ended 30th September 2025, including: Appendix 1 - Income and Expenditure by cost centre (page 71 - 93) Appendix 2 – Variance Analysis (page 95 -98) Appendix 3 – Fund Balances (page 99) Appendix 4 – Statutory Balance Sheet (page 100 - 101) Appendix 5 – Earmarked Reserves (page 102) Appendix 6 - Operating Income & Expenditure (page 103 - 104)
6.2	**Suppliers' Accounts (page 105 - 116)** To authorise payment of the accounts listed in the schedules for the period • 1st to 30th September 2025
6.3	**List of Payments (page 117 - 119)** To note list of payments for: • Sevenoaks Town Council Nat West Account: 1st to 30th September 2025 • Mayor's Charity Account: 1st to 30th September 2025
6.4	**Payroll Account (page 120 - 121)** To confirm payments from the account listed in the schedules for period: • 1st to 30th September 2025
6.5	**Petty Cash Account (page 122 - 123)** To confirm payments from the account listed in the schedules for the period • 1st to 30th September 2025
6.6	**Hospitality and Gifts Register** To note following Hospitality or Gifts received by Councillors or staff for the period 1st September to 30th September 2025:

Date of Offer	To	Accepted/Declined	From	For	Estimated Value
23.09.25	Town Clerk	Accepted	Exello (Belgium Clerks Association)	Invitation to Annual Conference, including accommodation, 22nd - 23rd October 2025	£200

7	**AMENDMENT TO FINANCIAL REGULATIONS 2025/2026 (page 125 - 142)** To note and adopt the amendment to Financial Regulations 2025/2026 recommended by the internal auditor.
8	**CIL UPDATE REPORT (page 143)** To receive and note CIL update report.
9	**GREATNESS PAVILION PAYMENT SCHEDULE (page 145)** To consider contract payment schedule for Greatness Pavilion project.
10	**VINE PAVILION SKYLIGHTS (page 147 - 148)** To receive and note the report.
11	**RECOMMENDATIONS FROM COMMUNITY ASSETS (OPEN SPACES) COMMITTEE (page 149 - 150)** To consider RECOMMENDATIONS from Community Assets (Open Spaces) Committee held on 10th November 2025, in relation to: 1. Minute 441 - SAHA Proposal for Solar Panels & Gazebo At Quakers Hall Allotments 2. Minute 445 – Sports Pitches at Knole Paddock 3. Minute 448 – Raleys Car Park
12	**MINUTES OF COMMUNICATIONS WORKING GROUP, INCLUDING RECOMMENDATION FOR THIS COMMITTEE (page151 - 152)** 1. To receive and note the minutes of the Communications Working Group held on 17th November 2025 2. To consider the RECOMMENDATION at Minute 60(i) – Website Design Proposal
13	**KENT PENSION FUND, FUNDING STRATEGY STATEMENT CONSULTATION (page 153 - 172)** 1. To receive notice that the Kent Pension Fund is consulting on its Funding Strategy Statement. 2. To note that all documents relevant to the consultation, including supporting documents and opportunity to comment, are available to view via the following webpage: https://letstalk.kent.gov.uk/kent-pension-fund-funding-strategy-statement?tool=survey_tool#tool_tab 3. To receive copy of the consultation questions and to agree whether the Town Council submit a formal response, with the deadline being 31st December 2025.

14	**MINUTES OF TOWN TEAM AGM MEETING (to follow)** To receive and note the minutes of the Town Team Annual General Meeting held on 12th November 2025
15	**MINUTES OF MEETINGS OF ARTS & CULTURE WORKING GROUP (page 173 - 177)** To receive and note the minutes of the meeting held on 12th November 2025. (NB: Minutes attached, appendices circulated separately)
16	**MINUTES OF MEETING OF GREATNESS RECREATION GROUND WORKING GROUP (page 179 - 178)** To receive and note the minutes of the meeting held on 22nd October 2025.
17	**CURRENT MATTERS (page 181 -188)** To consider updates on current matters.
18	**PRESS RELEASE** To consider any agenda item, which would be considered appropriate for a press release.

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Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee

Held on 29 September 2025 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:
https://youtube.com/live/oLkZnenwcPA?feature=share

Meeting commenced: 19:35 Meeting Concluded: 20:33

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	Apologies		Cllr David Skinner OBE	Apologies
Cllr Tony Clayton, Mayor	Present			

Cllr Victoria Granville	Substitute for	Cllr Catherine Daniell
Cllr Lise Michaelides	Substitute for	Cllr David Skinner

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

1 member of the public was present.

PUBLIC QUESTIONS: None

369 - APOLOGIES FOR ABSENCE

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

370 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

371 - DECLARATIONS OF INTEREST

There were no declarations of interest.

372 - MINUTES OF FINANCE & DELIVERY COMMITTEE HELD ON 1ST SEPTEMBER 2025

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 1st September 2025 as a true record.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee

373 - FINANCE REPORTS - AUGUST 2025

373.1 Responsible Finance Officer's Report to 31st August 2025

The Committee received and considered the Statement of Accounts and Responsible Finance Officer's report for the month ended 31st August 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 August 2025, total gross invoices £69,038.64

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 31st August 2025, total £741,906.54
- Mayor's Charity Account - 1st to 31st August 2025: None

Payroll Account

- 1st to 31st August 2025, total £115,062.62

Petty Cash Account

- 1st to 31st August 2025, total payments £345.61

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

The Committee noted that:

- there were no outstanding debts more than three months old
- bank reconciliations would be included in the finance reports going forward
- grant funding had been approved by West Kent Rural Grants scheme to support part of costs associated with installation of solar batteries at Bat & Ball Centre, remaining 50% to be met through Community Infrastructure Levy (CIL) monies as previously agreed
- SDC did not have facilities to deliver the full waste recycling service now legally required and was unable to offer a commercial collection service going forward
- as previously agreed by Finance & General Purposes Committee *(Minute 544, 27.11.23 refers*), Bat & Ball Café was to move to a concession, this was being taken forward by Lilia's Kitchen with effect from 1st October 2025.

RESOLVED that:

1) the Management Accounts 1st to 31st August 2025 be received and accepted
2) That the bank reconciliations from April to July 2025 be received and accepted
3) The following be noted:

i. the appointment of PV Solar Installers at a cost of £40,000 for the installation of solar batteries at the Bat & Ball Centre
ii. that Midas would be taking over the waste collection contract with effect from 1st October 2025
iii. that the Bat & Ball Café would be moving to a concession (Lilia's Kitchen) with effect from 1st October 2025
iv. that, as previously agreed by this Committee (*Minute 307, 01.09.25 refers*), identified environmental measures had been reinstated in the Greatness Pavilion project, thereby ensuring it delivers on both its community and environmental objectives.

373.2 - Hospitality and Gifts Register

Noted that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 31st August 2025.

374 - CONCLUSION OF AUDIT 2024/2025

The Committee congratulated officers on achieving a clean audit for 2024/2025.

The following comment included in "Other matters not affecting our opinion which we draw to the attention of the authority" was noted:

> *"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."*

RESOLVED: To note the conclusion of Audit for year ended 31st March 2025 and to receive and accept the following:

- Completion Letter from Forvis Mazars LLP
- Certified Annual Governance & Accountability Return 2024/2025
- Notice of Conclusion of Audit

375 - INTERNAL AUDIT 2025/2026 - INTERIM REPORT (SEPTEMBER 2025)

The Committee considered the first interim report received from the Town Council's new internal auditor, Mulberry Local Authority Services Ltd. Officers were congratulated on their success in achieving such a positive report. Two recommendations were made to improve "upon an already well-ordered system".

RESOLVED: To receive and note the Internal Audit 2025/2026 Interim Report (September 2025) and to adopt the recommendations therein:

1) That the following wording be added to the Councillor's Acceptance of Office form *"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."*
2) In respect of the verification of bank reconciliations, that the Town Council's Financial Regulations be amended 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)."*

376 - GAS CONTRACT RENEWAL

Consideration was given to the renewal of the gas contract, following the ending of the current contract at the end of November/December 2025.

RESOLVED: That the contract with United Gas and Power for a term of three years be approved.

377 - CLEANING CONTRACT FOR PUBLIC TOILETS

Consideration was given to tenders received for a new contract for public toilet cleaning following dissatisfaction with the current service.

RESOLVED: That Contractor 1, at a cost of £16,520 per annum, be appointed as the new provider for the public toilet cleaning contract based on both quality and cost effectiveness.

378 - AGE UK - ASSISTANCE WITH PROVISION OF COMMUNITY BUS

Councillors welcomed the proposal to submit a grant application in partnership with Age UK for funding under the Kent County Council Community Transport Scheme, to purchase and operate a wheelchair accessible electric minibus. The Town Council would apply for the grant funding to purchase and insure the minibus to be used by Age UK for community transport. Age UK would manage its day-to-day operation, including bookings, scheduling and driver allocation.

RESOLVED: that

1) the submission of a joint grant application with Age UK to the Kent Community Transport Scheme be approved

2) subject to the success of the Kent County Council Community Transport Scheme grant application and contribution from Age UK for capital expenditure and insurance of an electric wheelchair accessible minibus, an agreement be entered into with Age UK for the day-to-day management and operation of the service on a peppercorn licence.

379 - SPORTS PITCHES AT KNOLE PADDOCK

The Committee considered a report advising of matters in relation to Knole Paddock

Floodlighting

It was noted that the floodlights at the sports pitches at Knole Paddock were 30 years old: in replacing the bulbs for the new season it was noted that one of the lowering mechanisms had failed. This had prompted the need for a review of the structural integrity of the floodlights. A structural engineer would be appointed to test the columns and a further report submitted to Committee. It was anticipated that the floodlights may need replacing.

Pitch Maintenance

It was noted that weedkilling had been delayed due to drought conditions; this had now taken place together with reseeding.

There is funding available for maintaining sports pitches. The Town Council has asked the Rugby Club for assistance in applying for these funds as partners are required; to date it is understood that they had not progressed this.

Each year Sevenoaks Rugby Football Club receives a pitch condition report from the Rugby Football Union. This year's report identified works to bring the pitches up to standard and would be the subject of a future report to Committee. The Town Council is disappointed that the Open Spaces Manager is not invited to attend when the inspection takes place.

Freedom of Information Act 2000 Request

The Committee noted the details of an extensive request for information under the Freedom of Information Act 2000 which had been received in relation to the rugby pitches.

RESOLVED: That the report be received and noted.

380 - REVIEW OF CHARGES 2026/2027

The Committee reviewed the proposed draft Town Council charges for 2026/27 which had been prepared based on an assumption of an increase of 4% inflation (rounded to nearest £), including those recommended for approval following consideration by the Community Assets (Open Spaces) Committee on 15th September 2025 (*Minute 340 refers*).

The Community Assets (Open Spaces) Committee also asked that this Committee query why the proposed Cemetery Chapel fee had increased above inflation. The Town Clerk had written to Councillors explaining that there had been recent improvements to the Cemetery Chapel offer which had been benchmarked against other local similar services.

RESOLVED: That the following proposed draft Town Council charges for 2026/2027 which had been prepared based on an assumption of an increase of 4% inflation (rounded to nearest £) attached as Appendices A – I, be approved with effect from April 2026:

(1) Sports Facilities charges
(2) hire of the Council Chamber & House in the Basement
(3) charges for the Bat & Ball Centre
(4) charges for the Bat & Ball Station
(5) charges for the Business Hub
(6) Greatness Park Cemetery
(7) General Fees & Charges
(8) Market Fees
(9) MUGA charging and non-charging schedule

381 - DRAFT REVENUE ESTIMATES 2026/2027

The Committee received and considered the report of the Responsible Finance Officer which set out the key assumptions in the preparation of the first draft Revenue Budget & Precept 2026/2027.

Kent County Council had subsequently advised that the Kent Local Government Pension Scheme would be moving to a pooling system from 1st April 2026 which meant the Town Council did not have to budget for a pension deficiency.

The Responsible Finance Officer removed the pension deficiency and following further review prepared a second draft Revenue Budget & Precept 2026/2027.

It was noted that the second draft Revenue Budget estimate indicated a draft precept of £1,633,547, a 5.7% increase on the previous precept.

The budget would be subject to further review by this Committee in November.

The Town Council would receive the tax base number from Sevenoaks District Council in December, and it was anticipated that this would reduce the percentage increase.

RESOLVED: To receive and note the second draft Revenue Budget 2026/2027 which would be subject to further review, prior to submission to Council for approval in January 2026.

382 - DARENT VALLEY COMMUNITY RAIL PARTNERSHIP

The Town Council budgeted £3,000 in the 2025/2026 budget to continue supporting the Darent Valley Community Rail Partnership. Councillors received an update report on its projects.

RESOLVED: To receive and note the update report from the Darent Valley Community Rail Partnership.

383 - COMMUNITY ASSET TRANSFER PROCESS

The Town Clerk advised that Sevenoaks District Council had considered the business case for the transfer of the freehold or leasehold of the Stag Community Arts Centre to the Town Council at its Cabinet meeting on 18th September 2025. The decision had been deferred pending further discussion between the District Council and its auditors.

In the meantime, the Town Council had been in discussion with government departments and Locality.org who were both supportive of the Town Council's intentions.

Meetings would be arranged in the next few weeks to see if common ground could be reached between the Town Council and District Council.

384 - MINUTES OF TOWN TEAM MEETING

RESOLVED: To receive and note the minutes of the Town Team meeting held on 17th September 2025

385 - CURRENT MATTERS

RESOLVED: To receive and note the updates on current matters.

386 - PRESS RELEASE

RESOLVED: To issue press releases in respect of the formal launch of Lilia's Kitchen at Bat & Ball Café in November, and of the beginning of work on the new Greatness Pavilion once dates had been confirmed.

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 October 2025

1. Summary

As at the end of October, the year-to-date position shows a surplus of £28,123.

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

- Open Spaces: Other woodland is £4,967 over its annual budget due to lots of tree work identified in the tree safety report.
- Open Spaces: Grass seed is £1,342 over its annual budget.
- Cemetery: Income is £18,308 above budget YTD.
- Cemetery: The health & safety nominal is £2,328 over its annual budget due to work being carried out to the lightning conductor at a cost of £3,080, this was reported through the health & safety audit.
- Bat and Ball Centre: Income is approximately £42k above budget YTD.
- Establishments: Interest on deposits is approximately £15k over budget YTD.
- Establishments: Professional fees have £10k unbudgeted due to the valuation fees for the Local Government Reorganisation.
- Business Hub: Income is £2k under budget year to date, there are not many hot desk users and there is one available pod, marketing is ongoing.
- Youth Cafe: Overall expenditure is £10k above budget YTD, gross pay is approximately £7k 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

Monies spent

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

3. Outstanding Debts

An outstanding invoice of £795.66 remains due for the electricity recharges associated with the electric vehicle charging points. BP is awaiting the electricity invoice for the Town Council Offices covering the period April to June, which has not yet been received. A formal complaint has been lodged with EDF regarding this delay.

4. Statutory Balance Sheet

The total assets to end of October 2025 are £3,421,000, this is a decrease of £36,526 from September 2025. Revenue (general) reserves have increased by £21,113 leaving a balance of £542,436.

Earmarked Reserves have increased by £98,712 leaving a year to date balance of £2,091,287.

This includes:
1. Transfer of £4k from the Greatness Pavilion EMR for QS and legal works.
2. Transfer of £20k from CIL for solar batteries.
3. Transfer of £14k for Buckhurst Play Area.
4. CIL income received - £116,470

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%) - £266,074.
- Santander 90 Day Notice (3.9%) - £383,512.
- Emirates NBD 6 month fixed term (4.17%) - £505,537.

6. Fund Balances

The Investment Strategy states that not more than 40% of the funds are to be placed with any one entity (including any one Low Volatility Net Asset Value Money Market Fund), however authorised officers may use their discretion to increase this to 50%.

There is currently 53.9% of funds in the CCLA this is due to receiving the first contractor invoice in November for Greatness Pavilion.

7. Bank Reconciliations

The bank reconciliation for August 2025

Bank Account	Amount	Signed off
Natwest Current Account – liquidity	£207,524.90	Cllr Wightman
Natwest Current Account	£2,500.00	Cllr Wightman
Payroll Account	£1,000.00	Cllr Wightman
Petty Cash	£951.25	Cllr Wightman
Mayor’s Charity Account	£8,916.63	Cllr Wightman
Natwest Direct Reserve	£22,180.53	Cllr Wightman

House in the Basement	£1,000.00	Cllr Wightman
Sevenoaks Town Partnership	£10,448.60	Cllr Wightman

The bank reconciliation for September 2025

Bank Account	Amount	Signed off
Natwest Current Account – liquidity	£841,729.08	Cllr Wightman
Natwest Current Account	£2,500.00	Cllr Wightman
Payroll Account	£1,000.00	Cllr Wightman
Petty Cash	£741.45	Cllr Wightman
Mayor's Charity Account	£9,046.63	Cllr Wightman
Natwest Direct Reserve	£24,112.60	Cllr Wightman
House in the Basement	£1,000	Cllr Wightman
Sevenoaks Town Partnership	£10,448.60	Cllr Wightman

The bank reconciliation for October 2025

Bank Account	Amount	Signed off
Natwest Current Account – liquidity	£301,406.69	Cllr Wightman
Natwest Current Account	£2,859.00	Cllr Wightman
Payroll Account	£1,000.00	Cllr Wightman
Petty Cash	£482.43	Cllr Wightman
Mayor's Charity Account	£9,335.63	Cllr Wightman
Natwest Direct Reserve	£25,678.74	Cllr Wightman
House in the Basement	£1,000	Cllr Wightman
Sevenoaks Town Partnership	£10,448.60	Cllr Wightman

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 **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	2,886	3,087	201	22,118	21,609	(509)	37,040		14,922	59.7%	
4270	Employers Pension Contribution	102	127	25	772	889	117	1,522		750	50.7%	
6240	Computer/ Data Base/WP's	194	171	(23)	513	513	0	800		287	64.1%	
6330	Welfare/Hospitality	0	0	0	7	0	(7)	0		(7)	0.0%	
6460	Publicity & Democratic notices	0	0	0	380	0	(380)	0		(380)	0.0%	
6630	Professional Fees	19	0	(19)	363	922	559	922		559	39.4%	
6730	Subscriptions	0	51	51	625	357	(268)	615		(10)	101.6%	
	Planning - General :- Indirect Expenditure	**3,200**	**3,436**	**236**	**24,778**	**24,290**	**(488)**	**40,899**	**0**	**16,121**	**60.6%**	**0**
	Net Expenditure	**(3,200)**	**(3,436)**	**(236)**	**(24,778)**	**(24,290)**	**488**	**(40,899)**				
21	O/ Spaces & Leisure - General											
1022	Letting & Hire of Facilities	3,520	2,625	(895)	15,923	14,875	(1,048)	28,000			56.9%	
1030	Electricity recharge	0	0	0	1,198	1,900	702	3,800			31.5%	
1316	Raleys Car Park Permits	8	0	(8)	1,854	1,742	(112)	1,739			106.6%	
1550	Insurance Claims	0	0	0	8,488	0	(8,488)	0			0.0%	8,488
1853	Adopt a Tree income	479	102	(377)	479	102	(377)	102			469.8%	
1990	Other Income	138	46	(92)	1,453	184	(1,269)	276			526.3%	
	O/ Spaces & Leisure - General :- Income	**4,146**	**2,773**	**(1,373)**	**29,395**	**18,803**	**(10,592)**	**33,917**			**86.7%**	**8,488**
4010	Gross Pay	15,175	17,032	1,857	116,175	119,224	3,049	204,378		88,203	56.8%	
4011	Mileage	0	67	67	543	469	(74)	800		257	67.9%	
4012	Expenses	0	0	0	25	0	(25)	0		(25)	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 | **Cost Centre Report**

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270	Employers Pension Contribution	905	1,380	475	6,763	9,660	2,897	16,558		9,795	40.8%	
5013	Graffiti Removal	0	0	0	248	1,000	752	1,000		752	24.8%	
5025	Lower St Johns Toilets	547	1,196	649	10,112	8,372	(1,740)	14,350		4,238	70.5%	
5026	Greatness Rec Convenience	0	265	265	1,482	1,855	373	3,177		1,695	46.7%	
5030	St Nicholas Burial Ground	0	0	0	107	102	(5)	102		(5)	105.2%	
5050	Seats And Litter Bins	0	0	0	0	1,178	1,178	2,357		2,357	0.0%	
5060	Sevenoaks Common	567	0	(567)	1,147	5,124	3,977	5,125		3,978	22.4%	
5065	Tree Safety Survey	0	0	0	0	4,100	4,100	4,100		4,100	0.0%	
5070	Other Woodlands	2,556	1,025	(1,531)	10,307	3,075	(7,232)	4,100		(6,207)	251.4%	1,240
5110	Knole Paddock & Pavilion	0	359	359	1,821	1,795	(26)	3,587		1,766	50.8%	
5120	Knole Paddock Pitch & Grnd Mt	0	214	214	923	1,498	575	2,562		1,639	36.0%	
5310	Miscellaneous Open Spaces	(1,065)	442	1,507	4,891	3,094	(1,797)	5,300		409	92.3%	840
5311	Security Open Spaces	2,738	2,333	(405)	19,386	16,331	(3,055)	28,000		8,614	69.2%	
5316	Skatepark Maintenance	0	0	0	8	2,054	2,046	2,050		2,042	0.4%	
5317	Raleys Car Park	0	0	0	550	440	(110)	439		(111)	125.3%	
5320	Fertilizers	0	0	0	2,004	1,020	(984)	1,537		(467)	130.4%	
5330	Grass Seed	0	0	0	3,904	2,046	(1,858)	2,562		(1,342)	152.4%	
5340	Plants	625	0	(625)	1,996	1,538	(458)	3,075		1,079	64.9%	
5410	Repairs & General Maintenance	83	154	71	305	1,078	773	1,845		1,540	16.5%	
5412	Capital Refurbishments	0	667	667	0	4,669	4,669	8,000		8,000	0.0%	
5500	Equipment Hired and New	581	598	17	1,076	4,186	3,110	7,175		6,099	15.0%	
5525	Equipment Maintenance	158	941	783	2,129	4,704	2,575	8,000		5,871	26.6%	
5550	Vehicle Expenses	60	1,003	943	2,531	7,021	4,490	12,037		9,506	21.0%	(10,000)
5700	Fuel	244	504	260	2,429	3,528	1,099	6,047		3,618	40.2%	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7

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
6010	Light Heat & Cleaning	0	726	726	0	5,082	5,082	8,712		8,712	0.0%	
6011	Electricity	4,632	0	(4,632)	8,765	0	(8,765)	0		(8,765)	0.0%	
6013	Cleaning	0	51	51	380	357	(23)	615		235	61.7%	
6014	Water	(26)	85	111	1,075	595	(480)	1,025		(50)	104.9%	
6016	Contractor Payments	1,549	0	(1,549)	1,819	0	(1,819)	0		(1,819)	0.0%	
6101	Telephone	0	12	12	0	84	84	149		149	0.0%	
6104	Mobile Telephone	15	29	14	113	203	90	348		235	32.6%	
6105	Broadband wi-fi service	0	26	26	172	182	10	307		135	56.1%	
6320	Staff Training	0	0	0	635	1,538	903	3,075		2,440	20.7%	
6330	Welfare/Hospitality	11	53	42	189	371	182	640		451	29.6%	
6460	Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635	Professional Fees Licensing	10	26	16	10	182	172	308		298	3.2%	
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	119	119	205		205	0.0%	
6900	Sundry Expenses	0	7	7	0	49	49	82		82	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	844	0	(844)	1,700		856	49.6%	
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	1,538	810	3,075		2,347	23.7%	
6935	Waste Bin Disposal-Waste Bins	383	230	(153)	1,536	1,610	74	2,767		1,231	55.5%	
6952	Protective Clothing	94	133	39	587	931	344	1,600		1,013	36.7%	
	O/ Spaces & Leisure - General :- Indirect Expenditure	**29,842**	**29,575**	**(267)**	**208,247**	**222,487**	**14,240**	**375,701**	**0**	**167,454**	**55.4%**	**(7,920)**
	Net Income over Expenditure	**(25,696)**	**(26,802)**	**(1,106)**	**(178,852)**	**(203,684)**	**(24,832)**	**(341,784)**				
8001	plus Transfer from EMR	0	0	0	(7,920)	0	7,920	0				
8002	less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 **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
	Movement to/(from) Gen Reserve	**(25,696)**	**(26,802)**	**(1,106)**	**(195,261)**	**(203,684)**	**(25,400)**	**(341,784)**				
22	O/ Spaces & Leisure - Cemetery											
1700	Cemetery Income	5,350	6,500	1,150	63,808	45,500	(18,308)	78,000			81.8%	
	O/ Spaces & Leisure - Cemetery :- Income	**5,350**	**6,500**	**1,150**	**63,808**	**45,500**	**(18,308)**	**78,000**			**81.8%**	**0**
4010	Gross Pay	8,419	8,791	372	61,015	61,537	522	105,490		44,475	57.8%	
4011	Mileage	0	0	0	93	0	(93)	0		(93)	0.0%	
4012	Expenses	111	0	(111)	111	0	(111)	0		(111)	0.0%	
4270	Employers Pension Contribution	765	735	(30)	5,675	5,145	(530)	8,818		3,143	64.4%	
5210	Cemetery Chapel & Office	0	0	0	0	76	76	153		153	0.0%	
5230	Cemetery Wshop/Messroom Mtce	0	0	0	0	358	358	717		717	0.0%	
5410	Repairs & General Maintenance	24	102	78	2,728	714	(2,014)	1,230		(1,498)	221.8%	
5500	Equipment Hired and New	352	342	(10)	1,442	2,394	952	4,100		2,658	35.2%	
5525	Equipment Maintenance	0	750	750	1,195	5,250	4,055	9,000		7,805	13.3%	
5700	Fuel	41	102	61	471	714	243	1,230		759	38.3%	
6000	Rent & Rates	848	875	27	6,274	6,125	(149)	10,500		4,226	59.8%	
6011	Electricity	0	179	179	777	1,253	476	2,152		1,375	36.1%	
6013	Cleaning	0	0	0	325	609	284	1,025		700	31.7%	
6014	Water	0	94	94	53	658	605	1,127		1,074	4.7%	
6101	Telephone	76	68	(8)	509	476	(33)	820		311	62.1%	
6104	Mobile Telephone	0	2	2	0	14	14	26		26	0.0%	
6105	Broadband wi-fi service	0	13	13	60	91	31	154		94	39.0%	
6240	Computer/ Data Base/WP's	189	0	(189)	1,107	685	(422)	686		(421)	161.4%	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 **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
6320	Staff Training	0	0	0	269	768	499	1,537		1,268	17.5%	
6330	Welfare/Hospitality	0	26	26	157	182	25	307		150	51.2%	
6500	Goods for Resale	186	11	(175)	560	77	(483)	128		(432)	437.4%	
6720	Books and Periodicals	0	0	0	0	52	52	52		52	0.0%	
6730	Subscriptions	0	0	0	125	205	80	205		80	61.0%	
6802	Trees Plants Turf & Fertilizer	505	0	(505)	1,478	1,500	22	3,000		1,522	49.3%	
6822	Roads Path & Boundaries	0	218	218	0	654	654	871		871	0.0%	
6832	Lawn/Wall of Remembrance	0	0	0	0	62	62	123		123	0.0%	
6922	Health&Safety/Risk Assessments	3,150	0	(3,150)	3,828	750	(3,078)	1,500		(2,328)	255.2%	
6930	Alarm Maintenance	0	145	145	995	1,015	20	1,742		747	57.1%	
6932	Cemetery Security	635	512	(123)	4,448	3,584	(864)	6,150		1,702	72.3%	
6935	Waste Bin Disposal-Waste Bins	240	111	(129)	634	777	143	1,332		698	47.6%	
6952	Protective Clothing	32	58	26	74	406	332	700		626	10.5%	
	O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	**15,573**	**13,134**	**(2,439)**	**94,402**	**96,131**	**1,729**	**164,875**	**0**	**70,473**	**57.3%**	**0**
	Net Income over Expenditure	**(10,223)**	**(6,634)**	**3,589**	**(30,595)**	**(50,631)**	**(20,036)**	**(86,875)**				
23	O/ Spaces & Leisure- Allotment											
1010	Rental Income	24	0	(24)	1,414	1,636	222	1,636			86.4%	
1047	QH Allotments Income	222	0	(222)	8,327	8,759	432	8,759			95.1%	
	O/ Spaces & Leisure- Allotment :- Income	**246**	**0**	**(246)**	**9,741**	**10,395**	**654**	**10,395**			**93.7%**	**0**
4010	Gross Pay	627	500	(127)	4,233	3,500	(733)	6,000		1,767	70.5%	
4270	Employers Pension Contribution	72	33	(39)	541	231	(310)	400		(141)	135.2%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410	Repairs & General Maintenance	86	0	(86)	130	0	(130)	0		(130)	0.0%	
6002	QH Allotments Costs	344	0	(344)	1,569	0	(1,569)	0		(1,569)	0.0%	538
6014	Water	104	0	(104)	832	486	(346)	973		141	85.5%	
6300	Computer Software	0	2	2	0	14	14	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	**1,232**	**535**	**(697)**	**7,305**	**4,304**	**(3,001)**	**7,533**	**0**	**228**	**97.0%**	**538**
	Net Income over Expenditure	**(987)**	**(535)**	**452**	**2,436**	**6,091**	**3,655**	**2,862**				
8001	plus Transfer from EMR	0	0	0	538	0	(538)	0				
	Movement to/(from) Gen Reserve	**(987)**	**(535)**	**452**	**2,974**	**6,091**	**3,117**	**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	45	0	(45)	1,315	0	(1,315)	205		(1,110)	641.3%	
6862	Street Lighting	4,739	0	(4,739)	7,795	0	(7,795)	11,000		3,205	70.9%	
6865	In Bloom Costs	(436)	0	436	16,076	14,348	(1,728)	14,350		(1,726)	112.0%	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**4,348**	**0**	**(4,348)**	**25,186**	**14,348**	**(10,838)**	**25,555**	**0**	**369**	**98.6%**	**0**
	Net Income over Expenditure	**(4,348)**	**0**	**4,348**	**(22,236)**	**(13,348)**	**8,888**	**(15,555)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 | **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	2,216	0	(2,216)	35,174	0	(35,174)	0			0.0%	
1213	Event catering	0	0	0	523	0	(523)	0			0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Income	**2,216**	**0**	**(2,216)**	**35,698**	**0**	**(35,698)**	**0**				**0**
4010	Gross Pay	2,278	0	(2,278)	20,724	0	(20,724)	0		(20,724)	0.0%	
4270	Employers Pension Contribution	122	0	(122)	1,032	0	(1,032)	0		(1,032)	0.0%	
5410	Repairs & General Maintenance	44	0	(44)	444	0	(444)	0		(444)	0.0%	
5500	Equipment Hired and New	352	0	(352)	4,542	1,580	(2,962)	1,580		(2,962)	287.5%	
5525	Equipment Maintenance	152	0	(152)	1,898	0	(1,898)	0		(1,898)	0.0%	
6000	Rent & Rates	74	0	(74)	514	0	(514)	0		(514)	0.0%	
6010	Light Heat & Cleaning	8	0	(8)	142	0	(142)	0		(142)	0.0%	
6011	Electricity	875	0	(875)	1,471	0	(1,471)	0		(1,471)	0.0%	
6014	Water	94	0	(94)	562	0	(562)	0		(562)	0.0%	
6101	Telephone	51	0	(51)	357	0	(357)	0		(357)	0.0%	
6200	Printing & Stationery	0	0	0	39	0	(39)	0		(39)	0.0%	
6210	Postage & Courier	42	0	(42)	42	0	(42)	0		(42)	0.0%	
6330	Welfare/Hospitality	0	0	0	8	0	(8)	0		(8)	0.0%	
6500	Goods for Resale	766	0	(766)	10,058	0	(10,058)	0		(10,058)	0.0%	
6505	Cafe consumables	7	0	(7)	629	0	(629)	0		(629)	0.0%	
6635	Professional Fees Licensing	320	0	(320)	550	0	(550)	0		(550)	0.0%	
6900	Sundry Expenses	0	0	0	6	0	(6)	0		(6)	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	1,379	0	(1,379)	0		(1,379)	0.0%	
6930	Alarm Maintenance	516	0	(516)	516	0	(516)	0		(516)	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6935	Waste Bin Disposal-Waste Bins	152	0	(152)	545	0	(545)	0		(545)	0.0%	
6976	Credit card charges	122	0	(122)	1,048	0	(1,048)	0		(1,048)	0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	**5,974**	**0**	**(5,974)**	**46,506**	**1,580**	**(44,926)**	**1,580**	**0**	**(44,926)**	**2943.4%**	**0**
	Net Income over Expenditure	**(3,757)**	**0**	**3,757**	**(10,809)**	**(1,580)**	**9,229**	**(1,580)**				
29	O/Spaces & Leisure-Vine Ground											
1208	Other Events Income	0	0	0	440	1,536	1,096	1,538			28.6%	
1805	Tea Kiosk Rental & Pavilion	0	897	897	3,000	2,691	(309)	3,587			83.6%	
1870	Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
	O/Spaces & Leisure-Vine Ground :- Income	**0**	**897**	**897**	**4,106**	**4,609**	**503**	**5,507**			**74.6%**	**0**
4010	Gross Pay	1,981	2,125	144	15,154	14,875	(279)	25,505		10,351	59.4%	
4270	Employers Pension Contribution	71	119	48	528	833	305	1,427		899	37.0%	
5010	Vine Area General Maintenance	0	214	214	6,860	1,498	(5,362)	2,565		(4,295)	267.5%	
5015	Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020	Vine Public Convenience	195	1,167	972	4,867	8,169	3,302	14,000		9,133	34.8%	
5410	Repairs & General Maintenance	130	68	(62)	207	476	269	820		613	25.3%	
5500	Equipment Hired and New	0	0	0	315	2,058	1,743	2,056		1,741	15.3%	
6014	Water	32	43	11	232	301	69	512		280	45.4%	
6460	Publicity & Democratic notices	0	0	0	619	0	(619)	0		(619)	0.0%	
6635	Professional Fees Licensing	0	0	0	70	215	145	215		145	32.6%	
6868	Summer Concerts	0	0	0	3,740	3,690	(50)	3,690		(50)	101.4%	
6869	Special Events	0	0	0	0	143	143	143		143	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922	Health&Safety/Risk Assessments	0	83	83	0	581	581	1,000		1,000	0.0%	
6931	CCTV Maintenance	0	0	0	0	748	748	748		748	0.0%	
6935	Waste Bin Disposal-Waste Bins	0	82	82	352	574	222	984		632	35.8%	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**2,410**	**3,901**	**1,491**	**32,945**	**34,366**	**1,421**	**53,870**	**0**	**20,925**	**61.2%**	**0**
	Net Income over Expenditure	**(2,410)**	**(3,004)**	**(594)**	**(28,839)**	**(29,757)**	**(918)**	**(48,363)**				
30	F& G P - Bat & Ball Station											
1010	Rental Income	209	0	(209)	209	0	(209)	0			0.0%	
1022	Letting & Hire of Facilities	1,984	1,333	(651)	10,780	9,331	(1,449)	16,000			67.4%	
1211	Sale of Goods	129	0	(129)	15,059	0	(15,059)	0			0.0%	
1213	Event catering	223	0	(223)	5,213	0	(5,213)	0			0.0%	
1861	Recharge Income	335	0	(335)	335	0	(335)	0			0.0%	
	F& G P - Bat & Ball Station :- Income	**2,880**	**1,333**	**(1,547)**	**31,595**	**9,331**	**(22,264)**	**16,000**			**197.5%**	**0**
4010	Gross Pay	1,879	1,720	(159)	38,705	12,040	(26,665)	20,637		(18,068)	187.6%	
4270	Employers Pension Contribution	56	86	30	1,233	602	(631)	1,040		(193)	118.5%	
5410	Repairs & General Maintenance	90	500	410	4,800	3,500	(1,300)	6,000		1,200	80.0%	
5500	Equipment Hired and New	703	85	(618)	726	595	(131)	1,025		299	70.8%	
5525	Equipment Maintenance	0	0	0	359	0	(359)	0		(359)	0.0%	
6000	Rent & Rates	141	125	(16)	983	875	(108)	1,500		517	65.5%	
6011	Electricity	1,086	708	(378)	4,456	4,956	500	8,500		4,044	52.4%	
6012	Gas	10	121	111	516	847	331	1,455		939	35.4%	
6013	Cleaning	3	299	296	1,554	2,093	539	3,587		2,033	43.3%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6014	Water	21	125	104	199	875	676	1,500		1,301	13.3%	
6016	Contractor Payments	305	0	(305)	305	0	(305)	0		(305)	0.0%	
6020	Insurance Cost	0	83	83	0	581	581	1,000		1,000	0.0%	
6101	Telephone	51	43	(8)	357	301	(56)	512		155	69.7%	
6200	Printing & Stationery	0	0	0	31	0	(31)	0		(31)	0.0%	
6241	Website Costs	0	34	34	345	238	(107)	410		65	84.1%	
6330	Welfare/Hospitality	158	0	(158)	1,010	0	(1,010)	0		(1,010)	0.0%	
6460	Publicity & Democratic notices	0	0	0	19	0	(19)	0		(19)	0.0%	
6500	Goods for Resale	155	0	(155)	7,243	0	(7,243)	0		(7,243)	0.0%	
6505	Cafe consumables	0	0	0	333	0	(333)	0		(333)	0.0%	
6635	Professional Fees Licensing	0	0	0	295	615	320	615		320	48.0%	
6869	Special Events	5	0	(5)	490	0	(490)	0		(490)	0.0%	
6922	Health&Safety/Risk Assessments	(618)	333	951	1,678	999	(679)	1,332		(346)	126.0%	
6930	Alarm Maintenance	0	0	0	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	227	68	(159)	862	476	(386)	820		(42)	105.2%	
6976	Credit card charges	91	0	(91)	563	0	(563)	0		(563)	0.0%	
	F& G P - Bat & Ball Station :- Indirect Expenditure	**4,362**	**4,330**	**(32)**	**67,061**	**29,993**	**(37,068)**	**50,824**	**0**	**(16,237)**	**131.9%**	**0**
	Net Income over Expenditure	**(1,482)**	**(2,997)**	**(1,515)**	**(35,467)**	**(20,662)**	**14,805**	**(34,824)**				

31 F & G P - Establishments

		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
1115	Interest on Deposits	6,752	4,167	(2,585)	44,767	29,169	(15,598)	50,000			89.5%	
1230	Roadside Advertising-Charities	0	34	34	300	238	(62)	416			72.1%	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 **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
1231	Banner Income	60	0	(60)	330	1,025	695	1,025			32.2%	
1232	Town Crier Advertising	150	0	(150)	1,200	500	(700)	1,000			120.0%	
1889	Waste Sacks Income	599	0	(599)	4,608	0	(4,608)	0			0.0%	
1990	Other Income	1,000	0	(1,000)	1,165	0	(1,165)	0			0.0%	
	F & G P - Establishments :- Income	**8,561**	**4,201**	**(4,360)**	**52,370**	**30,932**	**(21,438)**	**52,441**			**99.9%**	**0**
4010	Gross Pay	35,525	33,377	(2,148)	256,309	233,639	(22,670)	400,529		144,220	64.0%	
4011	Mileage	28	48	20	174	336	162	572		398	30.5%	
4012	Expenses	52	85	33	615	595	(20)	1,025		410	60.0%	
4270	Employers Pension Contribution	3,594	3,667	73	25,286	25,669	383	44,006		18,720	57.5%	
4271	Pension Deficiency	6,921	6,667	(254)	47,447	46,669	(778)	80,000		32,553	59.3%	
5500	Equipment Hired and New	120	85	(35)	3,453	595	(2,858)	1,025		(2,428)	336.8%	
6020	Insurance Cost	0	0	0	22,275	20,000	(2,275)	20,000		(2,275)	111.4%	
6101	Telephone	323	469	147	3,089	3,283	194	5,627		2,538	54.9%	
6200	Printing & Stationery	4,211	1,583	(2,628)	16,271	11,081	(5,190)	19,000		2,729	85.6%	
6210	Postage & Courier	0	1,100	1,100	4,020	3,100	(920)	4,100		80	98.0%	
6240	Computer/ Data Base/WP's	88	2,000	1,913	12,314	14,000	1,686	24,000		11,686	51.3%	
6241	Website Costs	0	0	0	518	615	97	615		97	84.2%	
6242	I.T. Infrastructure	0	667	667	1,990	4,669	2,679	8,000		6,010	24.9%	
6300	Computer Software	820	148	(672)	8,165	4,888	(3,277)	5,637		(2,528)	144.8%	
6315	Recruitment Costs	0	167	167	0	1,169	1,169	2,000		2,000	0.0%	
6320	Staff Training	264	333	69	1,356	2,331	975	4,000		2,644	33.9%	
6321	Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330	Welfare/Hospitality	110	342	232	2,416	2,394	(22)	4,100		1,684	58.9%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 **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
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	20	100	80	330	700	370	1,200		870	27.5%	
6421	Honour Bd. Badges & Insignia	0	29	29	95	203	108	350		255	27.1%	
6435	Members Expenses	0	330	330	0	3,330	3,330	3,587		3,587	0.0%	
6460	Publicity & Democratic notices	105	0	(105)	1,131	500	(631)	1,000		(131)	113.1%	
6461	Banner Costs	660	133	(527)	2,150	931	(1,219)	1,600		(550)	134.4%	
6610	Audit Fees	0	569	569	401	4,554	4,153	5,125		4,724	7.8%	
6620	Legal Expenses	0	1,025	1,025	670	2,050	1,380	2,050		1,380	32.7%	
6630	Professional Fees	3,110	0	(3,110)	21,125	5,950	(15,175)	5,950		(15,175)	355.0%	4,500
6635	Professional Fees Licensing	0	0	0	570	500	(70)	1,000		430	57.0%	
6710	Conference Fees & Expenses	760	250	(510)	2,771	1,750	(1,021)	3,000		229	92.4%	
6720	Books and Periodicals	0	0	0	0	417	417	416		416	0.0%	
6730	Subscriptions	287	260	(27)	6,510	5,852	(658)	6,765		255	96.2%	
6889	Waste Sacks	660	0	(660)	2,580	0	(2,580)	0		(2,580)	0.0%	
6900	Sundry Expenses	0	42	42	129	294	165	500		371	25.7%	
6922	Health&Safety/Risk Assessments	154	444	290	4,400	3,108	(1,292)	5,330		930	82.5%	
6952	Protective Clothing	0	0	0	447	0	(447)	0		(447)	0.0%	
6975	Bank Charges	282	137	(145)	1,959	959	(1,000)	1,640		(319)	119.4%	
6976	Credit card charges	113	68	(45)	802	476	(326)	820		18	97.8%	
7010	Election Expenses	0	0	0	0	6,000	6,000	6,000		6,000	0.0%	(6,000)
7611	Contingency provision	0	5,167	5,167	0	28,639	28,639	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	**58,206**	**59,292**	**1,086**	**488,650**	**478,199**	**(10,451)**	**800,793**	**0**	**312,143**	**61.0%**	**(1,500)**
	Net Income over Expenditure	**(49,644)**	**(55,091)**	**(5,447)**	**(436,280)**	**(447,267)**	**(10,987)**	**(748,352)**				
8001	plus Transfer from EMR	0	0	0	(1,500)	0	1,500	0				

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**(49,644)**	**(55,091)**	**(5,447)**	**(437,780)**	**(447,267)**	**(9,487)**	**(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	2,020	2,000	(20)	2,520	2,000	(520)	6,000			42.0%	
	F & G P - General :- Income	**2,020**	**2,000**	**(20)**	**3,348**	**2,000**	**(1,348)**	**6,000**			**55.8%**	**0**
6490	Christmas Lights Switch On	765	1,333	568	790	3,999	3,209	28,000		27,210	2.8%	
6491	Remembrance Day/Civic Serv.	42	0	(42)	777	125	(652)	5,125		4,348	15.2%	
6869	Special Events	177	0	(177)	10,837	10,500	(337)	10,500		(337)	103.2%	2,705
	F & G P - General :- Indirect Expenditure	**984**	**1,333**	**349**	**12,403**	**14,624**	**2,221**	**43,625**	**0**	**31,222**	**28.4%**	**2,705**
	Net Income over Expenditure	**1,036**	**667**	**(369)**	**(9,056)**	**(12,624)**	**(3,568)**	**(37,625)**				
8001	plus Transfer from EMR	0	0	0	2,705	0	(2,705)	0				
	Movement to/(from) Gen Reserve	**1,036**	**667**	**(369)**	**(6,351)**	**(12,624)**	**(6,273)**	**(37,625)**				
33	F & G P - Council Offices											
1022	Letting & Hire of Facilities	3,334	875	(2,459)	13,054	6,125	(6,929)	10,500			124.3%	
1030	Electricity recharge	0	0	0	514	0	(514)	0			0.0%	
	F & G P - Council Offices :- Income	**3,334**	**875**	**(2,459)**	**13,569**	**6,125**	**(7,444)**	**10,500**			**129.2%**	**0**
4010	Gross Pay	494	684	190	2,870	4,788	1,918	8,215		5,345	34.9%	
4270	Employers Pension Contribution	26	29	3	170	203	33	348		178	48.9%	
5410	Repairs & General Maintenance	0	60	60	708	420	(288)	717		9	98.7%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500	Equipment Hired and New	352	0	(352)	367	0	(367)	0		(367)	0.0%	
6000	Rent & Rates	2,886	2,870	(16)	20,202	20,090	(112)	28,700		8,498	70.4%	
6010	Light Heat & Cleaning	86	292	206	613	2,044	1,431	3,500		2,887	17.5%	
6011	Electricity	0	333	333	584	2,331	1,747	4,000		3,416	14.6%	
6012	Gas	109	167	58	570	1,169	599	2,000		1,430	28.5%	
6014	Water	250	200	(50)	2,053	1,400	(653)	2,407		354	85.3%	
6016	Contractor Payments	0	0	0	904	0	(904)	0		(904)	0.0%	
6104	Mobile Telephone	8	8	(0)	122	56	(66)	100		(22)	121.7%	
6922	Health&Safety/Risk Assessments	0	0	0	195	922	727	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	172	120	(52)	668	840	172	1,435		767	46.5%	
6952	Protective Clothing	0	0	0	0	100	100	100		100	0.0%	
	F & G P - Council Offices :- Indirect Expenditure	**4,383**	**4,763**	**380**	**30,905**	**35,363**	**4,458**	**53,444**	**0**	**22,539**	**57.8%**	**0**
	Net Income over Expenditure	**(1,049)**	**(3,888)**	**(2,839)**	**(17,337)**	**(29,238)**	**(11,901)**	**(42,944)**				

36 F & G P - Bat & Ball Centre

		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
1022	Letting & Hire of Facilities	11,118	9,583	(1,535)	109,211	67,081	(42,130)	115,000			95.0%	
1030	Electricity recharge	0	0	0	149	86	(63)	173			86.0%	
1213	Event catering	70	33	(37)	331	231	(100)	400			82.8%	
1445	Outdoor Activities	0	42	42	86	294	208	500			17.1%	
1457	Indoor Activities	720	500	(220)	4,131	3,500	(631)	6,000			68.8%	
1550	Insurance Claims	0	0	0	3,200	0	(3,200)	0			0.0%	
1989	Facilities Damage Income	586	0	(586)	2,139	0	(2,139)	0			0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1990	Other Income	47	0	(47)	284	0	(284)	0			0.0%	
	F & G P - Bat & Ball Centre :- Income	**12,541**	**10,158**	**(2,383)**	**119,529**	**71,192**	**(48,337)**	**122,073**			**97.9%**	**0**
4010	Gross Pay	8,117	7,596	(521)	56,811	53,172	(3,639)	91,154		34,343	62.3%	
4270	Employers Pension Contribution	264	296	32	1,703	2,072	369	3,552		1,849	48.0%	
5318	SCC Car Park	456	0	(456)	456	0	(456)	0		(456)	0.0%	
5320	Fertilizers	0	0	0	22	0	(22)	0		(22)	0.0%	
5340	Plants	0	0	0	44	0	(44)	205		161	21.6%	
5410	Repairs & General Maintenance	1,021	0	(1,021)	10,854	3,000	(7,854)	6,000		(4,854)	180.9%	
5500	Equipment Hired and New	3,055	256	(2,799)	4,590	768	(3,822)	1,025		(3,565)	447.8%	
5525	Equipment Maintenance	0	0	0	18	0	(18)	0		(18)	0.0%	
6000	Rent & Rates	649	615	(34)	4,540	4,305	(235)	6,150		1,610	73.8%	
6011	Electricity	973	1,196	223	5,185	8,372	3,187	14,350		9,165	36.1%	
6012	Gas	235	452	217	1,021	1,356	335	1,808		787	56.5%	
6013	Cleaning	83	171	88	1,932	1,197	(735)	2,050		118	94.2%	
6014	Water	23	167	144	124	1,169	1,045	2,000		1,876	6.2%	
6101	Telephone	51	51	(0)	359	357	(2)	615		256	58.4%	
6104	Mobile Telephone	0	20	20	50	140	90	246		196	20.3%	
6200	Printing & Stationery	0	0	0	30	0	(30)	0		(30)	0.0%	
6240	Computer/ Data Base/WP's	0	34	34	0	238	238	410		410	0.0%	
6330	Welfare/Hospitality	0	43	43	558	301	(257)	512		(46)	109.0%	
6520	Refreshments for Resale	81	250	169	2,154	1,750	(404)	3,000		846	71.8%	
6635	Professional Fees Licensing	0	0	0	443	260	(183)	520		77	85.3%	
6900	Sundry Expenses	0	0	0	0	0	0	52		52	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7

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
6922	Health&Safety/Risk Assessments	2	0	(2)	4,078	0	(4,078)	2,500		(1,578)	163.1%	
6930	Alarm Maintenance	0	0	0	763	400	(363)	924		161	82.6%	
6931	CCTV Maintenance	0	410	410	0	410	410	410		410	0.0%	
6935	Waste Bin Disposal-Waste Bins	240	179	(61)	973	1,253	280	2,152		1,179	45.2%	
6952	Protective Clothing	0	0	0	0	125	125	250		250	0.0%	
	F & G P - Bat & Ball Centre :- Indirect Expenditure	**15,252**	**11,736**	**(3,516)**	**96,709**	**80,645**	**(16,064)**	**139,885**	**0**	**43,176**	**69.1%**	**0**
	Net Income over Expenditure	**(2,711)**	**(1,578)**	**1,133**	**22,821**	**(9,453)**	**(32,274)**	**(17,812)**				
38	F & G P - Grants											
7500	Local Organisations Grants	0	0	0	11,840	11,450	(390)	22,900		11,060	51.7%	
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	1,188	0	(1,188)	8,200		7,013	14.5%	
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557	Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	100.0%	
	F & G P - Grants :- Indirect Expenditure	**0**	**0**	**0**	**48,028**	**46,450**	**(1,578)**	**67,100**	**0**	**19,073**	**71.6%**	**0**
	Net Expenditure	**0**	**0**	**0**	**(48,028)**	**(46,450)**	**1,578**	**(67,100)**				
39	F & G P - Property											
1469	O/S Ground Rents & Wayleaves	0	555	555	4,298	3,885	(413)	6,662	3,700		120.0%	
	F & G P - Property :- Income	**0**	**555**	**555**	**4,298**	**3,885**	**(413)**	**6,662**			**64.5%**	**0**
	Net Income	**0**	**555**	**555**	**4,298**	**3,885**	**(413)**	**6,662**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 **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
40	Town Team											
1204	Holly Party	238	0	(238)	238	0	(238)	0			0.0%	
1206	Business Awards	1,050	0	(1,050)	4,350	0	(4,350)	7,450			58.4%	
1207	Business Show	0	0	0	6,725	5,000	(1,725)	5,000			134.5%	
	Town Team :- Income	**1,288**	**0**	**(1,288)**	**11,313**	**5,000**	**(6,313)**	**12,450**			**90.9%**	**0**
6101	Telephone	0	9	9	0	63	63	110		110	0.0%	
6200	Printing & Stationery	0	9	9	0	63	63	114		114	0.0%	
6240	Computer/ Data Base/WP's	0	70	70	0	490	490	847		847	0.0%	
6241	Website Costs	0	72	72	285	216	(69)	289		4	98.6%	
6244	Information Screens	0	0	0	240	500	260	1,000		760	24.0%	
6322	Business Awards	595	6,500	5,905	930	7,721	6,791	8,318		7,388	11.2%	
6323	Business Show	0	307	307	4,400	2,149	(2,251)	3,687		(713)	119.3%	
6325	Holly Party Expense	0	0	0	378	0	(378)	0		(378)	0.0%	
6461	Banner Costs	0	0	0	0	414	414	827		827	0.0%	
6730	Subscriptions	0	604	604	150	604	454	603		453	24.9%	
6900	Sundry Expenses	0	67	67	10	469	459	805		795	1.2%	
7000	Reinvestment	0	0	0	0	0	0	850		850	0.0%	
	Town Team :- Indirect Expenditure	**595**	**7,638**	**7,043**	**6,393**	**12,689**	**6,296**	**17,450**	**0**	**11,057**	**36.6%**	**0**
	Net Income over Expenditure	**693**	**(7,638)**	**(8,331)**	**4,920**	**(7,689)**	**(12,609)**	**(5,000)**				

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Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7

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
41	Business Hub											
1022	Letting & Hire of Facilities	94	111	17	443	777	334	1,332			33.2%	
1026	Hot Desking Facility	110	444	334	2,149	3,108	959	5,330			40.3%	
1029	Office Pods	1,127	1,407	280	8,980	9,849	869	16,882			53.2%	
1031	Chamber of Commerce	538	466	(72)	3,338	3,262	(76)	5,587			59.7%	
	Business Hub :- Income	**1,868**	**2,428**	**560**	**14,910**	**16,996**	**2,086**	**29,131**			**51.2%**	**0**
4010	Gross Pay	836	710	(126)	5,695	4,970	(725)	8,525		2,830	66.8%	
4270	Employers Pension Contribution	31	23	(8)	66	161	95	274		208	23.9%	
5410	Repairs & General Maintenance	0	20	20	1,990	173	(1,817)	307		(1,683)	648.4%	
5500	Equipment Hired and New	352	43	(309)	352	301	(51)	512		160	68.7%	
6000	Rent & Rates	165	200	35	1,152	1,400	248	2,000		848	57.6%	
6010	Light Heat & Cleaning	105	1,083	978	243	7,581	7,338	13,000		12,757	1.9%	
6011	Electricity	367	0	(367)	1,447	0	(1,447)	0		(1,447)	0.0%	
6105	Broadband wi-fi service	0	154	154	849	1,078	229	1,845		996	46.0%	
6900	Sundry Expenses	100	85	(15)	687	595	(92)	1,025		338	67.0%	
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	98	(68)	164		(2)	101.1%	
6976	Credit card charges	31	30	(1)	214	210	(4)	358		144	59.7%	
	Business Hub :- Indirect Expenditure	**1,986**	**2,362**	**376**	**14,293**	**17,056**	**2,763**	**28,499**	**0**	**14,206**	**50.2%**	**0**
	Net Income over Expenditure	**(118)**	**66**	**184**	**617**	**(60)**	**(677)**	**632**				

Continued over page

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 | **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
42	Sevenoaks Town Mayor											
1500	Fundraising	0	0	0	526	0	(526)	0			0.0%	
1752	Quiz Night Income	289	0	(289)	289	0	(289)	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	**289**	**0**	**(289)**	**2,310**	**0**	**(2,310)**	**0**				**0**
6444	Mayors Car Allowance 2024/2025	0	226	226	(0)	(1,133)	(1,133)	0		0	0.0%	
6446	Mayors Allowance 2025/2026	230	0	(230)	2,499	6,044	3,545	6,044		3,545	41.3%	
6447	Mayors Car Allowance 2025/2026	0	0	0	0	2,715	2,715	2,715		2,715	0.0%	
7100	Mayoral Charity Donations	0	0	0	6,185	0	(6,185)	0		(6,185)	0.0%	
7204	Knole Tour Expenditure	0	0	0	466	0	(466)	0		(466)	0.0%	
7205	Chevening Visit Expenditure	0	0	0	2,416	0	(2,416)	0		(2,416)	0.0%	
	Sevenoaks Town Mayor :- Indirect Expenditure	**230**	**226**	**(4)**	**11,564**	**7,626**	**(3,938)**	**8,759**	**0**	**(2,805)**	**132.0%**	**0**
	Net Income over Expenditure	**59**	**(226)**	**(285)**	**(9,254)**	**(7,626)**	**1,628**	**(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)**				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7

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
50	Youth Cafe											
1022	Letting & Hire of Facilities	695	333	(362)	3,435	2,331	(1,104)	4,000			85.9%	
1211	Sale of Goods	459	167	(292)	1,917	1,169	(748)	2,000			95.9%	
1350	Revenue Grant income	0	0	0	1,375	0	(1,375)	0			0.0%	
	Youth Cafe :- Income	**1,154**	**500**	**(654)**	**6,727**	**3,500**	**(3,227)**	**6,000**			**112.1%**	**0**
4010	Gross Pay	6,218	5,167	(1,051)	43,514	36,169	(7,345)	62,000		18,486	70.2%	
4270	Employers Pension Contribution	266	174	(92)	1,804	1,218	(586)	2,090		286	86.3%	
5410	Repairs & General Maintenance	0	85	85	763	595	(168)	1,025		262	74.4%	
5500	Equipment Hired and New	392	44	(348)	1,735	308	(1,427)	520		(1,215)	333.7%	399
6010	Light Heat & Cleaning	47	17	(30)	206	119	(87)	205		(1)	100.3%	
6101	Telephone	51	60	9	357	420	63	717		360	49.8%	
6105	Broadband wi-fi service	0	0	0	197	400	203	400		203	49.2%	
6200	Printing & Stationery	0	17	17	53	119	66	205		152	26.0%	
6210	Postage & Courier	42	0	(42)	42	0	(42)	0		(42)	0.0%	
6240	Computer/ Data Base/WP's	0	42	42	645	294	(351)	500		(145)	128.9%	
6241	Website Costs	12	55	43	84	205	121	205		121	41.0%	
6281	Furnishings,Furniture/Eqpt	0	0	0	0	258	258	515		515	0.0%	
6320	Staff Training	0	0	0	180	100	(80)	100		(80)	180.2%	
6330	Welfare/Hospitality	0	0	0	40	0	(40)	0		(40)	0.0%	
6340	Staff Uniforms	0	0	0	44	102	58	205		161	21.6%	
6460	Publicity & Democratic notices	25	0	(25)	506	0	(506)	0		(506)	0.0%	
6500	Goods for Resale	221	171	(50)	1,897	1,197	(700)	2,050		153	92.5%	
6505	Cafe consumables	0	0	0	5	0	(5)	0		(5)	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
6635	Professional Fees Licensing	0	115	115	672	345	(327)	461		(211)	145.8%	
6900	Sundry Expenses	5	33	28	28	231	203	400		372	6.9%	
6922	Health&Safety/Risk Assessments	0	0	0	620	1,251	631	1,250		630	49.6%	
6952	Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
6976	Credit card charges	8	0	(8)	12	0	(12)	0		(12)	0.0%	
9029	Youth Cafe toilet refurb	0	0	0	200	0	(200)	0		(200)	0.0%	
	Youth Cafe :- Indirect Expenditure	**7,287**	**5,980**	**(1,307)**	**53,705**	**43,331**	**(10,374)**	**72,848**	**0**	**19,143**	**73.7%**	**399**
	Net Income over Expenditure	**(6,133)**	**(5,480)**	**653**	**(46,978)**	**(39,831)**	**7,147**	**(66,848)**				
8001	plus Transfer from EMR	250	0	(250)	399	0	(399)	0				
	Movement to/(from) Gen Reserve	**(5,883)**	**(5,480)**	**403**	**(46,579)**	**(39,831)**	**6,748**	**(66,848)**				
60	Markets											
1017	Rental Income Sat Market	1,738	1,757	19	13,096	12,299	(797)	21,081			62.1%	
1018	Rental Income Wed Market	1,043	1,068	26	6,714	7,476	763	12,818			52.4%	
1019	Rental Income Blighs Market	1,632	1,581	(51)	12,493	11,067	(1,426)	18,974			65.8%	
1208	Other Events Income	0	0	0	480	0	(480)	0			0.0%	
	Markets :- Income	**4,413**	**4,406**	**(7)**	**32,783**	**30,842**	**(1,941)**	**52,873**			**62.0%**	**0**
4010	Gross Pay	178	178	(0)	1,249	1,246	(3)	2,139		890	58.4%	
5410	Repairs & General Maintenance	0	0	0	20	102	82	205		185	9.7%	
5420	Saturday market charges	1,189	1,538	349	8,915	9,538	623	16,000		7,085	55.7%	
5421	Wednesday Market charges	1,486	1,490	4	9,212	9,238	26	15,500		6,288	59.4%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 **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
5424	Vegan Market Expenditure	0	0	0	41	0	(41)	0		(41)	0.0%	
6001	Blighs Market Charges	0	750	750	4,439	5,250	811	9,000		4,561	49.3%	
6010	Light Heat & Cleaning	0	51	51	0	153	153	205		205	0.0%	
6011	Electricity	35	0	(35)	260	0	(260)	0		(260)	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	**2,888**	**4,007**	**1,119**	**24,312**	**25,629**	**1,317**	**43,356**	**0**	**19,044**	**56.1%**	**0**
	Net Income over Expenditure	**1,524**	**399**	**(1,125)**	**8,471**	**5,213**	**(3,258)**	**9,517**				
70	Precept											
1995	Precept	128,762	128,762	(0)	901,336	901,334	(2)	1,545,147			58.3%	
	Precept :- Income	**128,762**	**128,762**	**(0)**	**901,336**	**901,334**	**(2)**	**1,545,147**			**58.3%**	**0**
	Net Income	**128,762**	**128,762**	**(0)**	**901,336**	**901,334**	**(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	116,470	0	(116,470)	466,417	0	(466,417)	0			0.0%	466,417
	Capital Infrastructure Budget :- Income	**116,470**	**0**	**(116,470)**	**1,253,917**	**0**	**(1,253,917)**	**0**				**1,253,917**
9014	Play Areas	13,662	0	(13,662)	14,208	0	(14,208)	0		(14,208)	0.0%	14,208

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 10/11/2025

Month No: 7 **Cost Centre Report**

Code		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9053	Vine Area	0	0	0	23,130	0	(23,130)	0		(23,130)	0.0%	23,130
9063	New Community Centre	0	0	0	24,000	0	(24,000)	0		(24,000)	0.0%	20,000
9064	Stag Capital upgrades	0	0	0	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	3,300	0	(3,300)	10,300	0	(10,300)	0		(10,300)	0.0%	10,300
9080	Legal Fees - Greatness Pavilio	0	0	0	5,500	0	(5,500)	0		(5,500)	0.0%	5,500
	Capital Infrastructure Budget :- Indirect Expenditure	**16,962**	**0**	**(16,962)**	**106,041**	**0**	**(106,041)**	**0**	**0**	**(106,041)**		**102,041**
	Net Income over Expenditure	**99,508**	**0**	**(99,508)**	**1,147,876**	**0**	**(1,147,876)**	**0**				
8001	plus Transfer from EMR	17,508	0	(17,508)	102,041	0	(102,041)	0				
8002	less Transfer to EMR	116,470	0	(116,470)	1,253,917	0	(1,253,917)	0				
	Movement to/(from) Gen Reserve	**546**	**0**	**(233,486)**	**(4,000)**	**0**	**(2,503,834)**	**0**				
	Grand Totals:- Income	**295,538**	**165,388**	**(130,150)**	**2,593,700**	**1,161,444**	**(1,432,256)**	**1,997,096**			**129.9%**	
	Expenditure	**175,714**	**152,248**	**(23,466)**	**1,399,435**	**1,189,111**	**(210,324)**	**1,997,096**	**0**	**597,661**	**70.1%**	
	Net Income over Expenditure	**119,825**	**13,140**	**(106,685)**	**1,194,265**	**(27,667)**	**(1,221,932)**	**0**				
	plus Transfer from EMR	**17,758**	**0**	**(17,758)**	**96,263**	**0**	**(96,263)**	0				
	less Transfer to EMR	**116,470**	**0**	**(116,470)**	**1,262,405**	**0**	**(1,262,405)**	0				
	Movement to/(from) Gen Reserve	**21,113**	**13,140**	**(7,973)**	**28,123**	**(27,667)**	**(55,790)**	**0**				

October 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	(24,778)	(24,290)	488	(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)	

October 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	(195,261)	(203,684)	(8,423)	(341,784)	Other Woodland is £4,967 over its annual budget due to lots of tree work being identified in the tree safety report. Fertilisers is £467 over its annual budget but we are hoping that grant funding will offset some of this. Grass seed is £1,342 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. Subscriptions is £245 over the annual budget due paying two subs for the Institute of Groundsmanship. Overall total expenditure is £14,240 under budget.
Cemetery	(30,595)	(50,631)	(20,036)	(86,875)	Income is favourable - £18,308 above budget year to date. The repairs and general maintenance budget is already £1,498 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. The computer nominal code is over its annual budget by £421this is due to the purchase of a new laptop due to the old laptop becoming obselete as Windows 10 will stop running in October. The heatlh & safety nominal is £2,328 over its annual budget due to work being done to the lightning conductor at a cost of £3,080, this was picked up in the health & safety audit.
Allotments	2,974	6,091	3,117	2,862	The income is slightly down due to some empty plots.
Street lighting/ general	(22,236)	(13,348)	8,888	(15,555)	£2,850 has been received as income for In Bloom. Street lighting income will be at the end of the financial year. In Bloom costs are £1,726 over the annual budget
Vine Grounds	(28,839)	(29,757)	(918)	(48,363)	The ground maintenance nominal is £4,295 over its annual budget due to £4,382 for the bridge repairs and fence works that were unbudgeted.
Café					
Vine Café	(10,809)	-	10,809	(1,590)	The position as at October of last year was a deficit of £13,134 against a deficit this year of £10,809. The income as at October of last year £38,445 against £35,698 this year. New bistro chairs and tables have been purchased at a cost of £1,284.

October 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
	£	£	£	£	
Bat & Ball Station	(35,467)	(20,662)	14,805	(34,824)	Booking income this year YTD is £10,780 against £11,496 last year. The pumps have been replaced with the boiler at the Station at a cost of £2,691 and emergency lighting works at a cost of £912, these works were recorded in the fire risk assessment.
Finance & Delivery					
Establishments	(437,780)	(447,267)	(9,487)	(748,352)	The income from interest on deposits is £15,598 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 £2,428 over its annual budget due to £1,565 spent on a new noticeboard and £628 on a dishwasher for the council offices. Banner costs are £550 above the annual budget. Professional fees budget has no budget for the asset valuations for the local government reorganisation totalling £10k.
General	(6,351)	(12,624)	(6,273)	(37,625)	Income for the Christmas lights has come in.
Council Offices	(17,337)	(29,238)	(11,901)	(42,944)	Income is favourable - £2,554 above annual budget and overall expenditure is approximately £5k under budget YTD.
Bat & Ball Centre	22,821	(9,453)	(32,274)	(17,812)	Income is £42k above budget year to date. The repairs and maintenance nominal is £4,854 over its annual budget but £3,450k of this is for the replacement of the bike rack which is offset by the insurance monies. The equipment hired and new nominal is £3,565 over the annual budget due to the purchase of a bench for £1,079 but thisis offset and also £3k on recycling bins due to the Simpler Recycling Regulations. The health & safety nominal is over budget due to £986 for the testing of the man safe on the roof and £534 for fire risk assessment report.
Grants	(48,028)	(46,450)	1,578	(67,100)	
Property	4,298	3,885	(413)	6,662	

October 2025 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	4,920	(7,689)	(12,609)	(5,000)	The Business show income is positive with lots of sponsorship. Sponsorship has been invoiced for the Business Awards.
Business Hub	617	(60)	(677)	632	Income is £2k 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. Marketing will be ongoing. The repairs and general maintenance is £1,683 over its annual budget due to drainage and rectification works (£840), 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 (£300). The health & safety nominal is £997 overbudget due to the smoke detector battery replacement (£932). Overall expenditure is £2k under budget.
BID	-		-	-	
Sevenoaks Town Mayor	(9,254)	(7,626)	1,628	(8,759)	This includes the charity donations of the last Mayor.
Youth Cafe	(46,579)	(39,831)	6,748	(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 £7k over budget YTD. Equipment hired and new is over its annual budget by £1,215 this is due to the hire of the coach for the daytrip to the seaside at a cost of £850 - the Youth Council donated £250 towards this cost. The unbudgeted recycling bin cost £351. 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 £10k above budget year to date.
Markets	8,471	5,213	(3,258)	9,517	Income is £1,941 above budget YTD.
Precept	901,336	901,334	(2)	1,545,147	
Revenue Surplus/ (Deficit) Total	**32,124**	**(26,087)**	**(58,211)**	**-**	
Capital Infrastructure	(4,000)	(4,000)	-	-	
Total inc Capital	28,124	(26,087)	(58,211)	-	

October 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	(24,778)	(24,290)	488	(40,889)	
Community and Well Being	-	-	-	(500)	
Vine Café	(10,809)	-	10,809	(1,590)	
Bat Ball Station	(35,467)	(20,662)	14,805	(34,824)	
Finance & Delivery	(798,159)	(882,469)	(84,310)	(1,467,344)	
Precept	901,336	901,334	(2)	1,545,147	
Capital Infrastructure	(4,000)	(4,000)	-	(4,000)	

Sevenoaks Town Council

Statement of Fund Balances as at 30th September 2025

£ (2024/25)			S&P Rating 31/10/2024 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	National Westminster Bank		A+	A-1				
14,946		Business Reserve Account			25,679			
150,662		Current Account			304,266			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			9,336			
						351,729	10.49%	
	HSBC		A+	A-1				
52,637		Business money manager			53,078			1.45%
						53,078	1.58%	
	Handelsbanken		AA-	A-1+				
170		Deposit account			171			2.20%
1,689		35 day notice account			1,706			2.20%
						1,877	0.06%	
	Nationwide		A+	A-1				
2,835		Instant Saver			2,835			0.00%
21		Sevenoaks Fund Instant Saver			21			2.20%
						2,855	0.09%	
	CCLA							
560,000		Public Sector Deposit	AAA (Fitch only)		1,780,000			
						1,780,000	53.09%	4.30%
	Virginmoney							
1		Current account	BBB	A-2	1			
7,524		95 Day Notice			7,637			4.07%
						7,638	0.23%	
	Insignis Investments							
		Insignis Hub						
507		Insignis Earmarked Fees			277			
259,590		HSBC Tracker (31 Day Notice)	A+		266,074			3.95%
376,041		Santander (90 Day Account)	A+		383,513			3.90%
		Emirates NBD (6 month)	A+		505,537			4.18%
						1,155,401	34.46%	
949	Petty Cash					482	0.01%	
	Cashbook suspense					19	0.00%	
1,447,327						3,353,079		

Instant access funds	2,168,028
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 October 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	2,450		
36,201		SCC Bookings Debtors	27,228		
35,259		Vat Control	29,069		
199		Allotment Ledger	1,772		
26,096		Prepayments	4,102		
3,319		Stock	3,319		
150,662		Nat West - Current Account	304,266		
1,000		Payroll Account	1,000		
7,306		Mayors Charity Account	9,336		
1,000		House i/t Basement Youth Cafe	1,000		
10,449		Sevenoaks Town Partnership	10,449		
949		Petty Cash	482		
170		Handelsbanken Investment	172		
1,689		Handelsbanken Notice Account	1,706		
2,835		Nationwide Instant Saver	2,835		
14,946		Natwest Investment	25,679		
1		Virgin Money Current Account	1		
52,637		HSBC Investment	53,078		
21		Nationwide Sevenoaks Fund	21		
560,000		CCLA Public Sector Deposit	1,780,000		
7,524		Virgin Money 90 day Notice	7,637		
317		Insignis Earmarked Fees	277		
0		Emirates NBD (6 Months)	505,537		
376,041		Santander (90 day Notice)	383,513		
259,590		HSBC Tracker (31 days Notice)	266,074		
1,580,789				3,421,000	
	1,580,789	Total Assets			3,421,000
		Current Liabilities			
0		Cash Book Suspense	19		
35,882		Creditors	23,298		
33,621		Accruals	97,723		
52,470		Receipts in Advance	650,733		
3,904		Receipt in Advance-Cemetery	3,690		
7,923		Damage Deposit	4,201		

Sevenoaks Town Council

Balance Sheet as at 31st October 2025

31 March 2025				31 March 2026
485		Key Deposit	476	
6,320		QH Allotment Key deposits	6,410	
727		BV Allotment key deposits	727	
141,331				787,276
	1,439,458	Total Assets Less Current Liabilities		2,633,723
		Represented By		
	533,825	Revenue Reserve		542,436
	905,633	Earmarked Reserves		2,091,288
	1,439,458			2,633,723

The above statement represents fairly the financial position of the authority as at 31st October 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	-1,148.67	726.70
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	6,000.00	17,035.00
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	992,800.00	992,800.00
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	167,621.00	338,860.17
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	1,185,654.67	2,091,287.57

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	29,395
82,397	O/ Spaces & Leisure - Cemetery	63,808
9,281	O/ Spaces & Leisure- Allotment	9,741
19,489	Open Spaces-Street Lighting/Ge	2,950
42,089	O/ Spaces & Leisure-Vine Cafe	35,698
14,470	O/Spaces & Leisure-Vine Ground	4,106
62,368	F& G P - Bat & Ball Station	31,595
103,189	F & G P - Establishments	52,370
10,535	F & G P - General	3,348
11,841	F & G P - Council Offices	13,569
118,516	F & G P - Bat & Ball Centre	119,529
6,424	F & G P - Property	4,298
16,213	Town Team	11,313
27,817	Business Hub	14,910
13,117	Sevenoaks Town Mayor	2,310
31,840	Youth Cafe	6,727
60,466	Markets	32,783
300	Longspring Woods	0
1,437,614	Precept	901,336
261,200	Capital Infrastructure Budget	1,253,917
2,369,712	Total Income	2,593,700
	Running Costs	
38,346	Planning - General	24,778
331,976	O/ Spaces & Leisure - General	208,247
163,769	O/ Spaces & Leisure - Cemetery	94,402
12,800	O/ Spaces & Leisure- Allotment	7,305
28,923	Open Spaces-Street Lighting/Ge	25,186
71,388	O/ Spaces & Leisure-Vine Cafe	46,506
69,886	O/Spaces & Leisure-Vine Ground	32,945
139,756	F& G P - Bat & Ball Station	67,061
782,067	F & G P - Establishments	488,650
46,934	F & G P - General	12,403
55,587	F & G P - Council Offices	30,905
146,872	F & G P - Bat & Ball Centre	96,709
73,742	F & G P - Grants	48,028
14	F & G P - Property	0
17,999	Town Team	6,393
25,176	Business Hub	14,293
18,300	Sevenoaks Town Mayor	11,564
18,677	BID	0
89,761	Youth Cafe	53,705
35,246	Markets	24,312
419,356	Capital Infrastructure Budget	106,041
2,586,575	Total Expenditure	1,399,435

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	General Fund Analysis	
514,992	Opening Balance	533,825
2,369,712	Plus : Income for Year	2,593,700
2,884,704		3,127,525
2,586,575	Less : Expenditure for Year	1,399,435
298,129		1,728,091
(235,696)	Transfers TO / FROM Reserves	1,185,655
533,825	Closing Balance	542,436

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
31/10/2025	10942	38667	ADADEMY CONSULTING	ACA001	3,300.00	660.00	3,960.00	9077	91	3,300.00	QS & Employers Agent Services
21/10/2025	28178	38620	AMETHYST	AME002	362.32	72.46	434.78	6802	22	362.32	plants
21/10/2025	28179	38621	AMETHYST	AME002	625.04	125.01	750.05	5340	21	625.04	plants
15/10/2025	15/10/25	38585	BANKLINE	BANKL01	93.35	0.00	93.35	6975	31	93.35	bank chgs
02/10/2025	40333331	38512	BIDFOOD	BID001	208.39	1.20	209.59	6500	28	208.39	goods for resale
23/10/2025	40745964	38634	BIDFOOD	BID001	191.57	13.49	205.06	6500	28	191.57	goods for resale
06/10/2025	0217616	38544	BOOKER	BOOK001	50.46	0.40	50.86	6500	28	48.47	goods for resale
								6505	28	1.99	consumables
07/10/2025	252104521	38567	BP FUEL	BPF001	149.02	29.80	178.82	5700	21	149.02	fuel
14/10/2025	252105982	38566	BP FUEL	BPF001	5.86	0.00	5.86	5700	21	5.86	fuel
21/10/2025	252108137	38619	BP FUEL	BPF001	9.39	0.00	9.39	5700	21	9.39	fuel
28/10/2025	252109629	38650	BP FUEL	BPF001	11.98	0.00	11.98	5700	21	11.98	fuel
30/09/2025	SVO/377741	38592	BREWERS	BREW001	216.49	43.30	259.79	5410	36	216.49	maint equip
10/10/2025	SVO/377823	38625	BREWERS	BREW001	12.82	2.56	15.38	5410	28	12.82	maint equip
10/10/2025	SVO/377824	38624	BREWERS	BREW001	7.55	1.51	9.06	5410	21	7.55	maint equip
24/10/2025	SVO/377909	38648	BREWERS	BREW001	41.11	8.22	49.33	5410	21	41.11	paint equip
02/10/2025	725586050	38591	BRITISH GAS	BRI001	-92.94	-4.64	-97.58	6012	30	-92.94	gas chg 22/8-21/9
03/10/2025	805480578	38589	BRITISH GAS	BRI001	76.94	3.84	80.78	6012	30	76.94	gas chg 22/8-21/9
03/10/2025	805480579	38590	BRITISH GAS	BRI001	25.94	1.29	27.23	6012	30	25.94	gas chg 22/8-30/9
21/10/2025	810295958	38614	BRITISH GAS	BRIT007	109.12	5.45	114.57	6012	33	109.12	gas chg 14/9-14/10
15/10/2025	810292663	38633	BRITISH GAS	BRIT008	235.00	47.00	282.00	6012	36	235.00	gas chg 12/9-11/10
01/10/2025	6981	38539	CJS PLANTS	CJS001	870.00	174.00	1,044.00	6865	26	870.00	Floral maint chg
06/10/2025	155926	38540	CONNECTAPHONE	CON001	561.22	112.24	673.46	6101	50	50.98	Sep telephone chg
								6101	22	50.98	Sep telephone chg
								6101	28	50.98	Sep telephone chg
								6101	36	51.47	Sep telephone chg
								6101	30	50.98	Sep telephone chg
								6101	31	305.83	Sep telephone chg

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
30/09/2025	15561	38587	STREETLIGHTS	DIR001	90.00	18.00	108.00	6862	26	90.00	Linden Chase Column assessment
15/10/2025	15586	38575	STREETLIGHTS	DIR001	12.50	2.50	15.00	6862	26	12.50	Harrison Way Lamp replaced
22/10/2025	15669	38632	STREETLIGHTS	DIR001	1,541.72	308.34	1,850.06	6862	26	1,541.72	Streetlighting maint chg (2/2)
02/10/2025	939923	38573	ERNEST DOE	DOE001	166.55	33.31	199.86	5500	21	166.55	Spraying equip
10/10/2025	940303	38574	ERNEST DOE	DOE001	40.84	8.17	49.01	5700	22	40.84	fuel
02/10/2025	000025324108	38549	EDF ENERGY	EDF002	972.57	194.51	1,167.08	6011	36	972.57	Sep electric chg
03/10/2025	000025343434	38546	EDF ENERGY	EDF003	35.28	1.76	37.04	6011	60	35.28	Sep electric chg
03/10/2025	000025343781	38547	EDF ENERGY	EDF004	366.61	73.32	439.93	6011	41	366.61	Sep electric chg
16/10/2025	000025485707	38641	EDF ENERGY	EDF005	875.11	175.02	1,050.13	6011	28	875.11	Electric chg 7/7-6/10
16/10/2025	000025485640	38643	EDF ENERGY	EDF006	536.63	26.83	563.46	5025	21	536.63	Electric chg 7/7-6/10
16/10/2025	000025485798	38642	EDF ENERGY	EDF007	195.31	9.77	205.08	5020	29	195.31	Electric chg 7/7-6/10
03/10/2025	000025361118	38548	EDF ENERGY	EDF008	44.96	2.25	47.21	6861	26	44.96	electric chg 25/6-23/9
01/10/2025	000025269224	38541	EDF ENERGY	EDF011	1,085.81	217.16	1,302.97	6011	30	1,085.81	Sep electric chg
23/10/2025	000025521909	38654	EDF ENERGY	EDF012	787.49	39.37	826.86	6011	21	787.49	electric chg 14/7-21/10
24/10/2025	000025527713	38653	EDF ENERGY	EDF012	2,514.25	502.85	3,017.10	6011	21	2,514.25	electric chg 14/1-13/4
24/10/2025	000025527744	38652	EDF ENERGY	EDF012	693.96	34.70	728.66	6011	21	693.96	electric chg 14/4-13/7
23/10/2025	38978	38631	EDGE IT	EDG001	1,115.95	223.19	1,339.14	6240	11	135.53	Edge IT system renewal
								6240	22	143.46	Edge IT system renewal
								110	0	430.39	Edge IT system renewal CC22
								110	0	406.57	Edge IT system renewal CC11
22/08/2025	SV411537	38607	ELS	ELS001	25.00	5.00	30.00	5525	21	25.00	Plug
01/10/2025	127861	38627	ATLAS FM/EMPRISE SVS	EMP001	635.42	127.08	762.50	6932	22	635.42	Oct lock up chg
01/10/2025	127862	38628	ATLAS FM/EMPRISE SVS	EMP001	1,642.38	328.48	1,970.86	5311	21	1,642.38	Oct lock up chg Pontoise
01/10/2025	127863	38629	ATLAS FM/EMPRISE SVS	EMP001	1,095.54	219.11	1,314.65	5311	21	1,095.54	Oct lock up chg H.Street
19/10/2025	4820735	38593	EVERFLOW WATER	EVE002	602.70	0.00	602.70	6002	23	94.36	water chg 19/11-18/12
								5025	21	10.65	water chg 19/11-18/12
								6014	33	249.67	water chg 19/11-18/12
								6014	36	23.49	water chg 19/11-18/12
								6014	30	20.73	water chg 19/11-18/12

Purchase Ledger for Month No 7 Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6014	21	-26.21	water chg 19/11-18/12
								6014	28	94.23	water chg 19/11-18/12
								6014	29	32.20	water chg 19/11-18/12
								6014	23	103.58	water chg 19/11-18/12
08/05/2025	8/5/25	38606	FIONA HENRY	FIO002	150.00	0.00	150.00	6869	32	150.00	VE Day Performance
01/10/2025	1/10	38486	FOLKESTONE HYTHE DC	FOL003	30.00	0.00	30.00	6446	42	30.00	Folkestone Art Festival
15/08/2025	MF/STC/996	38604	FOUR FRYS LTD	FOU002	425.00	85.00	510.00	6630	45	425.00	BID brochre design
30/09/2025	SI22070	38594	GLASDON	GLAS001	5,867.44	1,173.48	7,040.92	5500	41	351.52	Recycling bins
								5500	33	351.52	Recycling bins
								5500	21	351.52	Recycling bins
								5500	30	703.04	Recycling bins
								5500	22	351.52	Recycling bins
								5500	50	351.52	Recycling bins
								5500	28	351.52	Recycling bins
								5500	36	3,055.28	Recycling bins
10/10/2025	228	38603	GLENN BALL	GLE001	1,859.66	0.00	1,859.66	6630	31	1,859.66	Architect fee Pavilion Lights
14/10/2025	189137	38626	GODFREYS	GOD001	67.48	13.49	80.97	5700	21	67.48	fuel
24/10/2025	99639	38612	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Coffee machine rental Oct
10/10/2025	HM767	38557	HM CREATIVE AND CO	HMC001	260.00	0.00	260.00	6490	32	260.00	CLSO show deposit
01/10/2025	153551	38500	KCC KCS	KCC003	119.99	24.00	143.99	5500	31	119.99	Laminator
02/10/2025	153751	38499	KCC KCS	KCC003	11.70	2.34	14.04	6010	41	11.70	Air fresheners
04/10/2025	155149	38568	KCC KCS	KCC003	109.51	21.90	131.41	6935	33	28.84	bin liners
								6935	22	26.89	bin liners
								6935	36	26.89	bin liners
								6935	21	26.89	bin liners
10/10/2025	157856	38550	KCC KCS	KCC003	111.80	22.36	134.16	6200	31	111.80	stationery
14/10/2025	159370	38569	KCC KCS	KCC003	23.80	4.76	28.56	6935	21	23.80	bin liners
14/10/2025	159371	38584	KCC KCS	KCC003	28.10	5.62	33.72	6200	31	28.10	stationery
16/10/2025	160583	38582	KCC KCS	KCC003	94.25	18.85	113.10	6010	33	17.70	cleaning equip

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								Nominal Ledger Analysis			
								6200	31	76.55	stationery
17/10/2025	161036	38583	KCC KCS	KCC003	-29.35	-5.87	-35.22	6200	31	-29.35	stationery
21/10/2025	162191	38640	KCC KCS	KCC003	72.65	14.53	87.18	6200	31	72.65	stationery
21/10/2025	162192	38639	KCC KCS	KCC003	51.86	10.37	62.23	6010	33	51.86	cleaning eq
23/10/2025	163173	38636	KCC KCS	KCC003	31.88	6.38	38.26	6010	41	31.88	cleaning equip
23/10/2025	163174	38611	KCC KCS	KCC003	26.99	5.40	32.39	6869	32	26.99	Storage box
23/10/2025	23023087	38610	KENT BOILER REPAIRS	KEN004	297.33	59.47	356.80	5410	36	297.33	Basin repair
13/10/2025	28065	38597	KENT ASSOCIATION FOR	KEN006	25.00	5.00	30.00	6460	50	25.00	Braille transcription posters
09/10/2025	152193	38553	LANDSCAPE SUPPLY CO	LAND001	129.70	25.94	155.64	6952	21	14.85	safety specs
								5500	21	62.95	shears
								6802	22	51.90	fertilizer
23/10/2025	152747	38618	LANDSCAPE SUPPLY CO	LAND001	170.80	34.16	204.96	6952	21	79.05	staff uniform
								6952	22	31.80	staff uniform
								6802	22	59.95	wall plan
12/10/2025	04	38600	LILIAS KITCHEN	LIL001	220.60	0.00	220.60	6016	30	220.60	refreshments for resale
15/10/2025	05	38601	LILIAS KITCHEN	LIL001	84.00	0.00	84.00	6016	30	84.00	refreshments for hirers
15/10/2025	06	38599	LILIAS KITCHEN	LIL001	81.45	0.00	81.45	6520	36	81.45	Tea Dance refreshments
30/09/2025	INV27094	38602	MIDAS WASTE	MID001	25.96	5.19	31.15	6935	21	25.96	Sep bin collection chg
31/10/2025	INV28122	38666	MIDAS WASTE	MID001	982.18	196.52	1,178.70	6935	30	136.00	Oct bin collection
								6935	36	152.75	Oct bin collection
								6935	28	91.15	Oct bin collection
								6935	22	152.82	Oct bin collection
								6935	21	306.74	Oct bin collection
								6935	33	142.72	Oct bin collection
13/10/2025	429761	38637	NATIONAL LEAFLET CO	NAT010	3,823.00	0.00	3,823.00	6200	31	3,823.00	Town Crier print chg
09/10/2025	NEREODBS17623	38586	NEREO	NER001	10.00	2.00	12.00	6635	21	10.00	A.R DBS check
28/10/2025	UKSPS00177385	38651	NEXUDUS SL	NEX001	99.60	19.92	119.52	6900	41	99.60	Nov Hub booking chg
22/10/2025	32250897	38635	NISBETS	NIS001	44.98	8.99	53.97	6010	41	44.98	cleaning eq
24/10/2025	32267388	38615	NISBETS	NIS001	32.97	6.59	39.56	6010	41	16.49	cleaning equip

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6010	33	16.48	cleaning equip
30/09/2025	1007331	38623	OAKS PLANT HIRE	OAKS001	76.80	15.36	92.16	5525	21	76.80	Breaker hire
09/10/2025	0001/00209616	38572	OBM	OBM001	28.40	5.68	34.08	5410	23	28.40	maint equip BVR
28/10/2025	28/OCT25/GEO	38657	ONECARD	ONE002	3,318.61	448.07	3,766.68	6013	36	29.98	cleaning equip
								6013	36	32.40	cleaning equip
								6013	36	21.02	cleaning equip
								6730	31	89.00	NW ACCA Registration fee
								6730	31	168.00	NW Exam fee
								6415	31	20.00	staff leaving gift
								5410	30	38.33	key cut for café
								6240	31	10.83	Procreate App
								6240	31	10.83	Software design subs
								5318	36	456.00	rental of warning signs
								6460	31	105.00	Job advertising
								6011	21	636.05	Electricity downgrade
								6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad
								6101	22	8.34	AC mobile
								6101	22	8.34	AC mobile
								6210	28	41.94	delivery saver
								6210	50	41.94	delivery saver
								6104	21	6.67	O/S manager mobile
								6104	33	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6922	36	1.99	Fire extinguisher sign
								6922	31	154.00	7 Randon detectors
								6241	50	12.00	website maintenance
								6322	40	11.22	Awards Advertising
								6322	40	0.75	Awards Advertising

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6322	40	11.45	Awards Advertising
								6322	40	0.75	Awards Advertising
								6322	40	11.27	Awards Advertising
								6322	40	559.92	8 Business Awards
								6490	32	30.00	Parking bay suspension
								6490	32	300.00	Parking bay suspension
								6491	32	41.67	Poppies x 10
								6300	31	195.69	Adobe subscription
								6869	30	5.00	Chatty café signs
								6200	31	127.93	Durable placecard x 2
								6330	31	31.98	sugarsticks
								5525	21	56.63	metal tines
28/10/2025	28/OCT25/LIN	38673	ONECARD	ONE002	765.43	48.06	813.49	6240	31	65.84	Apple pencil
								6500	30	76.97	Goods for resale
								6500	28	83.73	Goods for resale
								6500	28	36.54	Goods for resale
								6500	28	-2.50	Goods for resale
								6500	50	66.26	Goods for resale
								6500	50	30.75	Goods for resale
								6500	28	41.71	Goods for resale
								6500	28	19.17	Goods for resale
								6500	50	4.17	Goods for resale
								6500	50	4.97	Goods for resale
								6500	28	72.11	Goods for resale
								6500	28	2.98	Goods for resale
								6500	50	35.12	Goods for resale
								6500	50	10.54	Goods for resale
								6500	28	63.50	Goods for resale
								6500	50	9.58	Goods for resale

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6500	50	44.28	Goods for resale
								6013	30	3.17	Cleaning equip
								6630	11	18.84	Survey subscription
								6505	28	1.92	consumables
								6505	28	3.04	consumables
								6010	50	0.83	Cleaning equip
								6010	50	3.12	Cleaning equip
								6010	50	3.32	Cleaning equip
								6010	28	7.95	Cleaning equip
								6010	50	39.62	Cleaning equip
								6900	50	2.92	batteries
								6730	31	14.98	Town Crier delivery subs
07/10/2025	INV-0052	38511	THE OPEN SPACES SOCI	OSS001	95.00	0.00	95.00	6320	31	95.00	Protecting Commons training
25/10/2025	753011	38616	PIN BINS	PINB001	250.00	50.00	300.00	6002	23	250.00	skip hire
06/10/2025	SIN3167216	38543	PPL PRS	PPLPRS001	319.85	63.97	383.82	6635	28	319.85	Music lic 29/10/25-28/10/26
17/10/2025	SIN3177282	38581	PPL PRS	PPLPRS001	175.32	35.07	210.39	6490	32	175.32	CLSO music licence
01/10/2025	228842	38542	PREMIER ALARMS	PREM001	516.16	103.23	619.39	6930	28	516.16	Annual Alarm maint chg
20/10/2025	269343	38622	PROVENDER	PRO002	30.83	6.17	37.00	6802	22	30.83	plants
02/10/2025	22497835	38556	RENTOKIL	RENT001	-1,236.46	-247.29	-1,483.75	110	0	-618.23	Pest control 1/10/25-30/9/26
								6922	30	-618.23	Pest control 1/10/25-30/9/26
21/10/2025	94560	38638	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Till maint chg Oct
17/10/2025	33235	38564	RIALTAS	RIAL001	169.00	33.80	202.80	6320	31	169.00	A.R Allotment Finance Training
24/10/2025	33251	38646	RIALTAS	RIAL001	17.00	3.40	20.40	6300	31	17.00	Sales Ledger annual support
31/10/2025	33264	38647	RIALTAS	RIAL001	300.00	60.00	360.00	6300	31	300.00	Sales Ledger training
03/10/2025	2100225	38513	SDC	SDC001	660.00	0.00	660.00	6889	31	660.00	waste sacks
09/10/2025	2100279	38545	SDC	SDC001	2,674.42	0.00	2,674.42	5421	60	1,485.79	Oct market rent
								5420	60	1,188.63	Oct market rent
24/10/2025	2100431	38671	SDC	SDC001	60.45	0.00	60.45	6935	36	60.45	bin collection 8/9-30/9
24/10/2025	2100446	38644	SDC	SDC001	60.45	0.00	60.45	6935	33	60.45	bin collection 8/9-30/9

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
24/10/2025	2100446A	38661	SDC	SDC001	60.45	0.00	60.45	6935	22	60.45	bin collection 8/9-30/9
24/10/2025	2100446REV	38660	SDC	SDC001	-60.45	0.00	-60.45	6935	33	-60.45	bin collection 8/9-30/9
24/10/2025	2100447	38670	SDC	SDC001	60.45	0.00	60.45	6935	30	60.45	bin collection 8/9-30/9
27/10/2025	2100489	38669	SDC	SDC001	60.45	0.00	60.45	6935	28	60.45	bin collection 8/9-30/9
28/10/2025	GAC67055	38645	SETYRES	SETY001	60.00	12.00	72.00	5550	21	60.00	tyre
15/10/2025	90640	38565	SGE	SGE001	19.35	3.88	23.23	5410	21	19.35	maint equip
04/10/2025	1599	38551	SG PLUMBING AND HEAT	SGP001	80.00	16.00	96.00	5410	36	80.00	plumbing
23/10/2025	INV-3565	38613	SHEFFORDS	SHE001	1,250.00	250.00	1,500.00	6630	31	1,250.00	Valuation for Shambles
03/07/2025	BK221953-1	38563	SLCC	SLCC001	760.00	99.20	859.20	6710	31	760.00	K.E-C National Conference fees
27/10/2025	4123	38655	SOUTHBLOOM	SSEB001	23.00	0.00	23.00	6865	26	23.00	In Bloom entry
02/10/2025	OP/127494	38560	SUTCLIFFE PLAY	SUTC001	7,378.57	1,475.71	8,854.28	9014	91	7,378.57	Surface for zip wire
29/10/2025	OP/I127623	38656	SUTCLIFFE PLAY	SUTC001	4,964.40	992.88	5,957.28	9014	91	4,964.40	Play Area equip
02/10/2025	0000026548	38665	TATE FENCING	TATE001	-145.35	-29.07	-174.42	5310	21	-145.35	maint equip
02/10/2025	0000609878	38664	TATE FENCING	TATE001	387.32	77.46	464.78	5310	21	387.32	maint equip
30/10/2025	000363	38663	JS TAYLOR	TAYL001	130.00	0.00	130.00	5410	29	130.00	LED floodlight installation
10/10/2025	INV-000350	38559	JS TAYLOR	TAYL001	70.00	0.00	70.00	6922	22	70.00	Lightning conductor work
08/10/2025	48614	38554	TELESHORE UK	TELE003	156.90	31.38	188.28	6500	22	156.90	Casket
06/10/2025	3821	38617	TG TARRANT GROUP	TGT001	3,080.00	616.00	3,696.00	6922	22	3,080.00	Lightning conductor install
09/10/2025	SI-1772	38596	THORPE FLOORS AND WA	THO001	422.16	84.43	506.59	5410	36	422.16	kitchen floor repair
08/10/2025	1030823163	38552	TRAVIS PERKINS	TRA005	12.52	2.50	15.02	5310	21	12.52	maint equip
09/10/2025	1030893450	38571	TRAVIS PERKINS	TRA005	57.29	11.46	68.75	5410	23	57.29	maint equip BVR
22/10/2025	1031722194	38649	TRAVIS PERKINS	TRA005	24.30	4.86	29.16	5410	22	24.30	maint equip
07/10/2025	INV-6626	38558	TREE ABILITY	TREE001	2,421.00	484.20	2,905.20	5070	21	2,421.00	Tree Work at Tonbridge Road
15/10/2025	INV-6655	38630	TREE ABILITY	TREE001	135.00	27.00	162.00	5070	21	135.00	Tree work Woodside Rd
15/10/2025	INV-6658	38608	TREE ABILITY	TREE001	567.00	113.40	680.40	5060	21	567.00	Tree work at Gracious Lane
14/10/2025	2569	38588	ULTRALITE	ULTRA001	880.00	176.00	1,056.00	6865	26	220.00	Banner costs
								6461	31	660.00	Banner costs
20/10/2025	3700032263	38605	UK POWER NETWORKS	UPN001	2,550.00	510.00	3,060.00	6862	26	2,550.00	Damaged column repair
30/09/2025	388276859	38580	WORLDPAY	WOR001	90.90	9.45	100.35	6976	30	90.90	Sep card trans chg

Purchase Ledger for Month No 7 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
30/09/2025	388283199	38579	WORLDPAY	WOR001	64.52	0.04	64.56	6976	31	64.52	Sep card trans chg
30/09/2025	388488283	38578	WORLDPAY	WOR001	38.16	2.35	40.51	6976	31	38.16	Sep card trans chg
30/09/2025	388515856	38609	WORLDPAY	WOR001	7.81	0.18	7.99	6976	50	7.81	Sep card trans chg
30/09/2025	388635656	38577	WORLDPAY	WOR001	121.61	9.93	131.54	6976	28	121.61	Sep card trans chg
01/10/2025	WM12627596	38498	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Sep card trans chg
14/10/2025	03149270	38576	YU ENERGY	YUE001	544.54	27.23	571.77	6862	26	544.54	Electric chg 1/8-30/9
				TOTAL INVOICES	72,202.41	11,280.57	83,482.98			72,202.41	

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List of Payments made between 01/10/2025 and 31/10/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2025	Reach PLC	DD01/OCT25	15.17		Sev Chronicle subs
01/10/2025	Sevenoaks District Council	DD02/OCT25	848.00		Oct Business Rates chg
01/10/2025	Sevenoaks District Council	DD03/OCT25	2,886.00		Oct Business Rates chg
01/10/2025	Sevenoaks District Council	DD04/OCT25	649.00		Oct Business Rates chg
01/10/2025	Sevenoaks District Council	DD05/OCT25	74.00		Oct Business Rates chg
01/10/2025	Sevenoaks District Council	DD06/OCT25	165.00		Oct Business Rates chg
01/10/2025	Sevenoaks District Council	DD07/OCT25	141.00		Oct Business Rates chg
02/10/2025	Payroll A/c	DD2/10	5,289.07		September L&G Tfr
03/10/2025	BACS P/L Pymnt Page 7077	BACS Pymnt	20,883.28		BACS P/L Pymnt Page 7077
03/10/2025	K.C	BACS3/10	30.00		Allot key refund
03/10/2025	G.N	BACS3-10	30.00		Allot key refund
03/10/2025	British Gas - Community Centre	DD08	124.64		gas chg 12/8-11/9
06/10/2025	Nexudus S.L	DD09	119.57		Hub Booking chg
06/10/2025	NATWEST ONE CARD	DD10	3,167.83		Sept Onecard Lin
07/10/2025	BP Fuel	DD11	193.60		fuel
08/10/2025	British Gas - Offices	DD12	85.34		gas chg 15/8-13/9
09/10/2025	BACS P/L Pymnt Page 7084	BACS Pymnt	3,869.79		BACS P/L Pymnt Page 7084
09/10/2025	P.W	BACS9/10	30.00		Allot key refund
09/10/2025	A.W	BACS9-10	30.00		Allot key refund
09/10/2025	M.D	BACS9=10	30.00		Allot key refund
09/10/2025	CCLA Public Sector Deposit Fun	CCLA9/10	500,000.00		CCLA Deposit of funds
10/10/2025	Petty Cash	002002	394.42		Petty cash top up
14/10/2025	Connectaphone	DD13	673.46		Sep telephone chg
14/10/2025	BP Fuel	DD14	178.82		fuel
15/10/2025	NatWest Bankline	bln	93.35		bank chgs
17/10/2025	BACS P/L Pymnt Page 7088	BACS Pymnt	29,019.53		BACS P/L Pymnt Page 7088
17/10/2025	M.O	BACS17/10	50.00		Allot key refund
17/10/2025	I.G	BACS17-10	30.00		Allot key refund
20/10/2025	WorldPay	DD15	11.94		Sep card trans chg
21/10/2025	WorldPay	DD16	100.35		Sep card trans chg
21/10/2025	WorldPay	DD18	131.54		Sep card trans chg
21/10/2025	WorldPay	DD19	40.51		Sep card trans chg
21/10/2025	WorldPay	DD20	64.56		Sep card trans chg
21/10/2025	EDF ENERGY - Cemetery	DD22	152.37		Sept electricity chg
21/10/2025	YU ENERGY	DD23	571.77		Electric chg 1/8-30/9
21/10/2025	BP Fuel	DD24	5.86		fuel
21/10/2025	WorldPay	DD17	7.99		Sep card trans chg
21/10/2025	Reposs Ltd	DD21	38.11		Till maint chg Oct
22/10/2025	British Gas - B&B St	DD25	108.01		gas chg 22/8-21/9
22/10/2025	EDF ENERGY - B&B Station	DD26	1,302.97		Sep electric chg
23/10/2025	BACS P/L Pymnt Page 7093	BACS Pymnt	18,535.44		BACS P/L Pymnt Page 7093
23/10/2025	EDF Energy - Bat and Ball Cent	DD27	1,167.08		Sep electric chg
24/10/2025	EDF Energy - Business Hub	DD28	439.93		Sep electric chg

Continued on Page 2

Nat West - Current Account

List of Payments made between 01/10/2025 and 31/10/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/10/2025	EDF Energy - High Street Marke	DD29	37.04		Sep electric chg
24/10/2025	Payroll A/c	BACS24/10	60,375.38		October Salaries Tfr
27/10/2025	Everflow Water	DD30	602.70		water chg 19/11-18/12
27/10/2025	Payroll A/c	BACS27/10	32,803.08		October HMRC/KCC Tfr
28/10/2025	BP Fuel	DD31	9.39		fuel
29/10/2025	Country Style Recycling	DD32	114.22		Sep bin collection chg
30/10/2025	Payroll A/c	DD30/10	4,911.03		October L&G Tfr
31/10/2025	BACS P/L Pymnt Page 7100	BACS Pymnt	19,057.95		BACS P/L Pymnt Page 7100
31/10/2025	M.G	BACS31/10	30.00		Allot key refund
31/10/2025	P.H	BACS31-10	20.00		Allot key refund
		Total Payments	709,740.09		

Receipts for Month 7 — 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: 02/10/2025	5,289.07							
DD2/10	Nat West - Current Account		5,289.07			201		5,289.07	September L&G Tfr
	Banked: 24/10/2025	60,375.38							
BACS24/10	Nat West - Current Account		60,375.38			201		60,375.38	October Salaries Tfr
	Banked: 27/10/2025	32,803.08							
BACS27/10	Nat West - Current Account		32,803.08			201		32,803.08	October HMRC/KCC Tfr
	Banked: 30/10/2025	4,911.03							
DD30/10	Nat West - Current Account		4,911.03			201		4,911.03	October L&G Tfr
	Total Receipts for Month	103,378.56		0.00	0.00			103,378.56	
	Cashbook Totals	104,378.56		0.00	0.00			104,378.56	

Continued on Page 2

Payments for Month 7 — Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2025	Legal & General	DD1/10	5,289.07			516		5,289.07	September L&G Payment
24/10/2025	Employees	BACS24/10	60,215.38			520		60,215.38	October Salaries payment
24/10/2025	Councillors	BACS24/10-	160.00			520		160.00	October Mayor's Allowance
27/10/2025	HMRC/KCC	BACS27/10	32,803.08			515		20,885.20	October HMRC Payment
						516	0	11,917.88	October KCC Payment
30/10/2025	Legal & General	DD30/10	4,911.03			516		4,911.03	October Legal & General Paymen
	Total Payments for Month		103,378.56	0.00	0.00			103,378.56	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		104,378.56	0.00	0.00			104,378.56	

Receipts for Month 7 | Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		741.45					741.45	
	Banked: 10/10/2025	394.42							
002002	Nat West - Current Account		394.42			201		394.42	Petty cash top up
	Total Receipts for Month	394.42		0.00	0.00			394.42	
	Cashbook Totals	1,135.87		0.00	0.00			1,135.87	

Continued on Page 2

Payments for Month 7 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2025	Bat and Ball Cafe	1282/A	78.33			6500	30	78.33	goods for resale
01/10/2025	Bat and Ball Cafe	1282/B	10.99		1.83	5410	30	9.16	maint equip
01/10/2025	Cemetery	1283	27.00			4012	22	27.00	Conference travel A.C
01/10/2025	Cemetery	1284	35.00		5.83	6500	22	29.17	Engraving x 3
03/10/2025	Nat West - Current Account	005804	100.00			201		100.00	Petty Cash - return of float
08/10/2025	Establishments	1285/A	20.55			6330	31	20.55	Refreshments
08/10/2025	Establishments	1285/B	4.00		0.67	6330	31	3.33	foil
10/10/2025	Nat West - Current Account	005807	100.00			201		100.00	Petty Cash - return of float
15/10/2025	Youth Cafe	1286/A	10.25			6500	50	10.25	goods for resale
15/10/2025	Youth Cafe	1286/B	6.00		1.00	6500	50	5.00	goods for resale
15/10/2025	Youth Cafe	1286/C	2.50			6900	50	2.50	wool
15/10/2025	Youth Cafe	1286/D	48.42		8.07	5500	50	40.35	kitchen equip
15/10/2025	Bat and Ball Centre	1287/A	5.98		1.00	5410	36	4.98	bedding
15/10/2025	Bat and Ball St	1287/B	50.65		8.44	5410	30	42.21	maint equip
17/10/2025	Vine Cafe	1288	25.72		4.29	5410	28	21.43	maint equip
17/10/2025	Cemetery	1289	28.20			4012	22	28.20	Travel for conference A.C
23/10/2025	Cemetery	1290	28.20			4012	22	28.20	Travel for conference H.B
23/10/2025	Cemetery	1291	27.20			4012	22	27.20	Travel for conference H.B
27/10/2025	Open Spaces	1292/A	10.80			6330	21	10.80	refreshments
27/10/2025	Vine Cafe	1292/B	11.50		1.92	5410	28	9.58	maint equip
30/10/2025	Open Spaces	1293	18.00		3.00	5410	21	15.00	keys for cleaners
30/10/2025	Establishments	1294	4.15			6330	31	4.15	refreshments
	Total Payments for Month		653.44	0.00	36.05			617.39	
	Balance Carried Fwd		482.43						
	Cashbook Totals		1,135.87	0.00	36.05			1,099.82	

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

1. Summary

As at the end of September, the year-to-date position shows a surplus of £7,010.

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

- Open Spaces: Other woodland is £3,654 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 £19,458 above budget YTD.
- Open Spaces: street lighting/ general: In Bloom costs are £2,162 over the annual budget.
- The Vine Area: ground maintenance is £4,295 over its annual budget due to £4,382 for the bridge repairs and fence works that were unbudgeted.
- Bat and Ball Centre: Income is approximately £40k above budget YTD.
- Establishments: Interest on deposits is approximately £13k over budget YTD.
- Youth Cafe: Overall expenditure is £9,067 above budget YTD, gross pay is approximately £6k 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

Monies spent

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 September 2025 are £3,457,526, this is an increase of £650,859 from August 2025. Revenue (general) reserves have decreased by £36 leaving a balance of £521,323.

Earmarked Reserves have decreased by £23,500 leaving a year to date balance of £1,992,575.

This includes:
1. Transfer of £6k into the non annual commitments reserve for election expenses.
2. Transfer of £4k from the Greatness Pavilion EMR for QS and legal works.
3. Transfer of £4,500 from CIL for the Oast House Report.

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%) - £266,074.
- Santander 90 Day Notice (3.9%) - £383,512.
- Emirates NBD 6 month fixed term (4.17%) - £505,537.

6. Bank Reconciliations

Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6 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	3,047	3,087	40	19,232	18,522	(710)	37,040		17,808	51.9%	
4270	Employers Pension Contribution	107	127	20	671	762	91	1,522		851	44.1%	
6240	Computer/ Data Base/WP's	50	57	7	319	342	23	800		481	39.8%	
6330	Welfare/Hospitality	7	0	(7)	7	0	(7)	0		(7)	0.0%	
6460	Publicity & Democratic notices	380	0	(380)	380	0	(380)	0		(380)	0.0%	
6630	Professional Fees	33	154	121	344	922	578	922		578	37.3%	
6730	Subscriptions	0	51	51	625	306	(319)	615		(10)	101.6%	
	Planning - General :- Indirect Expenditure	3,623	3,476	(147)	21,578	20,854	(724)	40,899	0	19,321	52.8%	0
	Net Expenditure	(3,623)	(3,476)	147	(21,578)	(20,854)	724	(40,899)				
21	O/ Spaces & Leisure - General											
1022	Letting & Hire of Facilities	1,505	1,750	246	12,402	12,250	(152)	28,000			44.3%	
1030	Electricity recharge	0	950	950	1,198	1,900	702	3,800			31.5%	
1316	Raleys Car Park Permits	17	0	(17)	1,846	1,742	(104)	1,739			106.1%	
1550	Insurance Claims	0	0	0	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	66	0	(66)	1,315	138	(1,177)	276			476.3%	
	O/ Spaces & Leisure - General :- Income	1,587	2,700	1,113	25,249	16,030	(9,219)	33,917			74.4%	8,488
4010	Gross Pay	16,051	17,032	981	101,000	102,192	1,192	204,378		103,378	49.4%	
4011	Mileage	123	67	(56)	543	402	(141)	800		257	67.9%	
4012	Expenses	25	0	(25)	25	0	(25)	0		(25)	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270	Employers Pension Contribution	968	1,380	412	5,858	8,280	2,422	16,558		10,700	35.4%	
5010	Vine Area General Maintenance	(308)	0	308	0	0	0	0		0	0.0%	
5013	Graffiti Removal	0	167	167	248	1,000	752	1,000		752	24.8%	
5025	Lower St Johns Toilets	1,139	1,196	57	9,564	7,176	(2,388)	14,350		4,786	66.7%	
5026	Greatness Rec Convenience	343	265	(78)	1,482	1,590	108	3,177		1,695	46.7%	
5030	St Nicholas Burial Ground	0	0	0	107	102	(5)	102		(5)	105.2%	
5050	Seats And Litter Bins	0	589	589	0	1,178	1,178	2,357		2,357	0.0%	
5060	Sevenoaks Common	0	854	854	580	5,124	4,544	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	195	0	(195)	7,751	2,050	(5,701)	4,100		(3,651)	189.0%	1,240
5110	Knole Paddock & Pavilion	0	359	359	1,821	1,436	(385)	3,587		1,766	50.8%	
5120	Knole Paddock Pitch & Grnd Mt	550	214	(336)	923	1,284	361	2,562		1,639	36.0%	
5310	Miscellaneous Open Spaces	476	442	(34)	5,956	2,652	(3,304)	5,300		(656)	112.4%	840
5311	Security Open Spaces	2,650	2,333	(317)	16,649	13,998	(2,651)	28,000		11,351	59.5%	
5316	Skatepark Maintenance	0	0	0	8	2,054	2,046	2,050		2,042	0.4%	
5317	Raleys Car Park	0	0	0	550	440	(110)	439		(111)	125.3%	
5320	Fertilizers	708	0	(708)	2,004	1,020	(984)	1,537		(467)	130.4%	
5330	Grass Seed	555	1,000	445	3,904	2,046	(1,858)	2,562		(1,342)	152.4%	
5340	Plants	182	769	587	1,371	1,538	167	3,075		1,704	44.6%	
5410	Repairs & General Maintenance	29	154	125	222	924	702	1,845		1,623	12.0%	
5412	Capital Refurbishments	0	667	667	0	4,002	4,002	8,000		8,000	0.0%	
5500	Equipment Hired and New	297	598	301	495	3,588	3,093	7,175		6,680	6.9%	
5525	Equipment Maintenance	101	470	369	1,970	3,763	1,793	8,000		6,030	24.6%	
5550	Vehicle Expenses	63	1,003	941	2,471	6,018	3,547	12,037		9,566	20.5%	(10,000)

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5700	Fuel	292	504	212	2,185	3,024	839	6,047		3,862	36.1%	
6010	Light Heat & Cleaning	0	726	726	0	4,356	4,356	8,712		8,712	0.0%	
6011	Electricity	0	0	0	4,133	0	(4,133)	0		(4,133)	0.0%	
6013	Cleaning	0	51	51	380	306	(74)	615		235	61.7%	
6014	Water	(247)	85	332	1,101	510	(591)	1,025		(76)	107.5%	
6016	Contractor Payments	0	0	0	270	0	(270)	0		(270)	0.0%	
6101	Telephone	0	12	12	0	72	72	149		149	0.0%	
6104	Mobile Telephone	15	29	14	98	174	76	348		250	28.3%	
6105	Broadband wi-fi service	57	26	(31)	172	156	(16)	307		135	56.1%	
6320	Staff Training	0	769	769	635	1,538	903	3,075		2,440	20.7%	
6330	Welfare/Hospitality	12	53	41	179	318	139	640		461	27.9%	
6460	Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635	Professional Fees Licensing	0	26	26	0	156	156	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	102	102	205		205	0.0%	
6900	Sundry Expenses	0	7	7	0	42	42	82		82	0.0%	
6922	Health&Safety/Risk Assessments	550	0	(550)	844	0	(844)	1,700		856	49.6%	
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	769	769	728	1,538	810	3,075		2,347	23.7%	
6935	Waste Bin Disposal-Waste Bins	161	230	69	1,153	1,380	227	2,767		1,614	41.7%	
6952	Protective Clothing	104	133	29	493	798	305	1,600		1,107	30.8%	
	O/ Spaces & Leisure - General :- Indirect Expenditure	25,089	32,996	7,907	178,405	192,912	14,507	375,701	0	197,296	47.5%	(7,920)
	Net Income over Expenditure	(23,503)	(30,296)	(6,793)	(153,156)	(176,882)	(23,726)	(341,784)				
8001	plus Transfer from EMR	0	0	0	(7,920)	0	7,920	0				
8002	less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	(23,503)	(30,296)	(6,793)	(169,564)	(176,882)	(24,294)	(341,784)				
22	O/ Spaces & Leisure - Cemetery											
1700	Cemetery Income	10,300	6,500	(3,800)	58,458	39,000	(19,458)	78,000			74.9%	
	O/ Spaces & Leisure - Cemetery :- Income	10,300	6,500	(3,800)	58,458	39,000	(19,458)	78,000			74.9%	0
4010	Gross Pay	8,924	8,791	(133)	52,596	52,746	150	105,490		52,894	49.9%	
4011	Mileage	20	0	(20)	93	0	(93)	0		(93)	0.0%	
4270	Employers Pension Contribution	836	735	(101)	4,910	4,410	(500)	8,818		3,908	55.7%	
5210	Cemetery Chapel & Office	0	76	76	0	76	76	153		153	0.0%	
5230	Cemetery Wshop/Messroom Mtce	0	179	179	0	358	358	717		717	0.0%	
5410	Repairs & General Maintenance	8	102	94	2,703	612	(2,091)	1,230		(1,473)	219.8%	
5500	Equipment Hired and New	0	342	342	1,090	2,052	962	4,100		3,010	26.6%	
5525	Equipment Maintenance	29	750	721	1,195	4,500	3,305	9,000		7,805	13.3%	
5700	Fuel	114	102	(12)	430	612	182	1,230		800	35.0%	
6000	Rent & Rates	1,183	875	(308)	5,426	5,250	(176)	10,500		5,074	51.7%	
6011	Electricity	242	179	(63)	777	1,074	297	2,152		1,375	36.1%	
6013	Cleaning	93	0	(93)	325	609	284	1,025		700	31.7%	
6014	Water	0	94	94	53	564	511	1,127		1,074	4.7%	
6101	Telephone	91	68	(23)	433	408	(25)	820		387	52.8%	
6104	Mobile Telephone	0	2	2	0	12	12	26		26	0.0%	
6105	Broadband wi-fi service	20	13	(7)	60	78	18	154		94	39.0%	
6240	Computer/ Data Base/WP's	690	305	(385)	918	685	(233)	686		(232)	133.9%	
6320	Staff Training	269	384	115	269	768	499	1,537		1,268	17.5%	

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Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6 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
6330 Welfare/Hospitality	43	26	(17)	157	156	(1)	307		150	51.2%	
6500 Goods for Resale	174	11	(163)	374	66	(308)	128		(246)	292.0%	
6720 Books and Periodicals	0	0	0	0	52	52	52		52	0.0%	
6730 Subscriptions	0	0	0	125	205	80	205		80	61.0%	
6802 Trees Plants Turf & Fertilizer	204	750	546	973	1,500	527	3,000		2,027	32.4%	
6822 Roads Path & Boundaries	0	0	0	0	436	436	871		871	0.0%	
6832 Lawn/Wall of Remembrance	0	31	31	0	62	62	123		123	0.0%	
6922 Health&Safety/Risk Assessments	280	0	(280)	678	750	72	1,500		822	45.2%	
6930 Alarm Maintenance	0	145	145	995	870	(125)	1,742		747	57.1%	
6932 Cemetery Security	635	512	(123)	3,813	3,072	(741)	6,150		2,337	62.0%	
6935 Waste Bin Disposal-Waste Bins	(9)	111	120	394	666	272	1,332		938	29.5%	
6952 Protective Clothing	0	58	58	42	348	306	700		658	6.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	13,847	14,641	794	78,830	82,997	4,167	164,875	0	86,045	47.8%	0
Net Income over Expenditure	(3,546)	(8,141)	(4,595)	(20,372)	(43,997)	(23,625)	(86,875)				
23 O/ Spaces & Leisure- Allotment											
1010 Rental Income	1,389	1,636	247	1,389	1,636	247	1,636			84.9%	
1047 QH Allotments Income	7,976	8,759	783	8,105	8,759	654	8,759			92.5%	
O/ Spaces & Leisure- Allotment :- Income	9,365	10,395	1,030	9,495	10,395	900	10,395			91.3%	0
4010 Gross Pay	654	500	(154)	3,606	3,000	(606)	6,000		2,394	60.1%	
4270 Employers Pension Contribution	81	33	(48)	469	198	(271)	400		(69)	117.3%	
5410 Repairs & General Maintenance	0	0	0	44	0	(44)	0		(44)	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6002	QH Allotments Costs	100	0	(100)	1,225	0	(1,225)	0		(1,225)	0.0%	538
6014	Water	104	243	139	728	486	(242)	973		245	74.9%	
6300	Computer Software	0	2	2	0	12	12	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	939	778	(161)	6,072	3,769	(2,303)	7,533	0	1,461	80.6%	538
	Net Income over Expenditure	8,426	9,617	1,191	3,422	6,626	3,204	2,862				
8001	plus Transfer from EMR	0	0	0	538	0	(538)	0				
	Movement to/(from) Gen Reserve	8,426	9,617	1,191	3,960	6,626	2,666	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	0	0	0	1,270	0	(1,270)	205		(1,065)	619.4%	
6862	Street Lighting	32	0	(32)	3,056	0	(3,056)	11,000		7,944	27.8%	
6865	In Bloom Costs	4,888	2,110	(2,778)	16,512	14,348	(2,164)	14,350		(2,162)	115.1%	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,919	2,110	(2,809)	20,838	14,348	(6,490)	25,555	0	4,717	81.5%	0
	Net Income over Expenditure	(4,919)	(2,110)	2,809	(17,888)	(13,348)	4,540	(15,555)				

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Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6 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	3,874	0	(3,874)	32,958	0	(32,958)	0			0.0%	
1213	Event catering	0	0	0	523	0	(523)	0			0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Income	3,874	0	(3,874)	33,481	0	(33,481)	0				0
4010	Gross Pay	3,451	0	(3,451)	18,445	0	(18,445)	0		(18,445)	0.0%	
4270	Employers Pension Contribution	169	0	(169)	910	0	(910)	0		(910)	0.0%	
5410	Repairs & General Maintenance	44	0	(44)	400	0	(400)	0		(400)	0.0%	
5500	Equipment Hired and New	27	0	(27)	4,190	1,580	(2,610)	1,580		(2,610)	265.2%	
5525	Equipment Maintenance	152	0	(152)	1,746	0	(1,746)	0		(1,746)	0.0%	
6000	Rent & Rates	74	0	(74)	440	0	(440)	0		(440)	0.0%	
6010	Light Heat & Cleaning	4	0	(4)	134	0	(134)	0		(134)	0.0%	
6011	Electricity	163	0	(163)	596	0	(596)	0		(596)	0.0%	
6014	Water	99	0	(99)	468	0	(468)	0		(468)	0.0%	
6101	Telephone	51	0	(51)	306	0	(306)	0		(306)	0.0%	
6200	Printing & Stationery	8	0	(8)	39	0	(39)	0		(39)	0.0%	
6330	Welfare/Hospitality	0	0	0	8	0	(8)	0		(8)	0.0%	
6500	Goods for Resale	793	0	(793)	9,292	0	(9,292)	0		(9,292)	0.0%	
6505	Cafe consumables	85	0	(85)	622	0	(622)	0		(622)	0.0%	
6635	Professional Fees Licensing	230	0	(230)	230	0	(230)	0		(230)	0.0%	
6900	Sundry Expenses	0	0	0	6	0	(6)	0		(6)	0.0%	
6922	Health&Safety/Risk Assessments	712	0	(712)	1,379	0	(1,379)	0		(1,379)	0.0%	
6935	Waste Bin Disposal-Waste Bins	81	0	(81)	394	0	(394)	0		(394)	0.0%	
6976	Credit card charges	254	0	(254)	927	0	(927)	0		(927)	0.0%	
	O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	6,397	0	(6,397)	40,533	1,580	(38,953)	1,580	0	(38,953)	2565.4%	0
	Net Income over Expenditure	(2,523)	0	2,523	(7,051)	(1,580)	5,471	(1,580)				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6

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	140	256	116	440	1,536	1,096	1,538			28.6%	
1805	Tea Kiosk Rental & Pavilion	1,000	0	(1,000)	3,000	1,794	(1,206)	3,587			83.6%	
1870	Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
	O/Spaces & Leisure-Vine Ground :- Income	1,140	256	(884)	4,106	3,712	(394)	5,507			74.6%	0
4010	Gross Pay	2,309	2,125	(184)	13,173	12,750	(423)	25,505		12,332	51.6%	
4270	Employers Pension Contribution	79	119	40	458	714	256	1,427		969	32.1%	
5010	Vine Area General Maintenance	4,691	214	(4,477)	6,860	1,284	(5,576)	2,565		(4,295)	267.5%	
5015	Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020	Vine Public Convenience	867	1,167	300	4,671	7,002	2,331	14,000		9,329	33.4%	
5410	Repairs & General Maintenance	14	68	54	77	408	331	820		743	9.4%	
5500	Equipment Hired and New	0	343	343	315	2,058	1,743	2,056		1,741	15.3%	
6014	Water	28	43	15	200	258	58	512		312	39.1%	
6460	Publicity & Democratic notices	619	0	(619)	619	0	(619)	0		(619)	0.0%	
6635	Professional Fees Licensing	0	0	0	70	215	145	215		145	32.6%	
6868	Summer Concerts	245	615	370	3,740	3,690	(50)	3,690		(50)	101.4%	
6869	Special Events	0	0	0	0	143	143	143		143	0.0%	
6922	Health&Safety/Risk Assessments	0	83	83	0	498	498	1,000		1,000	0.0%	
6931	CCTV Maintenance	0	0	0	0	748	748	748		748	0.0%	
6935	Waste Bin Disposal-Waste Bins	79	82	3	352	492	140	984		632	35.8%	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	8,932	4,859	(4,073)	30,535	30,465	(70)	53,870	0	23,335	56.7%	0
	Net Income over Expenditure	(7,792)	(4,603)	3,189	(26,430)	(26,753)	(323)	(48,363)				

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Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6

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
30	F& G P - Bat & Ball Station											
1022	Letting & Hire of Facilities	1,060	1,333	273	8,795	7,998	(797)	16,000			55.0%	
1211	Sale of Goods	2,144	0	(2,144)	14,931	0	(14,931)	0			0.0%	
1213	Event catering	626	0	(626)	4,989	0	(4,989)	0			0.0%	
	F& G P - Bat & Ball Station :- Income	3,830	1,333	(2,497)	28,715	7,998	(20,717)	16,000			179.5%	0
4010	Gross Pay	3,984	1,720	(2,264)	36,826	10,320	(26,506)	20,637		(16,189)	178.4%	
4270	Employers Pension Contribution	130	86	(44)	1,176	516	(660)	1,040		(136)	113.1%	
5410	Repairs & General Maintenance	749	500	(249)	4,710	3,000	(1,710)	6,000		1,290	78.5%	
5500	Equipment Hired and New	12	85	73	23	510	487	1,025		1,002	2.2%	
5525	Equipment Maintenance	23	0	(23)	359	0	(359)	0		(359)	0.0%	
6000	Rent & Rates	141	125	(16)	842	750	(92)	1,500		658	56.1%	
6011	Electricity	1,029	708	(321)	3,370	4,248	878	8,500		5,130	39.6%	
6012	Gas	179	121	(58)	506	726	220	1,455		949	34.8%	
6013	Cleaning	300	299	(1)	1,551	1,794	243	3,587		2,036	43.2%	
6014	Water	24	125	101	178	750	572	1,500		1,322	11.9%	
6020	Insurance Cost	0	83	83	0	498	498	1,000		1,000	0.0%	
6101	Telephone	51	43	(8)	306	258	(48)	512		206	59.7%	
6200	Printing & Stationery	0	0	0	31	0	(31)	0		(31)	0.0%	
6241	Website Costs	0	34	34	345	204	(141)	410		65	84.1%	
6330	Welfare/Hospitality	365	0	(365)	852	0	(852)	0		(852)	0.0%	
6460	Publicity & Democratic notices	0	0	0	19	0	(19)	0		(19)	0.0%	
6500	Goods for Resale	1,306	0	(1,306)	7,088	0	(7,088)	0		(7,088)	0.0%	
6505	Cafe consumables	97	0	(97)	333	0	(333)	0		(333)	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6 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	295	215	(80)	295	615	320	615		320	48.0%	
6869	Special Events	152	0	(152)	485	0	(485)	0		(485)	0.0%	
6922	Health&Safety/Risk Assessments	1,624	0	(1,624)	2,296	666	(1,630)	1,332		(964)	172.4%	
6930	Alarm Maintenance	0	0	0	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	81	68	(13)	636	408	(228)	820		185	77.5%	
6976	Credit card charges	82	0	(82)	472	0	(472)	0		(472)	0.0%	
	F& G P - Bat & Ball Station :- Indirect Expenditure	10,624	4,212	(6,412)	62,699	25,663	(37,036)	50,824	0	(11,875)	123.4%	0
	Net Income over Expenditure	(6,794)	(2,879)	3,915	(33,984)	(17,665)	16,319	(34,824)				
31	F & G P - Establishments											
1115	Interest on Deposits	10,813	4,167	(6,646)	38,015	25,002	(13,013)	50,000			76.0%	
1230	Roadside Advertising-Charities	120	34	(86)	300	204	(96)	416			72.1%	
1231	Banner Income	270	500	230	270	1,025	755	1,025			26.3%	
1232	Town Crier Advertising	0	0	0	1,050	500	(550)	1,000			105.0%	
1889	Waste Sacks Income	590	0	(590)	4,008	0	(4,008)	0			0.0%	
1990	Other Income	0	0	0	165	0	(165)	0			0.0%	
	F & G P - Establishments :- Income	11,793	4,701	(7,092)	43,808	26,731	(17,077)	52,441			83.5%	0
4010	Gross Pay	38,899	33,377	(5,522)	220,784	200,262	(20,522)	400,529		179,745	55.1%	
4011	Mileage	0	48	48	146	288	142	572		426	25.6%	
4012	Expenses	52	85	33	563	510	(53)	1,025		462	54.9%	
4270	Employers Pension Contribution	3,631	3,667	36	21,692	22,002	310	44,006		22,314	49.3%	

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Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6 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	6,931	6,667	(264)	40,526	40,002	(524)	80,000		39,474	50.7%	
5500	Equipment Hired and New	0	85	85	3,333	510	(2,823)	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	605	469	(136)	2,767	2,814	47	5,627		2,860	49.2%	
6200	Printing & Stationery	1,454	1,583	129	12,060	9,498	(2,562)	19,000		6,940	63.5%	
6210	Postage & Courier	1,543	0	(1,543)	4,020	2,000	(2,020)	4,100		80	98.0%	
6240	Computer/ Data Base/WP's	3,641	2,000	(1,641)	12,227	12,000	(227)	24,000		11,773	50.9%	
6241	Website Costs	0	0	0	518	615	97	615		97	84.2%	
6242	I.T. Infrastructure	664	667	3	1,990	4,002	2,012	8,000		6,010	24.9%	
6300	Computer Software	503	148	(355)	7,345	4,740	(2,605)	5,637		(1,708)	130.3%	
6315	Recruitment Costs	0	167	167	0	1,002	1,002	2,000		2,000	0.0%	
6320	Staff Training	0	333	333	1,092	1,998	906	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	154	342	188	2,306	2,052	(254)	4,100		1,794	56.2%	
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	0	100	100	310	600	290	1,200		890	25.8%	
6421	Honour Bd. Badges & Insignia	0	29	29	95	174	79	350		255	27.1%	
6435	Members Expenses	0	0	0	0	3,000	3,000	3,587		3,587	0.0%	
6460	Publicity & Democratic notices	161	250	89	1,026	500	(526)	1,000		(26)	102.6%	
6461	Banner Costs	830	133	(697)	1,490	798	(692)	1,600		110	93.1%	
6610	Audit Fees	402	2,847	2,445	401	3,985	3,584	5,125		4,724	7.8%	
6620	Legal Expenses	670	0	(670)	670	1,025	355	2,050		1,380	32.7%	
6630	Professional Fees	2,000	0	(2,000)	18,015	5,950	(12,065)	5,950		(12,065)	302.8%	4,500

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Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6 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	570	250	(320)	570	500	(70)	1,000		430	57.0%	
6710	Conference Fees & Expenses	180	250	70	2,011	1,500	(511)	3,000		989	67.0%	
6720	Books and Periodicals	0	0	0	0	417	417	416		416	0.0%	
6730	Subscriptions	30	390	360	6,223	5,592	(631)	6,765		542	92.0%	
6889	Waste Sacks	0	0	0	1,920	0	(1,920)	0		(1,920)	0.0%	
6900	Sundry Expenses	51	42	(9)	129	252	123	500		371	25.7%	
6922	Health&Safety/Risk Assessments	21	444	423	4,246	2,664	(1,582)	5,330		1,084	79.7%	
6952	Protective Clothing	0	0	0	447	0	(447)	0		(447)	0.0%	
6975	Bank Charges	475	137	(338)	1,676	822	(854)	1,640		(36)	102.2%	
6976	Credit card charges	80	68	(12)	690	408	(282)	820		130	84.1%	
7010	Election Expenses	0	0	0	0	6,000	6,000	6,000		6,000	0.0%	(6,000)
7611	Contingency provision	0	5,167	5,167	0	23,472	23,472	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	63,546	59,745	(3,801)	430,445	418,907	(11,538)	800,793	0	370,348	53.8%	(1,500)
	Net Income over Expenditure	(51,753)	(55,044)	(3,291)	(386,636)	(392,176)	(5,540)	(748,352)				
8001	plus Transfer from EMR	(6,000)	0	6,000	(1,500)	0	1,500	0				
	Movement to/(from) Gen Reserve	(57,753)	(55,044)	2,709	(388,136)	(392,176)	(4,040)	(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	0	0	0	500	0	(500)	6,000			8.3%	
	F & G P - General :- Income	0	0	0	1,328	0	(1,328)	6,000			22.1%	0

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6490	Christmas Lights Switch On	25	1,333	1,308	25	2,666	2,641	28,000		27,975	0.1%	
6491	Remembrance Day/Civic Serv.	0	0	0	735	125	(610)	5,125		4,390	14.3%	
6869	Special Events	0	1,750	1,750	10,660	10,500	(160)	10,500		(160)	101.5%	2,705
	F & G P - General :- Indirect Expenditure	25	3,083	3,058	11,419	13,291	1,872	43,625	0	32,206	26.2%	2,705
	Net Income over Expenditure	(25)	(3,083)	(3,058)	(10,092)	(13,291)	(3,199)	(37,625)				
8001	plus Transfer from EMR	0	0	0	2,705	0	(2,705)	0				
	Movement to/(from) Gen Reserve	(25)	(3,083)	(3,058)	(7,387)	(13,291)	(5,904)	(37,625)				
33	F & G P - Council Offices											
1022	Letting & Hire of Facilities	2,634	875	(1,759)	9,720	5,250	(4,470)	10,500			92.6%	
1030	Electricity recharge	0	0	0	514	0	(514)	0			0.0%	
	F & G P - Council Offices :- Income	2,634	875	(1,759)	10,234	5,250	(4,984)	10,500			97.5%	0
4010	Gross Pay	463	684	221	2,376	4,104	1,728	8,215		5,839	28.9%	
4270	Employers Pension Contribution	25	29	4	144	174	30	348		204	41.3%	
5410	Repairs & General Maintenance	0	60	60	708	360	(348)	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)	17,316	17,220	(96)	28,700		11,384	60.3%	
6010	Light Heat & Cleaning	104	292	188	527	1,752	1,225	3,500		2,973	15.1%	
6011	Electricity	116	333	217	584	1,998	1,414	4,000		3,416	14.6%	
6012	Gas	81	167	86	461	1,002	541	2,000		1,539	23.1%	
6014	Water	255	200	(55)	1,803	1,200	(603)	2,407		604	74.9%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6016	Contractor Payments	663	0	(663)	904	0	(904)	0		(904)	0.0%	
6104	Mobile Telephone	8	8	(0)	113	48	(65)	100		(13)	113.4%	
6922	Health&Safety/Risk Assessments	0	322	322	195	922	727	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	96	120	24	496	720	224	1,435		939	34.6%	
6952	Protective Clothing	0	100	100	0	100	100	100		100	0.0%	
	F & G P - Council Offices :- Indirect Expenditure	4,697	5,185	488	26,522	30,600	4,078	53,444	0	26,922	49.6%	0
	Net Income over Expenditure	(2,063)	(4,310)	(2,247)	(16,288)	(25,350)	(9,062)	(42,944)				
36	F & G P - Bat & Ball Centre											
1022	Letting & Hire of Facilities	10,607	9,583	(1,024)	98,093	57,498	(40,595)	115,000			85.3%	
1030	Electricity recharge	0	43	43	149	86	(63)	173			86.0%	
1213	Event catering	89	33	(56)	261	198	(63)	400			65.3%	
1445	Outdoor Activities	0	42	42	86	252	166	500			17.1%	
1457	Indoor Activities	491	500	10	3,411	3,000	(411)	6,000			56.9%	
1550	Insurance Claims	0	0	0	3,200	0	(3,200)	0			0.0%	
1989	Facilities Damage Income	500	0	(500)	1,553	0	(1,553)	0			0.0%	
1990	Other Income	0	0	0	236	0	(236)	0			0.0%	
	F & G P - Bat & Ball Centre :- Income	11,687	10,201	(1,486)	106,988	61,034	(45,954)	122,073			87.6%	0
4010	Gross Pay	7,821	7,596	(225)	48,694	45,576	(3,118)	91,154		42,460	53.4%	
4270	Employers Pension Contribution	221	296	75	1,439	1,776	337	3,552		2,113	40.5%	
5320	Fertilizers	0	0	0	22	0	(22)	0		(22)	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5340	Plants	0	0	0	44	0	(44)	205		161	21.6%	
5410	Repairs & General Maintenance	3,207	1,500	(1,707)	9,833	3,000	(6,833)	6,000		(3,833)	163.9%	
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)	3,891	3,690	(201)	6,150		2,259	63.3%	
6011	Electricity	1,002	1,196	194	4,213	7,176	2,963	14,350		10,137	29.4%	
6012	Gas	119	0	(119)	786	904	118	1,808		1,022	43.5%	
6013	Cleaning	342	171	(171)	1,848	1,026	(822)	2,050		202	90.2%	
6014	Water	24	167	143	100	1,002	902	2,000		1,900	5.0%	
6101	Telephone	51	51	(0)	307	306	(1)	615		308	50.0%	
6104	Mobile Telephone	8	20	12	50	120	70	246		196	20.3%	
6200	Printing & Stationery	30	0	(30)	30	0	(30)	0		(30)	0.0%	
6240	Computer/ Data Base/WP's	0	34	34	0	204	204	410		410	0.0%	
6330	Welfare/Hospitality	319	43	(276)	558	258	(300)	512		(46)	109.0%	
6520	Refreshments for Resale	316	250	(66)	2,073	1,500	(573)	3,000		927	69.1%	
6635	Professional Fees Licensing	0	0	0	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	1,013	0	(1,013)	4,076	0	(4,076)	2,500		(1,576)	163.0%	
6930	Alarm Maintenance	520	400	(120)	763	400	(363)	924		161	82.6%	
6931	CCTV Maintenance	0	0	0	0	0	0	410		410	0.0%	
6935	Waste Bin Disposal-Waste Bins	214	179	(35)	733	1,074	341	2,152		1,419	34.1%	
6952	Protective Clothing	0	125	125	0	125	125	250		250	0.0%	
	F & G P - Bat & Ball Centre :- Indirect Expenditure	15,855	12,643	(3,212)	81,457	68,909	(12,548)	139,885	0	58,428	58.2%	0
	Net Income over Expenditure	(4,168)	(2,442)	1,726	25,531	(7,875)	(33,406)	(17,812)				

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
38	F & G P - Grants											
7500	Local Organisations Grants	8,400	11,450	3,050	11,840	11,450	(390)	22,900		11,060	51.7%	
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	650	0	(650)	1,188	0	(1,188)	8,200		7,013	14.5%	
7556	Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557	Community Rail Partnership	3,000	0	(3,000)	3,000	3,000	0	3,000		0	100.0%	
	F & G P - Grants :- Indirect Expenditure	12,050	11,450	(600)	48,028	46,450	(1,578)	67,100	0	19,073	71.6%	0
	Net Expenditure	(12,050)	(11,450)	600	(48,028)	(46,450)	1,578	(67,100)				
39	F & G P - Property											
1469	O/S Ground Rents & Wayleaves	938	555	(383)	4,298	3,330	(968)	6,662	3,700		120.0%	
	F & G P - Property :- Income	938	555	(383)	4,298	3,330	(968)	6,662			64.5%	0
	Net Income	938	555	(383)	4,298	3,330	(968)	6,662				
40	Town Team											
1206	Business Awards	1,500	0	(1,500)	3,300	0	(3,300)	7,450			44.3%	
1207	Business Show	0	0	0	6,725	5,000	(1,725)	5,000			134.5%	
	Town Team :- Income	1,500	0	(1,500)	10,025	5,000	(5,025)	12,450			80.5%	0
6101	Telephone	0	9	9	0	54	54	110		110	0.0%	
6200	Printing & Stationery	0	9	9	0	54	54	114		114	0.0%	

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6240	Computer/ Data Base/WP's	0	70	70	0	420	420	847		847	0.0%	
6241	Website Costs	0	0	0	285	144	(141)	289		4	98.6%	
6244	Information Screens	120	250	130	240	500	260	1,000		760	24.0%	
6322	Business Awards	335	421	86	335	1,221	886	8,318		7,983	4.0%	
6323	Business Show	0	307	307	4,400	1,842	(2,558)	3,687		(713)	119.3%	
6325	Holly Party Expense	78	0	(78)	378	0	(378)	0		(378)	0.0%	
6461	Banner Costs	0	207	207	0	414	414	827		827	0.0%	
6730	Subscriptions	0	0	0	150	0	(150)	603		453	24.9%	
6900	Sundry Expenses	0	67	67	10	402	392	805		795	1.2%	
7000	Reinvestment	0	0	0	0	0	0	850		850	0.0%	
	Town Team :- Indirect Expenditure	533	1,340	807	5,798	5,051	(747)	17,450	0	11,652	33.2%	0
	Net Income over Expenditure	967	(1,340)	(2,307)	4,227	(51)	(4,278)	(5,000)				
41	Business Hub											
1022	Letting & Hire of Facilities	0	111	111	349	666	317	1,332			26.2%	
1026	Hot Desking Facility	505	444	(61)	2,039	2,664	625	5,330			38.3%	
1029	Office Pods	1,127	1,407	280	7,853	8,442	589	16,882			46.5%	
1031	Chamber of Commerce	538	466	(72)	2,800	2,796	(4)	5,587			50.1%	
	Business Hub :- Income	2,169	2,428	259	13,042	14,568	1,526	29,131			44.8%	0
4010	Gross Pay	923	710	(213)	4,859	4,260	(599)	8,525		3,666	57.0%	
4270	Employers Pension Contribution	34	23	(11)	34	138	104	274		240	12.5%	
5410	Repairs & General Maintenance	300	31	(269)	1,990	153	(1,837)	307		(1,683)	648.4%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6 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	258	258	512		512	0.0%	
6000	Rent & Rates	165	200	35	987	1,200	213	2,000		1,013	49.3%	
6010	Light Heat & Cleaning	49	1,083	1,034	138	6,498	6,360	13,000		12,862	1.1%	
6011	Electricity	213	0	(213)	1,081	0	(1,081)	0		(1,081)	0.0%	
6105	Broadband wi-fi service	283	154	(129)	849	924	75	1,845		996	46.0%	
6900	Sundry Expenses	100	85	(15)	587	510	(77)	1,025		438	57.3%	
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	84	(82)	164		(2)	101.1%	
6976	Credit card charges	37	30	(7)	183	180	(3)	358		175	51.0%	
	Business Hub :- Indirect Expenditure	2,104	2,373	269	12,308	14,694	2,386	28,499	0	16,191	43.2%	0
	Net Income over Expenditure	66	55	(11)	735	(126)	(861)	632				
42	Sevenoaks Town Mayor											
1500	Fundraising	0	0	0	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	0	0	0	2,021	0	(2,021)	0				0
6444	Mayors Car Allowance 2024/2025	0	226	226	(0)	(1,359)	(1,359)	0		0	0.0%	
6446	Mayors Allowance 2025/2026	284	0	(284)	2,269	6,044	3,775	6,044		3,775	37.5%	
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

		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	284	226	(58)	11,334	7,400	(3,934)	8,759	0	(2,575)	129.4%	0
	Net Income over Expenditure	(284)	(226)	58	(9,313)	(7,400)	1,913	(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	510	333	(177)	2,741	1,998	(743)	4,000			68.5%	
1211	Sale of Goods	213	167	(46)	1,458	1,002	(456)	2,000			72.9%	
1350	Revenue Grant income	250	0	(250)	1,375	0	(1,375)	0			0.0%	
	Youth Cafe :- Income	973	500	(473)	5,574	3,000	(2,574)	6,000			92.9%	0
4010	Gross Pay	6,411	5,167	(1,244)	37,295	31,002	(6,293)	62,000		24,705	60.2%	
4270	Employers Pension Contribution	281	174	(107)	1,538	1,044	(494)	2,090		552	73.6%	
5410	Repairs & General Maintenance	0	85	85	763	510	(253)	1,025		262	74.4%	
5500	Equipment Hired and New	181	44	(137)	1,343	264	(1,079)	520		(823)	258.3%	149
6010	Light Heat & Cleaning	14	17	3	159	102	(57)	205		46	77.4%	
6101	Telephone	51	60	9	306	360	54	717		411	42.7%	

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Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6 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	66	400	334	197	400	203	400		203	49.2%	
6200	Printing & Stationery	32	17	(15)	53	102	49	205		152	26.0%	
6240	Computer/ Data Base/WP's	0	42	42	645	252	(393)	500		(145)	128.9%	
6241	Website Costs	12	50	38	72	150	78	205		133	35.1%	
6281	Furnishings,Furniture/Eqpt	0	129	129	0	258	258	515		515	0.0%	
6320	Staff Training	0	100	100	180	100	(80)	100		(80)	180.2%	
6330	Welfare/Hospitality	0	0	0	40	0	(40)	0		(40)	0.0%	
6340	Staff Uniforms	0	51	51	44	102	58	205		161	21.6%	
6460	Publicity & Democratic notices	431	0	(431)	481	0	(481)	0		(481)	0.0%	
6500	Goods for Resale	429	171	(258)	1,676	1,026	(650)	2,050		374	81.8%	
6505	Cafe consumables	3	0	(3)	5	0	(5)	0		(5)	0.0%	
6635	Professional Fees Licensing	0	0	0	672	230	(442)	461		(211)	145.8%	
6900	Sundry Expenses	0	33	33	22	198	176	400		378	5.5%	
6922	Health&Safety/Risk Assessments	94	556	462	620	1,251	631	1,250		630	49.6%	
6952	Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
6976	Credit card charges	4	0	(4)	4	0	(4)	0		(4)	0.0%	
9029	Youth Cafe toilet refurb	200	0	(200)	200	0	(200)	0		(200)	0.0%	
	Youth Cafe :- Indirect Expenditure	8,209	7,096	(1,113)	46,418	37,351	(9,067)	72,848	0	26,430	63.7%	149
	Net Income over Expenditure	(7,236)	(6,596)	640	(40,845)	(34,351)	6,494	(66,848)				
8001	plus Transfer from EMR	0	0	0	149	0	(149)	0				
	Movement to/(from) Gen Reserve	(7,236)	(6,596)	640	(40,696)	(34,351)	6,345	(66,848)				

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Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6 Cost Centre Report

		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
60	Markets											
1017	Rental Income Sat Market	1,656	1,757	101	11,358	10,542	(816)	21,081			53.9%	
1018	Rental Income Wed Market	859	1,068	209	5,671	6,408	737	12,818			44.2%	
1019	Rental Income Blighs Market	1,705	1,581	(124)	10,861	9,486	(1,375)	18,974			57.2%	
1208	Other Events Income	0	0	0	480	0	(480)	0			0.0%	
	Markets :- Income	4,220	4,406	186	28,370	26,436	(1,934)	52,873			53.7%	0
4010	Gross Pay	178	178	(0)	1,070	1,068	(2)	2,139		1,069	50.0%	
5410	Repairs & General Maintenance	0	51	51	20	102	82	205		185	9.7%	
5420	Saturday market charges	1,189	1,231	42	7,726	8,000	274	16,000		8,274	48.3%	
5421	Wednesday Market charges	1,189	1,192	3	7,726	7,748	22	15,500		7,774	49.8%	
5424	Vegan Market Expenditure	0	0	0	41	0	(41)	0		(41)	0.0%	
6001	Blighs Market Charges	0	750	750	4,439	4,500	61	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)	225	0	(225)	0		(225)	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	2,589	3,402	813	21,424	21,622	198	43,356	0	21,932	49.4%	0
	Net Income over Expenditure	1,631	1,004	(627)	6,946	4,814	(2,132)	9,517				

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		Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
70	Precept											
1995	Precept	128,762	128,762	(0)	772,574	772,572	(2)	1,545,147			50.0%	
	Precept :- Income	128,762	128,762	(0)	772,574	772,572	(2)	1,545,147			50.0%	0
	Net Income	128,762	128,762	(0)	772,574	772,572	(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
9014	Play Areas	546	0	(546)	546	0	(546)	0		(546)	0.0%	
9053	Vine Area	0	0	0	23,130	0	(23,130)	0		(23,130)	0.0%	23,130
9063	New Community Centre	24,000	0	(24,000)	24,000	0	(24,000)	0		(24,000)	0.0%	20,000
9064	Stag Capital upgrades	0	0	0	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	4,000	0	(4,000)	7,000	0	(7,000)	0		(7,000)	0.0%	7,000
9080	Legal Fees - Greatness Pavilio	5,500	0	(5,500)	5,500	0	(5,500)	0		(5,500)	0.0%	5,500
	Capital Infrastructure Budget :- Indirect Expenditure	34,046	0	(34,046)	89,078	0	(89,078)	0	0	(89,078)		84,533
	Net Income over Expenditure	(34,046)	0	34,046	1,048,369	0	(1,048,369)	0				
8001	plus Transfer from EMR	29,500	0	(29,500)	84,533	0	(84,533)	0				
8002	less Transfer to EMR	0	0	0	1,137,447	0	(1,137,447)	0				
	Movement to/(from) Gen Reserve	(4,546)	0	4,546	(4,545)	0	(2,270,349)	0				

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Detailed Income & Expenditure by Phased Budget Heading 20/10/2025

Month No: 6

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	194,772	173,612	(21,160)	2,298,162	996,056	(1,302,106)	1,997,096			115.1%	
Expenditure	218,308	169,615	(48,693)	1,223,721	1,036,863	(186,858)	1,997,096	0	773,375	61.3%	
Net Income over Expenditure	(23,536)	3,997	27,533	1,074,441	(40,807)	(1,115,248)	0				
plus Transfer from EMR	23,500	0	(23,500)	78,505	0	(78,505)	0				
less Transfer to EMR	0	0	0	1,145,935	0	(1,145,935)	0				
Movement to/(from) Gen Reserve	(36)	3,997	4,033	7,010	(40,807)	(47,817)	0				

September 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	(21,578)	(20,854)	724	(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)	

September 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	(169,564)	(176,882)	(7,318)	(341,784)	St Nicholas Burial Ground has reached its annual budget due to some paving maintenance works. Other Woodland is £3,651 over its annual budget due to lots of tree work being identified in the tree safety report. Miscelleaneous Open Spaces is over budget by £656 but we believe that some of the Buckhurst Play Area expenditure has been recorded here in error. Nicholas is investigating. Fertilisers is £467 over its annual budget but we are hoping that grant funding will offset some of this. Grass seed is £1,858 over its budget YTD, 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. Subscriptions is £245 over the annual budget due paying two subs for the Institute of Groundsmanship. Overall total expenditure is £14,507 under budget.
Cemetery	(20,372)	(43,997)	(23,625)	(86,875)	Income is favourable - £19,458 above budget year to date. The repairs and general maintenance budget is already £1,473 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. The computer nominal code is over its annual budget by £232 this is due to the purchase of a new laptop due to the old laptop becoming obselete as Windows 10 will stop running in October.
Allotments	3,960	6,626	2,666	2,862	
Street lighting/ general	(17,888)	(13,348)	4,540	(15,555)	£2,850 has been received as income for In Bloom. Street lighting income will be at the end of the financial year. In Bloom costs are £2,162 over the annual budget
Vine Grounds	(26,430)	(26,753)	(323)	(48,363)	The ground maintenance nominal is £4,295 over its annual budget due to £4,382 for the bridge repairs and fence works that were unbudgeted.
Café					
Vine Café	(7,051)	-	7,051	(1,590)	The position as at September of last year was a deficit of £8,404 against a deficit this year of £7,051. The income as at September of last year £36,278 against £33,481this year. New bistro chairs and tables have been purchased at a cost of £1,284.
Bat & Ball Station	(33,984)	(17,665)	16,319	(34,824)	Café income this year YTD is £19,920 against £24,971 last year. Booking income this year YTD is £8,795 against £11,051 last year. The pumps have been replaced with the boiler at the Station at a cost of £2,691 and emergency lighting works at a cost of £912, these works were recorded in the fire risk assessment.

September 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
	£	£	£	£	
Finance & Delivery					
Establishments	(388,136)	(392,176)	(4,040)	(748,352)	The income from interest on deposits is £13,013 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 £13k.
General	(7,387)	(13,291)	(5,904)	(37,625)	There has been no income yet as most income will be for the Christmas lights.
Council Offices	(16,288)	(25,350)	(9,062)	(42,944)	Income is favourable - £4,470 above budget year to date and overall expenditure is approximately £4k under budget YTD.
Bat & Ball Centre	25,531	(7,875)	(33,406)	(17,812)	Income is £40k above budget year to date. The repairs and maintenance nominal is £3,833 over its annual budget but £3,450k 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. The health & safety nominal is over budget due to £986 for the testing of the man safe on the roof and £534 for fire risk assessment report.
Grants	(48,028)	(46,450)	1,578	(67,100)	
Property	4,298	3,330	(968)	6,662	

September 2025 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	4,227	(51)	(4,278)	(5,000)	The Business show income is positive with lots of sponsorship. Sponsorship has been invoiced for the Business Awards.
Business Hub	735	(126)	(861)	632	Income is £1,526 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. Marketing will be ongoing. The repairs and general maintenance is £1,683 over its annual budget due to drainage and rectification works (£840), 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 (£300). The health & safety nominal is £997 overbudget due to the smoke detector battery replacement (£932). Overall expenditure is £2k under budget.
BID	-		-	-	
Sevenoaks Town Mayor	(9,313)	(7,400)	1,913	(8,759)	This includes the charity donations of the last Mayor.
Youth Cafe	(40,696)	(34,351)	6,345	(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 £6k over budget YTD. Equipment hired and new is over its annual budget by £823 this is due to the hire of the coach for the daytrip to the seaside at a cost of £850 - the Youth Council donated £250 towards this cost. The unbudgeted recycling bin cost £351. 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 £9,067 above budget year to date.
Markets	6,946	4,814	(2,132)	9,517	Income is £1,934 above budget YTD.
Precept	772,574	772,574	-	1,545,147	
Revenue Surplus/ (Deficit) Total	**11,557**	**(39,225)**	**(50,782)**	**-**	
Capital Infrastructure	(4,545)	4,545	9,090	-	
Total inc Capital	7,012	(39,225)	(50,782)	-	

September 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	(21,578)	(20,854)	724	(40,889)	
Community and Well Being	-	-	-	(500)	
Vine Café	(7,051)	-	7,051	(1,590)	
Bat Ball Station	(33,984)	(17,665)	16,319	(34,824)	
Finance & Delivery	(698,405)	(773,280)	(74,875)	(1,467,344)	
Precept	772,574	772,574	-	1,545,147	
Capital Infrastructure	(4,545)	4,545	9,090	4,545	

Sevenoaks Town Council

Statement of Fund Balances as at 30th September 2025

£ (2024/25)			S&P Rating 31/10/2024 Long term	Short term	Values £	Total Values £	Percent of Total Funds %	Interest rate
	National Westminster Bank		A+	A-1				
14,946		Business Reserve Account			24,113			
150,662		Current Account			844,229			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			9,047			
						889,837	26.25%	
	HSBC		A+	A-1				
52,637		Business money manager			53,078			1.45%
						53,078	1.57%	
	Handelsbanken		AA-	A-1+				
170		Deposit account			171			2.20%
1,689		35 day notice account			1,706			2.20%
						1,877	0.06%	
	Nationwide		A+	A-1				
2,835		Instant Saver			2,835			0.00%
21		Sevenoaks Fund Instant Saver			21			2.20%
						2,855	0.08%	
	CCLA							
560,000		Public Sector Deposit	AAA (Fitch only)		1,280,000			
						1,280,000	37.76%	4.30%
	Virginmoney							
1		Current account	BBB	A-2	1			
7,524		95 Day Notice			7,637			4.07%
						7,638	0.23%	
	Insignis Investments							
		Insignis Hub			505,537			
507		Insignis Earmarked Fees			466			
259,590		HSBC Tracker (31 Day Notice)	A+		265,213			3.95%
376,041		Santander (90 Day Account)	A+		382,285			3.90%
								4.18%
						1,153,501	34.03%	
949	Petty Cash					741	0.02%	
	Cashbook suspense					19	0.00%	
1,447,327						3,389,546		

Instant access funds	2,206,426
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

20/10/2025

09:23

Sevenoaks Town Council

Balance Sheet as at 30th September 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	6,709		
36,201		SCC Bookings Debtors	26,476		
35,259		Vat Control	22,899		
199		Allotment Ledger	4,062		
26,096		Prepayments	4,533		
3,319		Stock	3,319		
150,662		Nat West - Current Account	844,229		
1,000		Payroll Account	1,000		
7,306		Mayors Charity Account	9,047		
1,000		House i/t Basement Youth Cafe	1,000		
10,449		Sevenoaks Town Partnership	10,449		
949		Petty Cash	741		
170		Handelsbanken Investment	172		
1,689		Handelsbanken Notice Account	1,706		
2,835		Nationwide Instant Saver	2,835		
14,946		Natwest Investment	24,113		
0		Insignis Hub	505,537		
1		Virgin Money Current Account	1		
52,637		HSBC Investment	53,078		
21		Nationwide Sevenoaks Fund	21		
560,000		CCLA Public Sector Deposit	1,280,000		
7,524		Virgin Money 90 day Notice	7,637		
317		Insignis Earmarked Fees	466		
376,041		Santander (90 day Notice)	382,285		
259,590		HSBC Tracker (31 days Notice)	265,213		
1,580,789				3,457,526	
	1,580,789	Total Assets			3,457,526
		Current Liabilities			
0		Cash Book Suspense	19		
35,882		Creditors	40,724		
33,621		Accruals	98,148		
0		Superannuation Due	5,289		
52,470		Receipts in Advance	781,962		
3,904		Receipt in Advance-Cemetery	3,690		

Sevenoaks Town Council

Balance Sheet as at 30th September 2025

31 March 2025					31 March 2026
7,923		Damage Deposit	6,121		
485		Key Deposit	468		
6,320		QH Allotment Key deposits	6,480		
727		BV Allotment key deposits	727		
141,331				943,628	
	1,439,458	Total Assets Less Current Liabilities			2,513,899
		Represented By			
	533,825	Revenue Reserve			521,323
	905,633	Earmarked Reserves			1,992,576
	1,439,458				2,513,899

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

Signed :
Chairman ______________________ Date : ______________

Signed :
Responsible
Financial ______________________ Date :______________

Sevenoaks Town Council

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
312	Temp Staff Reserve	4,000.00		4,000.00
313	Youth Council Reserve	1,875.37	-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	6,000.00	17,035.00
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	862,500.00	862,500.00
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	198,959.00	370,198.17
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	1,086,942.67	1,992,575.57

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	25,249
82,397	O/ Spaces & Leisure - Cemetery	58,458
9,281	O/ Spaces & Leisure- Allotment	9,495
19,489	Open Spaces-Street Lighting/Ge	2,950
42,089	O/ Spaces & Leisure-Vine Cafe	33,481
14,470	O/Spaces & Leisure-Vine Ground	4,106
62,368	F& G P - Bat & Ball Station	28,715
103,189	F & G P - Establishments	43,808
10,535	F & G P - General	1,328
11,841	F & G P - Council Offices	10,234
118,516	F & G P - Bat & Ball Centre	106,988
6,424	F & G P - Property	4,298
16,213	Town Team	10,025
27,817	Business Hub	13,042
13,117	Sevenoaks Town Mayor	2,021
31,840	Youth Cafe	5,574
60,466	Markets	28,370
300	Longspring Woods	0
1,437,614	Precept	772,574
261,200	Capital Infrastructure Budget	1,137,447
2,369,712	Total Income	2,298,162
	Running Costs	
38,346	Planning - General	21,578
331,976	O/ Spaces & Leisure - General	178,405
163,769	O/ Spaces & Leisure - Cemetery	78,830
12,800	O/ Spaces & Leisure- Allotment	6,072
28,923	Open Spaces-Street Lighting/Ge	20,838
71,388	O/ Spaces & Leisure-Vine Cafe	40,533
69,886	O/Spaces & Leisure-Vine Ground	30,535
139,756	F& G P - Bat & Ball Station	62,699
782,067	F & G P - Establishments	430,445
46,934	F & G P - General	11,419
55,587	F & G P - Council Offices	26,522
146,872	F & G P - Bat & Ball Centre	81,457
73,742	F & G P - Grants	48,028
14	F & G P - Property	0
17,999	Town Team	5,798
25,176	Business Hub	12,308
18,300	Sevenoaks Town Mayor	11,334
18,677	BID	0
89,761	Youth Cafe	46,418
35,246	Markets	21,424
419,356	Capital Infrastructure Budget	89,078
2,586,575	Total Expenditure	1,223,721

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	General Fund Analysis	
514,992	Opening Balance	533,825
2,369,712	Plus : Income for Year	2,298,162
2,884,704		2,831,987
2,586,575	Less : Expenditure for Year	1,223,721
298,129		1,608,266
(235,696)	Transfers TO / FROM Reserves	1,086,943
533,825	Closing Balance	521,323

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
31/08/2025	10884	38334	ADADEMY CONSULTING	ACA001	2,000.00	400.00	2,400.00	9077	91	2,000.00	QS & Employers Agent fees
30/09/2025	10917	38490	ADADEMY CONSULTING	ACA001	2,000.00	400.00	2,400.00	9077	91	2,000.00	QS & Employers Agent fees
10/09/2025	7297	38437	AM WALLS LTD	AMW001	435.00	87.00	522.00	5410	36	435.00	Moveable wall maint
24/09/2025	001	38479	ANNALENE BEECHEY	ANN003	120.00	0.00	120.00	6869	30	120.00	Forget Me Not entertainment
06/09/2025	004A	38380	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	Qrtly screen fee
15/09/2025	CD-244092202	38453	ANGEL WATERLOGIC	ANWA001	535.68	107.14	642.82	6330	30	312.48	water machine maint 9/25-8/26
								110	0	223.20	water machine maint 9/25-8/26
15/09/2025	CD-244092204	38454	ANGEL WATERLOGIC	ANWA001	535.68	107.14	642.82	110	0	223.20	water machine maint 9/25-8/26
								6330	36	312.48	water machine maint 9/25-8/26
16/09/2025	16/9	38489	MAYOR OF ASHFORD	ASH001	-130.00	0.00	-130.00	6446	42	-130.00	Big Cat experience refund
23/09/2025	23/9	38425	BABY UMBRELLA	BAB001	1,000.00	0.00	1,000.00	7500	38	1,000.00	Baby Umbrella grant
15/09/2025	15/09/2025	38413	BANKLINE	BANKL01	205.10	0.00	205.10	6975	31	205.10	bank chg
17/09/2025	SI-2836	38530	BAT & BALL SPORTS	BAT001	6.25	1.25	7.50	5500	50	6.25	pool tips & chalk
18/09/2025	40051406	38409	BIDFOOD	BID001	228.12	1.62	229.74	6500	28	228.12	goods for resale
18/09/2025	40051408	38408	BIDFOOD	BID001	42.57	2.56	45.13	6500	28	42.57	goods for resale
30/09/2025	245899	38521	BOURNE SPORT	BOU002	708.00	141.60	849.60	5320	21	708.00	Fertilizer
31/08/2025	252090845	38326	BP FUEL	BPF001	46.49	9.30	55.79	5700	22	46.49	fuel
31/08/2025	252090846	38317	BP FUEL	BPF001	12.00	0.00	12.00	5700	21	12.00	fuel
09/09/2025	252092818	38379	BP FUEL	BPF001	10.36	0.00	10.36	5700	21	10.36	fuel
16/09/2025	252094259	38471	BP FUEL	BPF001	88.41	17.68	106.09	5700	21	88.41	fuel
16/09/2025	252094260	38470	BP FUEL	BPF001	9.45	0.00	9.45	5700	21	9.45	fuel
23/09/2025	252096439	38502	BP FUEL	BPF001	53.64	10.72	64.36	5700	21	53.64	fuel
23/09/2025	252096440	38503	BP FUEL	BPF001	0.46	0.00	0.46	5700	21	0.46	fuel
30/09/2023	252098095	38538	BP FUEL	BPF001	47.48	9.50	56.98	5700	22	47.48	fuel
30/09/2025	252102755	38516	BP FUEL	BPF001	96.73	19.35	116.08	5700	21	96.73	fuel
30/09/2025	252102756	38515	BP FUEL	BPF001	20.54	0.00	20.54	5700	21	20.54	fuel
27/08/2025	803837873	38387	BRITISH GAS	BRI001	85.90	4.29	90.19	6012	30	85.90	gas chg 22/7-21/8
29/09/2025	852875680	38522	BRITISH GAS	BRI001	92.94	4.64	97.58	6012	30	92.94	gas chg 22/8-21/9

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
19/09/2025	INV217412	38509	BRITISH RED CROSS	BRIT004	269.00	53.80	322.80	6320	22	269.00	A.C First Aid course
19/09/2025	800900541	38443	BRITISH GAS	BRIT007	81.28	4.06	85.34	6012	33	81.28	gas chg 15/8-13/9
16/09/2025	811815421	38451	BRITISH GAS	BRIT008	118.71	5.93	124.64	6012	36	118.71	gas chg 12/8-11/9
08/09/2025	0000337648	38377	BROXAP	BROX001	177.00	35.40	212.40	5310	21	177.00	gym equip
01/09/2025	4949	38304	CJS PLANTS	CJS001	2,819.99	563.99	3,383.98	6865	26	2,819.99	Aug floral maint
23/09/2025	1012420	38508	CLEARMASTERS	CLE004	335.00	67.00	402.00	6000	22	335.00	Septic tank empty
04/09/2025	155815	38416	CONNECTAPHONE	CON001	560.81	112.16	672.97	6101	50	50.98	Aug telephone chg
								6101	22	50.98	Aug telephone chg
								6101	28	50.98	Aug telephone chg
								6101	36	51.06	Aug telephone chg
								6101	30	50.98	Aug telephone chg
								6101	31	305.83	Aug telephone chg
31/08/2025	INV554622	38389	COUNTRY STYLE RECYCL	COU001	64.16	12.83	76.99	6935	29	64.16	Aug glass collection
31/08/2025	INV555426	38390	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Aug glass collection
30/09/2025	INV562269	38520	COUNTRY STYLE RECYCL	COU001	80.20	16.04	96.24	6935	29	80.20	Bin collection Sept
30/09/2025	INV562272	38529	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	Sep bin collection chg
26/09/2025	26/9	38488	BEATRIZ M DAY	DAY002	911.55	0.00	911.55	6865	26	911.55	Gardening work 14/7-25/9
29/09/2025	W27879	38534	DE JAGER &SONS	DEJAG001	386.25	77.25	463.50	5340	21	181.80	Bulbs
								6802	22	204.45	Bulbs
02/09/2025	938389	38316	ERNEST DOE	DOE001	20.42	4.08	24.50	5700	22	20.42	fuel
02/09/2025	000024905299	38383	EDF ENERGY	EDF002	1,002.01	200.40	1,202.41	6011	36	1,002.01	Aug electric chg
03/09/2025	000024931804	38385	EDF ENERGY	EDF003	33.79	1.69	35.48	6011	60	33.79	Aug electric chg
03/09/2025	000024931781	38384	EDF ENERGY	EDF004	213.16	10.66	223.82	6011	41	213.16	Aug electric chg
09/09/2025	000025044816	38418	EDF ENERGY	EDF005	-809.71	-161.94	-971.65	6011	28	-809.71	Electric credit 1/4-6/7
09/09/2025	000025044835	38417	EDF ENERGY	EDF005	972.85	194.57	1,167.42	6011	28	972.85	Electric chg 1/4-6/7
03/09/2025	000024935691	38386	EDF ENERGY	EDF009	97.24	4.86	102.10	6011	22	97.24	Aug electric chg
30/09/2025	000025194552	38527	EDF ENERGY	EDF009	145.11	7.26	152.37	6011	22	145.11	Sept electricity chg
26/08/2025	000024742314	38336	EDF ENERGY	EDF010	-1,460.26	-292.04	-1,752.30	6011	33	-1,460.26	electric chg 7/1/24-6/4/24
26/08/2025	000024742318	38337	EDF ENERGY	EDF010	-50.47	-2.52	-52.99	6011	33	-50.47	electric chg 7/7/24-6/10/24

Purchase Ledger for Month No 6 Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/08/2025	000024742323	38340	EDF ENERGY	EDF010	10.91	0.55	11.46	6011	33	10.91	electric chg
26/08/2025	000024742327	38338	EDF ENERGY	EDF010	645.71	32.28	677.99	6011	33	645.71	electric chg 7/1/24-31/3/24
26/08/2025	000024742340	38341	EDF ENERGY	EDF010	50.74	2.54	53.28	6011	33	50.74	electric chg 7/7/24-6/10/24
26/08/2025	000024743690	38339	EDF ENERGY	EDF010	1,564.83	312.97	1,877.80	6011	33	1,564.83	electric chg 7/1/25-6/4/25
28/08/2025	000024764373	38342	EDF ENERGY	EDF010	-645.71	-32.28	-677.99	6011	33	-645.71	electric chg 7/1/24-31/3/24
01/09/2025	000024808257	38382	EDF ENERGY	EDF011	1,029.16	205.83	1,234.99	6011	30	1,029.16	Aug electric chg
08/09/2025	14167378	38365	ELITE	EFS001	83.19	2.75	85.94	6500	30	83.19	goods for resale
30/09/2025	INV-1275	38497	EIA REAL ESTATE	EIA001	2,000.00	400.00	2,400.00	6630	31	2,000.00	Stag Valuation Report
19/08/2025	INV-49035	38333	EJPFIREPROTECT	EJPFIRE001	912.00	182.40	1,094.40	6922	30	912.00	Emergency lighting equip
29/08/2025	INV-49080	38354	EJPFIREPROTECT	EJPFIRE001	300.00	60.00	360.00	5410	41	300.00	Emergency lighting works
05/09/2025	INV-49130	38423	EJPFIREPROTECT	EJPFIRE001	550.00	110.00	660.00	6922	21	550.00	Fire Risk Assesment Raleys
22/08/2025	SV411548	38465	ELS	ELS001	14.21	2.84	17.05	5525	21	14.21	maint equip
01/09/2025	126199	38474	ATLAS FM/EMPRISE SVS	EMP001	635.42	127.08	762.50	6932	22	635.42	Sep lock up chg
01/09/2025	126200	38473	ATLAS FM/EMPRISE SVS	EMP001	1,589.40	317.88	1,907.28	5311	21	1,589.40	Sep lock up chg Pontoise
01/09/2025	126201	38472	ATLAS FM/EMPRISE SVS	EMP001	1,060.20	212.04	1,272.24	5311	21	1,060.20	Sep lock up chg H.Street
19/09/2025	4723770	38411	EVERFLOW WATER	EVE002	396.92	0.00	396.92	6002	23	100.09	water chg 19/10-18/11
								5025	21	11.02	water chg 19/10-18/11
								6014	33	254.54	water chg 19/10-18/11
								6014	36	23.63	water chg 19/10-18/11
								6014	30	23.63	water chg 19/10-18/11
								6014	21	-246.91	water chg 19/10-18/11
								6014	28	98.95	water chg 19/10-18/11
								6014	29	28.25	water chg 19/10-18/11
								6014	23	103.72	water chg 19/10-18/11
09/09/2025	9/9	38351	FOLKESTONE COUNCIL	FOL001	60.00	0.00	60.00	6446	42	60.00	Folkestone Afternoon Tea 13/9
08/09/2025	187180	38363	GODFREYS	GOD001	86.35	17.26	103.61	5525	21	86.35	fuel
12/09/2025	05/252004	38461	GREENHAM	GREE001	92.88	18.57	111.45	6013	22	92.88	cleaning equip
03/09/2025	98784	38327	HERBERT & WARD	HAW001	117.00	7.00	124.00	6500	28	35.00	goods for resale
								6505	28	82.00	consumables

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
23/09/2025	99032	38444	HERBERT & WARD	HAW001	179.50	0.90	180.40	6500	30	175.00	goods for resale
								6505	30	4.50	consumables
23/09/2025	99122	38440	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Sept coffee machine rental
31/08/2025	27887	38331	HELIOCENTRIX	HELI001	2,753.56	550.71	3,304.27	6240	31	1,668.86	Aug IT support chg
								6242	31	1,084.70	Aug IT support chg
10/09/2025	28050	38414	HELIOCENTRIX	HELI001	-706.68	-141.34	-848.02	6242	31	-706.68	Aug IT support chg
30/09/2025	28145	38524	HELIOCENTRIX	HELI001	559.66	111.93	671.59	6240	22	559.66	HP Laptop
30/09/2025	28164	38525	HELIOCENTRIX	HELI001	2,026.20	405.24	2,431.44	6240	31	1,740.60	Sept IT support chg
								6242	31	285.60	Sept IT support chg
31/08/2025	T3700	38330	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Aug wifi chg
								6101	22	11.48	Aug wifi chg
								6105	41	141.50	Aug wifi chg
								6105	22	10.00	Aug wifi chg
								6105	21	28.69	Aug wifi chg
								6105	50	32.82	Aug wifi chg
30/09/2025	T3737	38528	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Sept wifi chg
								6101	22	11.48	Sept wifi chg
								6105	41	141.50	Sept wifi chg
								6105	22	10.00	Sept wifi chg
								6105	21	28.69	Sept wifi chg
								6105	50	32.82	Sept wifi chg
03/08/2025	3/8REV	38311	FIONA HENRY	HEN002	-400.00	0.00	-400.00	6868	29	-400.00	Bandstand show 31/7
19/09/2025	INV-062215	38448	HGS	HGS001	121.40	24.29	145.69	6013	36	121.40	cleaning equip
23/09/2025	23/9	38427	HI KENT	HIK001	1,000.00	0.00	1,000.00	7500	38	1,000.00	Hi Kent grant
05/09/2025	2008063408	38501	HM LAND REGISTRY	HML001	7.00	0.00	7.00	6330	11	7.00	Title Register View
09/09/2025	2008075486	38421	HM LAND REGISTRY	HML001	14.00	0.00	14.00	6630	11	14.00	Title plans
09/09/2025	3227	38350	HOB MECHANICAL SERVI	HOB001	2,481.48	496.30	2,977.78	5410	36	2,481.48	Boiler & Air Con service
18/09/2025	0019463	38447	HOLLYBUSH LAUNDRY	HOL002	36.00	0.00	36.00	6013	36	36.00	cleaning equip
29/09/2025	0038301	38496	HOLLYBUSH LAUNDRY	HOL002	156.00	0.00	156.00	6013	36	156.00	tablecloth laundry

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
23/09/2025	23/9	38428	HOME START SOUTH WES	HOM002	500.00	0.00	500.00	7500	38	500.00	Home Start grant
01/09/2025	INV-17973	38306	HUGO FOX	HUG001	10.83	2.16	12.99	6240	11	10.83	Planning tracker support
30/09/2025	KT16588	38519	INVICTA WEED CONTROL	INV004	550.00	110.00	660.00	5120	21	550.00	Herbicide application Sports
24/09/2025	0001330271	38445	JAMES BUCKLAND LTD	JBU001	101.50	0.00	101.50	6500	30	101.50	goods for resale
15/09/2025	25-43	38455	JJ BROOKS	JJB001	3,220.00	644.00	3,864.00	5010	29	3,220.00	Repair work
29/09/2025	25-46	38506	JJ BROOKS	JJB001	735.00	147.00	882.00	5410	30	735.00	Windows repair
15/09/2025	25/43	38367	JJ BROOKS	JJB001	3,220.00	644.00	3,864.00	5410	30	3,220.00	window repair
15/09/2025	2543REV	38392	JJ BROOKS	JJB001	-3,220.00	-644.00	-3,864.00	5410	30	-3,220.00	Window repair
10/09/2025	BR0003847	38371	KALC	KALC	40.00	8.00	48.00	6710	31	40.00	Dealing with people training
10/09/2025	BR0003877	38370	KALC	KALC	40.00	8.00	48.00	6710	31	40.00	Dealing with people training
10/09/2025	BR0003884	38369	KALC	KALC	40.00	8.00	48.00	6710	31	40.00	Canva training
05/09/2025	1008936	38315	KALL KWIK	KALL001	78.00	6.00	84.00	6325	40	78.00	Holly Party leaflets
11/09/2025	1008972	38420	KALL KWIK	KALL001	82.00	0.00	82.00	6460	50	82.00	HITB leaflets x 1000
11/09/2025	1008973	38415	KALL KWIK	KALL001	110.00	22.00	132.00	6460	50	110.00	HITB publicity
18/09/2025	1008981	38394	KALL KWIK	KALL001	40.00	8.00	48.00	6200	31	40.00	Mayoral Business cards
18/09/2025	1008982	38395	KALL KWIK	KALL001	25.00	5.00	30.00	6865	26	25.00	In Bloom poster
18/09/2025	1008983	38396	KALL KWIK	KALL001	244.00	48.80	292.80	6865	26	244.00	In Bloom posters
18/09/2025	1008984	38397	KALL KWIK	KALL001	32.00	6.40	38.40	6461	31	32.00	Bandstand Music banner
18/09/2025	1008985	38398	KALL KWIK	KALL001	30.00	6.00	36.00	6460	29	30.00	Vine Events poster x 2
18/09/2025	1008986	38399	KALL KWIK	KALL001	32.00	6.40	38.40	6200	50	32.00	Lanyards
18/09/2025	1008987	38400	KALL KWIK	KALL001	173.00	25.60	198.60	6460	31	45.00	Children's Theatre posters
								6461	31	128.00	Children's Theatre banners
18/09/2025	1008988	38481	KALL KWIK	KALL001	738.00	134.00	872.00	6460	31	68.00	Asset survey leaflets
								6461	31	670.00	Asset survey banners
18/09/2025	1008989	38402	KALL KWIK	KALL001	224.00	44.80	268.80	6460	11	224.00	Masterplan posters
18/09/2025	1008990	38403	KALL KWIK	KALL001	156.00	31.20	187.20	6460	11	156.00	Masterplan publicity
18/09/2025	1008991	38404	KALL KWIK	KALL001	39.00	0.00	39.00	6460	50	39.00	HITB flyers
18/09/2025	1008992	38405	KALL KWIK	KALL001	48.00	0.00	48.00	6460	31	48.00	300 Chatty Cafe flyers
18/09/2025	1008993	38407	KALL KWIK	KALL001	162.00	23.40	185.40	6865	26	162.00	In Bloom banners

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
18/09/2025	1008994	38406	KALL KWIK	KALL001	589.00	0.00	589.00	6460	29	589.00	Vine Events brochures x 1500
22/09/2025	1009006	38456	KALL KWIK	KALL001	200.00	0.00	200.00	6460	50	200.00	Advertising leaflets
04/09/2025	137091	38313	KCC KCS	KCC003	22.94	4.59	27.53	6200	31	14.99	stationery
								6010	33	7.95	cleaning eq
05/09/2025	137901	38312	KCC KCS	KCC003	110.34	22.07	132.41	6200	31	110.34	stationery
18/09/2025	146213	38412	KCC KCS	KCC003	97.76	19.55	117.31	6010	41	37.30	cleaning eq
								6013	36	25.98	cleaning eq
								6200	36	29.99	stationery
								5410	36	4.49	battery
24/09/2025	149145	38450	KCC KCS	KCC003	11.80	2.36	14.16	6010	41	11.80	cleaning equip
26/09/2025	150869	38441	KCC KCS	KCC003	99.50	19.90	119.40	6200	31	99.50	stationery
01/09/2025	1/9	38305	KENT POLICE BAND	KENT004	350.00	0.00	350.00	6868	29	350.00	Kent Police Bandstand 24/8
01/09/2025	8685615	38328	KFF	KFF001	96.77	3.23	100.00	6500	30	96.77	goods for resale
08/09/2025	8692222	38366	KFF	KFF001	165.29	0.00	165.29	6500	30	165.29	goods for resale
18/09/2025	8702992	38410	KFF	KFF001	102.06	3.54	105.60	6500	30	102.06	goods for resale
25/09/2025	8709480	38446	KFF	KFF001	215.74	21.60	237.34	6500	30	215.74	goods for resale
26/08/2025	1205353122	38343	KONICA MINOLTA	KMB001	880.92	176.18	1,057.10	6200	31	880.92	print chg 31/5-30/8
26/08/2025	1205353875	38344	KONICA MINOLTA	KMB001	220.35	44.07	264.42	6240	31	220.35	Bizhub chg 31/8-29/11
19/09/2025	06556GR	38460	LOCUM LOCKS	LOC003	444.84	88.96	533.80	5025	21	390.62	Lock repair
								5026	21	54.22	Lock repair
05/09/2025	233480	38388	MANAGED TECHNOLOGY	MAN002	236.72	47.35	284.07	6200	31	236.72	print chg
18/09/2025	000922771	38452	MAWS FINE FOODS	MAW001	49.49	0.00	49.49	6500	28	49.49	goods for resale
25/09/2025	0000924021	38483	MAWS FINE FOODS	MAW001	65.00	0.00	65.00	6500	28	65.00	goods for resale
31/08/2025	MHC/34154	38349	MAY HARRIS	MAY001	663.29	132.66	795.95	6016	33	663.29	Cover cleaning Aug
24/09/2025	15752	38442	MICBEX	MIC001	20.00	4.00	24.00	5410	36	20.00	cooker repair
09/09/2025	INV-1521	38352	MULBERRY LOCAL	MUL001	401.75	80.35	482.10	6610	31	401.75	Internal Audit fees 2025/26
01/09/2025	429258/0	38373	NATIONAL LEAFLET CO	NAT010	1,049.97	209.37	1,259.34	6210	31	1,049.97	Town Crier delivery
01/09/2025	429259/0	38372	NATIONAL LEAFLET CO	NAT010	147.00	29.40	176.40	6210	31	147.00	Town Crier delivery
28/09/2025	UKSPS00175023	38507	NEXUDUS SL	NEX001	99.64	19.93	119.57	6900	41	99.64	Hub Booking chg

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								Nominal Ledger Analysis			
04/09/2025	31938378	38329	NISBETS	NIS001	35.38	7.07	42.45	6010	33	35.38	cleaning eq
25/09/2025	32077975	38504	NISBETS	NIS001	71.40	14.28	85.68	6505	30	51.42	consumables
								6013	30	19.98	cleaning equip
26/09/2025	32086445	38505	NISBETS	NIS001	40.99	8.19	49.18	6505	30	40.99	consumables
30/09/2025	32105834	38526	NISBETS	NIS001	27.48	5.49	32.97	5500	28	27.48	coffee mugs
30/09/2023	999280	38537	OAKS PLANT HIRE	OAKS001	89.60	17.92	107.52	5500	21	89.60	Scarifier hire
28/09/2025	28/SEP25/ANN	38491	ONECARD	ONE002	88.21	0.00	88.21	6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising
								6322	40	4.21	Awards Advertising
								6322	40	12.00	Awards Advertising
28/09/2025	28/SEP25/GEO	38492	ONECARD	ONE002	1,651.49	173.90	1,825.39	6490	32	25.00	CLSO Traffic order
								6922	31	20.64	H&S Signs
								6101	22	8.34	AC mobile
								6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad
								6240	31	10.83	Software design subs
								6446	42	54.00	Beams Luncheon on 16/10
								6446	42	40.00	Canterbury Garden Party
								5410	36	70.76	flush plate
								5410	36	171.25	Gas cooker repair
								6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6322	40	12.00	Awards Advertising
								6322	40	12.00	Awards Advertising
								6322	40	116.35	Awards photo frames
								6322	40	18.99	Awards envelopes
								6322	40	22.63	Awards napkins
								6322	40	4.74	Awards envelopes
								6010	33	60.82	cleaning equip
								6104	21	6.67	O/S manager mobile
								6104	21	8.34	Town Warden mobile
								6104	36	8.34	KW mob
								6210	31	346.00	1st & 2nd class stamps
								6210	31	8.34	Caretaker mob
								5500	21	48.32	winch handle
								5500	50	174.97	3 gaming chairs
								5500	30	12.49	picture frames x 3
								6241	50	12.00	website maintenance
								6300	31	195.69	Adobe subscription
								4012	21	25.00	parking fine
								6200	31	32.58	label sheets
								6200	31	39.39	envelopes
28/09/2025	28/SEP25/GEOA	38494	ONECARD	ONE002	8.34	1.66	10.00	6104	33	8.34	caretaker mob
28/09/2025	28/SEP25/GEOREV	38493	ONECARD	ONE002	-8.34	-1.66	-10.00	6210	31	-8.34	caretaker mob
28/09/2025	28/SEP25/LIN	38495	ONECARD	ONE002	1,190.98	63.25	1,254.23	6500	50	28.66	Goods for resale
								6500	50	63.17	Goods for resale
								6500	30	70.05	Goods for resale
								6500	28	9.83	Goods for resale
								6500	28	-0.52	Goods for resale
								6500	28	50.61	Goods for resale
								6500	28	17.92	Goods for resale

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6500	50	50.16	Goods for resale
								6500	50	16.54	Goods for resale
								6500	30	88.90	Goods for resale
								6500	50	45.42	Goods for resale
								6500	50	72.08	Goods for resale
								6500	30	71.49	Goods for resale
								6500	28	90.17	Goods for resale
								6500	28	32.78	Goods for resale
								6500	50	27.81	Goods for resale
								6500	50	9.37	Goods for resale
								6500	30	135.59	Goods for resale
								6500	50	81.97	Goods for resale
								6500	50	34.04	Goods for resale
								6500	28	70.57	Goods for resale
								6500	28	3.54	Goods for resale
								6500	28	63.89	Goods for resale
								6010	50	4.36	cleaning equip
								6010	28	0.46	Cleaning equip
								6010	50	2.08	Cleaning equip
								6010	28	2.21	Cleaning equip
								6010	50	7.71	Cleaning equip
								6630	11	18.77	Survey subscription
								6505	28	1.12	consumables
								6505	50	3.33	consumables
								6505	28	1.92	consumables
								6730	31	14.98	Town Crier delivery subs
14/09/2025	INV07092025	38362	OXTED BAND	OXTE001	295.00	0.00	295.00	6868	29	295.00	Bandstand show 7/9
10/09/2025	14617	38467	PARKERS	PARK001	555.28	0.00	555.28	5330	21	555.28	grass seed
26/09/2025	F00110	38485	PAUL BURGESS	PAU003	200.00	0.00	200.00	6635	45	200.00	Headshots Shoot fee

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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
26/09/2025	F00111	38484	PAUL BURGESS	PAU003	90.00	0.00	90.00	6635	45	90.00	BID Business Plan photos
31/08/2025	147447	38318	PEAR TECHNOLOGY	PEA002	85.00	17.00	102.00	6240	22	85.00	Annual digital map maint fee
29/08/2025	SIN3132787	38393	PPL PRS	PPLPRS001	229.68	45.94	275.62	6635	28	229.68	Annual music licence
01/09/2025	228163	38314	PREMIER ALARMS	PREM001	368.69	73.74	442.43	6930	36	368.69	Annual renewal alarm system
11/09/2025	2228308	38419	PREMIER ALARMS	PREM001	151.75	30.35	182.10	6930	36	151.75	Alarm battery replacement
23/09/2025	23/9	38429	PS BREASTFEEDING	PSB001	500.00	0.00	500.00	7500	38	500.00	PS Breastfeeding grant
11/09/2025	112203	38424	PV SOLAR INSTALLERS	PVS002	24,000.00	4,800.00	28,800.00	9063	91	24,000.00	Solar batteries
29/08/2025	RS122292	38322	RAWSTONE HIRE	RAW001	29.05	5.81	34.86	5500	21	29.05	breaker hire
31/08/2025	RS122329	38321	RAWSTONE HIRE	RAW001	97.20	19.44	116.64	5500	21	97.20	breaker hire
12/09/2025	22483497	38555	RENTOKIL	RENT001	2,988.54	597.71	3,586.25	6922	30	618.23	Pest control 1/10/25-30/9/26
								6922	36	876.04	Pest control 1/10/25-30/9/26
								110	0	618.23	Pest control 1/10/25-30/9/26
								110	0	876.04	Pest control 1/10/25-30/9/26
12/09/2025	22483498	38422	RENTOKIL	RENT001	1,236.46	247.29	1,483.75	6922	28	618.23	Pest control 1/10/25-30/09/26
								110	0	618.23	Pest control 1/10/25-30/09/26
21/09/2025	93898	38457	REPOSS LTD	REP001	23.18	4.64	27.82	5525	30	23.18	Monthly till maint
21/09/2025	93922	38458	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till maint
04/09/2025	2006886476	38464	SCREWFIX	SCREW001	32.49	6.50	38.99	5500	21	32.49	tape measure
09/09/2025	2007003531	38510	SCREWFIX	SCREW001	79.98	0.00	79.98	6952	21	79.98	staff uniform
14/08/2025	2099403	38361	SDC	SDC001	295.00	0.00	295.00	6635	30	295.00	premises licence
02/09/2025	2099785	38523	SDC	SDC001	656.00	0.00	656.00	6865	26	656.00	In Bloom brochures x 100
03/09/2025	2099808	38332	SDC	SDC001	2,377.26	0.00	2,377.26	5421	60	1,188.63	Sept market rent
								5420	60	1,188.63	Sept market rent
05/09/2025	2099817	38348	SDC	SDC001	3,000.00	0.00	3,000.00	7557	38	3,000.00	DVCRP contribution
15/09/2025	2099902	38356	SDC	SDC001	80.60	0.00	80.60	6935	30	80.60	bin collection 11/8-7/9
15/09/2025	2099980	38355	SDC	SDC001	161.20	0.00	161.20	6935	21	161.20	bin collection 11/8-7/9
15/09/2025	2099981	38357	SDC	SDC001	80.60	0.00	80.60	6935	22	80.60	bin collection 11/8-7/9
15/09/2025	2099982	38359	SDC	SDC001	65.60	0.00	65.60	6935	33	65.60	bin collection 11/8-7/9
15/09/2025	2099988	38360	SDC	SDC001	141.05	0.00	141.05	6935	36	141.05	bin collection 11/8-7/9

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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
15/09/2025	2099989	38358	SDC	SDC001	80.60	0.00	80.60	6935	28	80.60	bin collection 11/8-7/9
18/09/2025	2100147	38514	SDC	SDC001	570.00	0.00	570.00	6635	31	570.00	Premises licence
03/09/2025	GAC66500	38376	SETYRES	SETY001	62.50	12.50	75.00	5550	21	62.50	tyre for GAC66500
31/08/2025	232032	38378	SEV GLAZING	SEV001	140.60	28.12	168.72	5310	21	140.60	glass sheets
31/08/2025	232043	38463	SEV GLAZING	SEV001	50.32	10.06	60.38	5310	21	50.32	glass
07/06/2025	22218	38364	SEV MOWERS	SEV006	29.16	5.83	34.99	5525	22	29.16	strimmer cord
23/09/2025	23/9	38426	CITIZENS ADVICE	SEV025	500.00	0.00	500.00	7500	38	500.00	Citizens Advice grant
23/09/2025	23/9	38435	SEV THREE ARTS	SEV026	650.00	0.00	650.00	7552	38	650.00	Sev Three Arts Festival grant
23/09/2025	23/9	38430	SEV COUNSELLING	SEV047	1,500.00	0.00	1,500.00	7500	38	1,500.00	Sevenoaks Counselling grant
23/09/2025	23/9	38433	SEVENOAKS PHAB	SEV057	400.00	0.00	400.00	7500	38	400.00	sevenoaks PHAB grant
23/09/2025	23/9	38431	SEVENOAKS IN A TIME	SEV067	500.00	0.00	500.00	7500	38	500.00	Sevenoaks Time Of Change grant
23/09/2025	23/9	38432	SEVENOAKS FOODBANK	SEV068	1,000.00	0.00	1,000.00	7500	38	1,000.00	Sevenoaks Foodbank grant
18/09/2025	90455	38468	SGE	SGE001	37.76	7.56	45.32	6952	21	23.54	gloves
								5410	29	14.22	maint equip
30/09/2025	4116	38531	SOUTHBLOOM	SSEB001	69.00	0.00	69.00	6865	26	69.00	In Bloom sessions x 3
02/09/2025	7950	38310	STAG	STAG002	3,000.00	600.00	3,600.00	9029	50	3,000.00	HITB toilet repairs
17/09/2025	0000609119	38536	TATE FENCING	TATE001	545.96	109.19	655.15	5310	21	545.96	fencing
17/09/2025	0000609119A	38562	TATE FENCING	TATE001	545.96	109.19	655.15	9014	91	545.96	maint equip
17/09/2025	0000609119REV	38561	TATE FENCING	TATE001	-545.96	-109.19	-655.15	5310	21	-545.96	maint equip
17/09/2025	0000609120	38535	TATE FENCING	TATE001	1,162.55	232.51	1,395.06	5010	29	1,162.55	fencing
11/09/2025	48334	38469	TELESHORE UK	TELE003	156.90	31.38	188.28	6500	22	156.90	6 caskets
10/08/2025	3812	38436	TG TARRANT GROUP	TGT001	280.00	56.00	336.00	6922	22	280.00	Lightning Protection Survey
10/09/2025	10/9	38368	MAYOR OF TONBRIDGE	TON001	60.00	0.00	60.00	6446	42	60.00	Tonbridge Quiz Night 25/9
08/09/2025	9/8	38347	TOWN CRIER	TOW001	51.00	0.00	51.00	6900	31	51.00	Town Crier Appearance
27/08/2025	1028039844	38320	TRAVIS PERKINS	TRA005	24.46	4.89	29.35	5410	28	24.46	maint equip
27/08/2025	1028039845	38319	TRAVIS PERKINS	TRA005	3.83	0.77	4.60	5410	28	3.83	screws
28/08/2025	1028147589	38518	TRAVIS PERKINS	TRA005	28.85	5.78	34.63	5410	21	28.85	maint equip
11/09/2025	1029074052	38466	TRAVIS PERKINS	TRA005	16.20	3.24	19.44	5410	36	16.20	concrete
26/09/2025	1030030475	38533	TRAVIS PERKINS	TRA005	108.00	21.60	129.60	5310	21	108.00	concrete 20kg Buckhurst

Purchase Ledger for Month No 6 Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
30/09/2025	1030215187	38517	TRAVIS PERKINS	TRA005	7.94	1.59	9.53	5410	22	7.94	grit sand
30/09/2025	INV-6620	38487	TREE ABILITY	TREE001	195.00	39.00	234.00	5070	21	195.00	Tree work at Woodside Rd
01/09/2025	1/9	38307	WARNERS SOLICITORS	WARN001	3,500.00	700.00	4,200.00	9080	91	3,500.00	Bates Wells undertaking
08/09/2025	8/9/25	38346	WARNERS SOLICITORS	WARN001	90.00	0.00	90.00	6710	31	90.00	Ladies Lunch x 3
08/09/2025	8/9/25REV	38353	WARNERS SOLICITORS	WARN001	-30.00	0.00	-30.00	6710	31	-30.00	Ladies Lunch refund
25/09/2025	25/9	38439	WARNERS SOLICITORS	WARN001	2,000.00	400.00	2,400.00	9080	91	2,000.00	Legal fees
17/09/2025	3034326	38480	WARNERS SOLICITORS	WARN001	670.00	134.00	804.00	6620	31	670.00	Sev Tennis Club legal fees
23/09/2025	23/9	38434	WEST KENT MIND	WES004	1,500.00	0.00	1,500.00	7500	38	1,500.00	West Kent Mind grant
31/08/2025	164189	38323	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Aug clean & lock up chg
								5020	29	841.28	Aug clean & lock up chg
								5026	21	280.43	Aug clean & lock up chg
31/08/2025	164190	38325	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Aug hygiene unit clean
								5020	29	12.95	Aug hygiene unit clean
31/08/2025	164191	38324	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Aug clean & lock up chg
30/09/2025	164761	38532	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5026	21	4.31	Femine hygiene unit clean Sep
								5020	29	12.95	Femine hygiene unit clean Sep
31/08/2025	383265658	38478	WORLDPAY	WOR001	66.09	10.80	76.89	6976	31	66.09	Aug card trans chg
31/08/2025	383270831	38477	WORLDPAY	WOR001	4.02	0.01	4.03	6976	31	4.02	Aug card trans chg
31/08/2025	383420991	38476	WORLDPAY	WOR001	253.92	18.89	272.81	6976	28	253.92	Aug card trans chg
31/08/2025	383438517	38475	WORLDPAY	WOR001	81.67	8.89	90.56	6976	30	81.67	Aug card trans chg
06/09/2025	384475473	38391	WORLDPAY	WOR001	1.44	0.20	1.64	6976	50	1.44	Sep card trans chg
01/09/2025	WM12614189	38335	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	card trans chg
01/09/2025	02961163	38345	YU ENERGY	YUE001	24.68	1.23	25.91	6862	26	24.68	electric chg Aug
01/09/2025	02961165	38459	YU ENERGY	YUE001	7.13	0.36	7.49	6862	26	7.13	electric chg Aug
				TOTAL INVOICES	110,422.55	17,093.23	127,515.78			110,422.55	

Nat West - Current Account

List of Payments made between 01/09/2025 and 30/09/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2025	Reach PLC	DD01/SEP	15.17		Sev Chronicle subs Sept
01/09/2025	Sevenoaks District Council	DD02/SEPT	848.00		Sept Business Rates chg
01/09/2025	Sevenoaks District Council	DD03/SEPT	2,886.00		Sept Business Rates chg
01/09/2025	Sevenoaks District Council	DD04/SEPT	649.00		Sept Business Rates chg
01/09/2025	Sevenoaks District Council	DD05/SEP	74.00		Sept Business Rates chg
01/09/2025	Sevenoaks District Council	DD06/SEP	165.00		Sept Business Rates chg
01/09/2025	Sevenoaks District Council	DD07/SEP	141.00		Sept Business Rates chg
02/09/2025	HM Land Registry	DD08	14.00		Register views
03/09/2025	BP Fuel	DD09	17.35		fuel
04/09/2025	BACS P/L Pymnt Page 7052	BACS Pymnt	12,579.26		BACS P/L Pymnt Page 7052
04/09/2025	British Gas - Community Centre	DD10	134.24		gas chg 12/7-11/8
04/09/2025	Nexudus S.L	DD11	119.28		Booking chg
04/09/2025	NATWEST ONE CARD	DD12	2,622.99		Geo Onecard Aug
08/09/2025	YU ENERGY	DD13	25.91		electric chg Aug
08/09/2025	BP Fuel	DD15	67.79		fuel
08/09/2025	YU ENERGY	DD14	7.49		electric chg Aug
09/09/2025	British Gas - Offices	DD16	84.49		gas chg 15/7-14/8
09/09/2025	EDF Energy - St John's Hill	DD17	60.62		electric chg - 3/7/24-6/10/24
09/09/2025	EDF Energy - St John's Hill	DD18	440.80		electric chg - 27/4/25-6/7/25
09/09/2025	EDF Energy - St John's Hill	DD19	1,197.70		electric chg - 7/1/25-26/4/25
09/09/2025	British Gas - B&B St	DD22	90.19		gas chg 22/7-21/8
09/09/2025	HM Land Registry	DD21	14.00		Title plans
09/09/2025	HM Land Registry	DD20	7.00		Title Register View
15/09/2025	NatWest Bankline	bln	205.10		bank chg
16/09/2025	BP Fuel	DD24	10.36		fuel
16/09/2025	EDF ENERGY - Offices	DD25	815.24		electric chg 7/7/24-6/10/24
16/09/2025	Connectaphone	DD23	672.97		Aug telephone chg
16/09/2025	WorldPay	DD27	90.56		Aug card trans chg
18/09/2025	BACS P/L Pymnt Page 7058	BACS Pymnt	60.00		BACS P/L Pymnt Page 7058
18/09/2025	WorldPay	DD26	11.94		card trans chg
19/09/2025	BACS P/L Pymnt Page 7059	BACS Pymnt	29,381.73		BACS P/L Pymnt Page 7059
19/09/2025	E.G	BACS19/9	60.00		Allot key refund
19/09/2025	B.L	BACS19-9	50.00		Allot key refund
19/09/2025	WorldPay	DD28	272.81		Aug card trans chg
19/09/2025	WorldPay	DD29	76.89		Aug card trans chg
19/09/2025	WorldPay	DD30	4.03		Aug card trans chg
22/09/2025	Reposs Ltd	DD31	38.11		Monthly till maint
22/09/2025	Reposs Ltd	DD32	27.82		Monthly till maint
22/09/2025	EDF ENERGY - B&B Station	DD33	1,234.99		Aug electric chg
23/09/2025	EDF Energy - Bat and Ball Cent	DD34	1,202.41		Aug electric chg
23/09/2025	BP Fuel	DD35	115.54		fuel
24/09/2025	EDF ENERGY - Cemetery	DD36	102.10		Aug electric chg
24/09/2025	EDF Energy - Business Hub	DD37	223.82		Aug electric chg

Continued on Page 2

List of Payments made between 01/09/2025 and 30/09/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/09/2025	EDF Energy - High Street Marke	DD38	35.48		Aug electric chg
25/09/2025	BACS P/L Pymnt Page 7068	BACS Pymnt	41,218.30		BACS P/L Pymnt Page 7068
25/09/2025	Payroll A/c	BACS25/9	66,737.20		September Wages Tfr
26/09/2025	Payroll A/c	BACS26/9	35,038.63		September HMRC/KCC Tfr
29/09/2025	BACS P/L Pymnt Page 7072	BACS Pymnt	2,400.00		BACS P/L Pymnt Page 7072
29/09/2025	Everflow Water	DD39	396.92		water chg 19/10-18/11
29/09/2025	Country Style Recycling	DD40	94.97		Aug glass collection
30/09/2025	EDF Energy - Vine Cafe	DD42	1,167.42		Electric chg 1/4-6/7
30/09/2025	BP Fuel	DD41	64.82		fuel
30/09/2025	EDF Energy - Vine Cafe	DD42	-971.65		Electric credit 1/4-6/7
30/09/2025	NatWest	BNKCHRGS	75.00		Q2 NatWest Bank Charges

Total Payments 203,174.79

Sevenoaks Town Council

Mayors Charity Account

List of Payments made between 01/09/2025 and 30/09/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
16/09/2025	BACS P/L Pymnt Page 7076	BACS Pymnt	-130.00		BACS P/L Pymnt Page 7076
		Total Payments	-130.00		

Receipts for Month 6 | Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		1,000.00					1,000.00	
	Banked: 25/09/2025	892.90							
	Sales Recpts Page 12492		892.90	892.90		104			Sales Recpts Page 12492
	Banked: 25/09/2025	66,737.20							
BACS25/9	Nat West - Current Account		66,737.20			201		66,737.20	September Wages Tfr
	Banked: 26/09/2025	35,038.63							
BACS26/9	Nat West - Current Account		35,038.63			201		35,038.63	September HMRC/KCC Tfr
	Total Receipts for Month	102,668.73		892.90	0.00			101,775.83	
	Cashbook Totals	103,668.73		892.90	0.00			102,775.83	

Continued on Page 2

Payments for Month 6

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
24/09/2025	Nat West - Current Account	Correction	892.90			201		892.90	Tfr Sales Ledger Receipt 12492
25/09/2025	Employees	BACS25/9	66,577.20			520		66,577.20	September Wages Payment
25/09/2025	Councillors	BACS25/9-	160.00			520		160.00	September Allowances Tfr
26/09/2025	HMRC/KCC	BACS26/9	35,038.63			515		22,966.26	September HMRC Payment
						516	0	12,072.37	September KCC Payment
	Total Payments for Month		102,668.73	0.00	0.00			102,668.73	
	Balance Carried Fwd		1,000.00						
	Cashbook Totals		103,668.73	0.00	0.00			103,668.73	

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		951.25					951.25	
	Banked:	0.00							
			0.00					0.00	
	Total Receipts for Month	0.00		0.00	0.00			0.00	
	Cashbook Totals	951.25		0.00	0.00			951.25	

Continued on Page 2

Payments for Month 6 | Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/09/2025	Cemetery	1275/A	20.00		3.33	6500	22	16.67	engraving
05/09/2025	Cemetery	1275/B	11.10		1.85	6330	22	9.25	refreshments
05/09/2025	Cemetery	1275/C	33.29			6330	22	33.29	refreshments
05/09/2025	Bat and Ball Centre	1276/A	3.94			6330	36	3.94	refreshments
05/09/2025	Bat and Ball Station	1276/B	17.00		2.83	5410	30	14.17	maint equip
16/09/2025	Open Spaces	1277/A	12.49			6330	21	12.49	refreshments
16/09/2025	Vine Cafe	1277/B	14.40		2.40	5410	28	12.00	timber
19/09/2025	Bat and Ball Centre	1278/A	2.09			6330	36	2.09	refreshments
19/09/2025	Bat and Ball Centre	1278/B	2.60		0.43	6013	36	2.17	cleaning equip
19/09/2025	Bat and Ball Centre	1278/C	9.64		1.61	5410	36	8.03	batteries
19/09/2025	Bat and Ball Centre	1278/D	4.50		0.75	6922	36	3.75	plasters
24/09/2025	Vine Cafe	1279/A	25.25			6500	28	25.25	goods for resale
24/09/2025	Vine Cafe	1279/B	9.96		1.66	6500	28	8.30	goods for resale
24/09/2025	Vine Cafe	1279/C	9.40		1.57	6200	28	7.83	stationery
24/09/2025	Vine Cafe	1279/D	1.45			6010	28	1.45	cleaning equip
24/09/2025	Vine Cafe	1279/E	3.99			5410	28	3.99	maint equip
25/09/2025	Establishments	1280	15.25			6330	31	15.25	refreshments
30/09/2025	Establishments	1281	13.45			6330	31	13.45	refreshments
	Total Payments for Month		209.80	0.00	16.43			193.37	
	Balance Carried Fwd		741.45						
	Cashbook Totals		951.25	0.00	16.43			934.82	

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FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2025/26 at its

meeting held on 12th May 2025

Signed by the Mayor ……………………………………………….

Sevenoaks Town Council Financial Regulations

Contents

These Financial Regulations were adopted by the council at its meeting held on 12th May 2025

1. General

1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4 In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in The Practitioners' Guide
- Practitioners' Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and bold text refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5 The Responsible Finance Officer (RFO) holds a statutory office, appointed by the council. The Responsible Finance Officer;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6 The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7 In addition, the council shall :

determine and regularly review the bank mandate for all council bank accounts;

authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

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

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.

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.

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.

2.5 The accounting control systems determined by the Responsible Finance Officer must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6 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.~~ 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 and noted by the Finance & Delivery Committee.

2.7 Back-up copies are ongoing via the cloud system. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1 All accounting procedures and financial records of the council shall be determined by the Responsible Finance Officer in accordance with the Accounts and Audit Regulations.

3.2 The accounting records determined by the Responsible Finance Officer must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4 The Responsible Finance Officer shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Responsible Finance Officer shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the Responsible Finance Officer, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8 The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11 The Responsible Finance Officer shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The Responsible Finance Officer shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and minuted. The Responsible Finance Officer will inform committees of any salary implications before they consider their draft their budgets.

4.3 No later than November each year, the Responsible Finance Officer shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance & Delivery Committee not later than the end of November each year.

4.6 The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Delivery Committee and a recommendation made to the council.

4.7 Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

4.9 The Responsible Finance Officer shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11 Earmarked reserves are agreed by the Council and withdrawals for the agreed purpose are delegated to the Town Clerk and Responsible Finance Officer. If the funds are required to be spent on alternative projects approval would be needed from the Finance and Delivery Committee.

5. Procurement

5.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers and consideration given to the Green Community Investment Plan and social value.

5.2 The Responsible Finance Officer should verify the lawful nature of any proposed purchase before it is made.

5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the publication of invitations and notices.

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;

5.8 where the value is between £500 and £3,000 excluding VAT, the Town Clerk or Responsible Finance Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.9 For smaller purchases, the clerk or Responsible Finance Officer shall seek to achieve value for money.

5.10 Contracts must not be split to avoid compliance with these rules.

5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.12 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or Finance & Delivery Committee. Avoidance of competition is not a valid reason.

5.13 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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.

5.15 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.16 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

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.

5.18 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.19 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.20 Any ordering system can be misused and access to them shall be controlled by the Finance Department.

6. Banking and payments

6.1 The council's banking arrangements, including the bank mandate, shall be made by the Responsible Finance Officer and authorised by the council in line with its Investment Policy.

6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Responsible Finance Officer.

6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5 All payments shall be made by online banking, cheque, or credit card in accordance with a resolution of the council unless the council resolves to use a different payment method.

6.6 For each financial year the Responsible Finance Officer may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance & Delivery Committee may authorise in advance for the year.

6.7 The regular payments are dual authorised for every payment.

6.8 A list of such payments shall be reported to the next appropriate meeting of the Finance and Delivery Committee for information only.

6.9 The Town Clerk, Deputy Clerk and Responsible Finance Officer shall have delegated authority to authorise payments

6.10 The Responsible Finance Officer shall present a schedule of payments at every Finance and Delivery Committee meeting for noting.

7. Electronic payments

7.1 Where internet banking arrangements are made with any bank, the Responsible Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of officers/members who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2 All authorised signatories shall have access to view the council's bank accounts online.

7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.

7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6 Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7 Evidence shall be retained showing which officers approved the payment online.

7.8 A full list of all payments made in a month shall be provided to the next Finance & Delivery Committee meeting.

7.9 With the approval of the Finance & Delivery Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two bank signatories and reported to the Finance and Delivery Committee. The approval of the use of each variable direct debit shall be reviewed by the Finance & Delivery at least every two years.

7.10 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance and Delivery Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two bank signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance & Delivery Committee at least every two years.

7.12 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13 Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

7.14 Cards and card readers for the purposes of internet banking payments should be pin and password protected and kept in the safe when not in use. Passwords shall be changed regularly. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.

8. Cheque payments

8.1 Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two signatories.

8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1 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 on line or over the telephone but only upon instructions from either the Town Clerk, Deputy Clerk or the Responsible Finance Officer.

9.2 Personal credit or debit cards of members or staff shall not be used.

10. Petty Cash

10.1 The finance department shall maintain a petty cash float for the purpose of defraying operational and other expenses. The total aggregate amount of the petty cash float across all committees must not exceed £1,000.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3 Salary rates shall be agreed annually by the council, or a duly delegated committee/ Town Clerk.

11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance and Delivery Committee to ensure that the correct payments have been made.

11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4 All investment of money under the control of the council shall be in the name of the council.

12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the Responsible Finance Officer.

12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the Responsible Finance Officer.

13.2 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. The Responsible Finance Officer shall be responsible for the collection of all amounts due to the council.

13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Responsible Finance Officer and shall be written off in the year. The council's approval shall be shown in the Minutes.

13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Responsible Finance Officer considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5 Personal cheques shall not be cashed out of money held on behalf of the council.

13.6 The Responsible Finance Officer shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7 Where significant sums of cash are regularly received by the council, the Responsible Finance Officer shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1 Where contracts provide for payment by instalments the Responsible Finance Officer shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2 Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4 The Responsible Finance Officer shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1 The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2 The Responsible Finance Officer shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1 The Responsible Finance Officer shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2 The Town Clerk shall give prompt notification to the Responsible Finance Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3 The Responsible Finance Officer shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Finance & Delivery Committee at the next available meeting. The Responsible Finance Officer shall negotiate all claims on the council's insurers in consultation with the Town Clerk.

17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Charities

18.1 Where the council is sole managing trustee of a charitable body the Town Clerk and Responsible Finance Officer shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and Responsible Finance Officer shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1 The council shall review these Financial Regulations annually and following any change of Town Clerk or Responsible Finance Officer. The Town Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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Sevenoaks Town Council
Updated CIL Report

1. CIL Update – October 2025

The remaining projects for CIL as at 23rd October 2025 are as follows:-

	Original Budget	Spent	Balance	Agreed	Planned Completion
Public Realm Town Ward	£50,000	£46,995	£3,006	Reviewed Feb 24	Ongoing
Judd's piece resurfacing	£2,000	-	£2,000	Reviewed Feb 24	2026
Woodside Rd - fencing	£1,000	-	£1,000	Reviewed Feb 24	2025
knole paddock front barn doors	£2,000	-	£2,000	Reviewed Feb 24	2025
Green Link Feasibility	£15,000	-	£15,000	Reviewed Feb 24	Ongoing
Masterplan x2	£65,000	£63,091	£1,910	Reviewed Feb 24	Started
20 mph	£141,967	£111,271	£10,000	10/06/2024	Contingency Left
Dartford Road Crossing	£25,000	£4,170	£20,830	Reviewed Feb 24	2025
Greatness Pavilion	£87,500	Moved	£133,600	Reviewed Feb 24	133,600 added Sep 25 for green initiatives
Greatness CCTV	£9,000	-	£9,000	Reviewed Feb 24	2026
Vine Gardens Crazy Paving	£10,000	£10,000	£0	Reviewed Feb 24	2025
Balance of cost for Recycle bound resin (Vine Gardens crazy paving)	£13,130	£13,130	£0	Agreed June 25	2025
Greatness Play Area	£150,000		£150,000	Agreed June 25	2025
Solar Batteries	£20,000		£0	Agreed June 25	2025
Play Areas inc Buckhurst	£25,000		£25,000	Agreed July 25	2025
Oast House Feasibility Report	£4,500	£4,500	£0	Agreed Sep 25	2025
			£373,345		

2. STC Community Infrastructure Levy (CIL) Receipts

Projected unallocated CIL Balance (as at October 2025 reported to Finance & Delivery Committee 1st Sep 2025	£251,422
Less new projects:	
That Community Infrastructure Levy funds be used for the £4,500 Oast House high level architect plans and feasibility report	-£4,500
That £133,600 be allocated from Community Infrastructure Levy funds to the Greatness Recreation Ground Pavilion Project, to reinstate identified environmental measures	-£133,600
Unallocated Balance	**£113,322**
Add current SDC CIL balance (CIL collections October 2025 to date)	£10,047
Total Unallocated Balance	**£123,369**

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Greatness Pavilion Payment Schedule

	Total monthly payments (Net)	Total monthly payments (Gross)	Football Foundation	FF Actual	Date Received	PLSF	Date Received	Football Club	Date Received	SDC CIL Monies	STC Cil Monies	Total
June	£1,000.00	**£1,200.00**									£1,000.00	£1,000.00
July	£2,000.00	**£2,400.00**								£1,000.00	£1,000.00	£2,000.00
August	£6,200.00	**£7,440.00**								£1,000.00	£5,200.00	£6,200.00
September	£4,400.00	**£5,280.00**								£2,000.00	£2,400.00	£4,400.00
October	£3,300.00	**£3,960.00**	£1,194.60			£235.95		£311.85		£1,234.20	£323.40	£3,300.00
November	£248,327.26	**£297,992.71**	£89,894.47			£17,755.40		£23,466.93		£92,874.40	£24,336.07	£248,327.26
December	£278,593.25	**£334,311.90**	£100,850.76			£19,919.42		£26,327.06		£104,193.88	£27,302.14	£278,593.25
Jan	£216,779.25	**£260,135.10**	£78,474.09			£15,499.72		£20,485.64		£81,075.44	£21,244.37	£216,779.25
Feb	£300,779.25	**£360,935.10**	£108,882.09			£21,505.72		£28,423.64		£112,491.44	£29,476.37	£300,779.25
March	£298,089.75	**£357,707.70**	£107,908.49			£21,313.42		£28,169.48		£111,485.57	£29,212.80	£298,089.75
April	£187,506.25	**£225,007.50**	£67,877.26			£13,406.70		£17,719.34		£70,127.34	£18,375.61	£187,506.25
May	£33,846.25	**£40,615.50**	£12,252.34			£2,420.01		£3,198.47		£12,658.50	£3,316.93	£33,846.25
June	£170,416.91	**£204,500.29**	£61,690.92			£12,184.81		£16,104.40		£63,735.92	£16,700.86	£170,416.91
July	£172,366.85	**£206,840.22**	£62,396.80			£12,324.23		£16,288.67		£64,465.20	£16,891.95	£172,366.85
August	£125,716.99	**£150,860.39**	£45,509.55			£8,988.76		£11,880.26		£47,018.15	£12,320.27	£125,716.99
September	£55,945.75	**£67,134.90**	£20,252.36			£4,000.12		£5,286.87		£20,923.71	£5,482.68	£55,945.75
	£2,105,267.76	**£2,526,321.31**										£2,105,267.76

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Sevenoaks Town
Community Assets (Open Spaces) Committee Meeting - 10th November 2025
Finance & Delivery Committee – 24th November 2025

Vine Pavilion Skylights

The Polycarbonate domed skylights on the Vine Pavilion above Men's and Ladies shower rooms, and the kitchen had become very worn and started to crack and leak,

Initially the company that fitted them in circa 2005 were approached to replace them like -for- like, but we were let down by them due to supply problems and so a new contractor was sought, with greater thought on the matter it was decided to not use Polycarbonate again as it discolours quickly and suffers UV damage,

Toughened glass that can be walked on has been chosen, this should also have greater longevity.

The contractor started last week by removing the old domes and replacing them with temporary plywood, the 'Upstand' that supports the weight of the glass will be rebuilt to take the extra weight involved whist the glass is manufactured, it is hoped that the project will be completed within 8 weeks.

Additional Works and Cost Implications

During the removal process, a considerable number of additional roof and surrounding structure repairs were identified. These works, along with costs associated with crane access and installation, have increased the total project expenditure to approximately £16,000, which is double the originally anticipated cost.

This work is deemed essential on health and safety grounds. In line with Standing Orders, the Chair, Vice Chair and Town Clerk are authorised to approve expenditure up to £10,000. Approval was given on 31 October 2025.

Previous Minute (305 – Vine Pavilion: Replacement Skylights)

Replacement of the skylights was originally approved in January; however, the first contractor was unable to complete the works.

Polycarbonate was determined to be insufficiently durable. Two toughened glass alternatives were considered.

£3,000 had already been accrued for this project, with the balance to be drawn from the Development Fund EMR 2025/26.

RESOLVED:

Financial Regulation 5.7 was waived, as the work is specialist and further contractors approached could not fulfil the specification.

Replacement of the skylights with flat, toughened glass rooflights was approved at a cost of £8,346, with remaining costs funded from the Development Fund EMR.

Sevenoaks Town
Community Assets (Open Spaces) Committee Meeting - 10th November 2025
Finance & Delivery Committee – 24th November 2025

The Development Fund for this year currently holds £19,512.

The additional costs for the roof repairs and associated works will also be taken from this fund.

Sevenoaks Town Council
Finance & Delivery Committee – 24th November 2025

RECOMMENDATIONS FROM THE COMMUNITY ASSETS (OPEN SPACES) COMMITTEE

At its meeting held on 10th November 2025, the Community Assets (Open Spaces) Committee considered the following matters and made RECOMMENDATIONS to this Committee as shown:

MINUTE 441- SAHA PROPOSAL FOR SOLAR PANELS AND GAZEBO AT QUAKERS HALL ALLOTMENTS

The Committee received the proposal for Solar Panels and a Gazebo at Quakers Hall Allotments from SAHA representatives Keng Chan and Doug Ellish. It was noted that the use of solar panels is expected to improve the site's energy efficiency and eliminate the need for a diesel generator. It was noted that minor disruption would be expected during preparation, construction, and installation works all of which would be managed by SAHA on a voluntary basis.

RESOLVED:

- **i)** That The Town Council give authorisation for SAHA to proceed with the Solar panel project.
- **ii)** That the funding of £10,234 + VAT for the solar panel project be considered by the Town Council's Finance & Delivery Committee and to be from the Allotment Earmarked Reserve.
- **iii)** That The Town Council give authorisation for SAHA to proceed with the Gazebo project.
- **iv)** That shared funding of £2,171 for the Gazebo project be considered by the Town Council's Finance & Delivery Committee. 50% to be from the Allotment Earmarked Reserve.

MINUTE 445 – SPORTS PITCHES AT KNOLE PADDOCK

Councillors received the report on the sports pitches at Knole Paddock and Raleys Field. Reseeding carried out in September as well as renovation of pitch 3 was noted.

The Open Spaces & Cemetery Manager updated the Committee about the permanent and portable floodlights at the site. It was noted that repairs would be required to the permanent lights, however there was difficulty in finding a contractor to carry out repairs on lights lacking an inspection history. It was also recommended that a mixture of permanent and portable lights is available on site.

Sevenoaks Town Council
Finance & Delivery Committee – 24th November 2025

RESOLVED: That the following RECOMMENDATIONS be forwarded to the Finance & Delivery Committee:

- **i)** Tenders be sought for the installation of new permanent floodlights to be installed for the Rugby Pitch at the end of the season at an estimated cost of £38,000 Budget from CIL.
- **ii)** To not proceed with structural inspection of current permanent floodlights unless further issues arise before the end of the season.
- **iii)** That after a suitable demonstration and agreement with SRFC re storage and charging to purchase 2 mobile floodlights at a cost of £13,000. Budget to be from CIL.
- **iv)** To approach SDC to enquire if discretionary CIL fund could assist with these purchases.

MINUTE 448 – RALEYS CAR PARK

The Committee received and noted the report on tarmac damage to the eastern side of the car park caused by tree roots. It was noted that issue is to be addressed with urgency due to a member of the public being injured when using the car park and becoming a health and safety matter.

It was noted that STC are awaiting a response from company A for a second quote for a similar thickness of tarmac as obtained from company B.

RESOLVED: RECOMMENDED to the Finance & Delivery Committee that the most competitive quote is accepted once both are received to the same specification at a maximum cost of £36,125.00, to be funded from CIL.

RECOMMENDATION: The Finance & Delivery Committee is asked to consider the recommendations from the Community Assets (Open Spaces) Committee.

Sevenoaks Town Council
Minutes of the Communications Working Group
Held at 2.00 pm on Monday 17th November 2025

Present: Cllr Gustard (Chair), Cllr Granville, Cllr Varley, Town Clerk and Community Engagement Manager

57. **Apologies for Absence**
None

58. **Minutes of Communications Working Group Meeting held on 3d September 2025**

RESOLVED:
i) To accept the minutes of the meeting as a true record.

59. **Brand Guidelines**
The Working Group reviewed the first draft of the brand guidelines.

RESOLVED:
i) The Community Engagement Manager will research where the alternative Sevenoaks Crest design came from.
ii) The Community Engagement Manager will provide mock-ups of different colour logos in line with new branding.
iii) Tints of brand colours to be added to the brand guidelines.
iv) Aptos font should be used in Sevenoaks Town Council communications where possible.
v) The number of fonts used in the Town Crier should be reduced.
vi) Communications about House in the Basement events and activities do not have to use Sevenoaks Town Council branding, but a strapline such as 'A Sevenoaks Town Council community facility' should be used, along with the Sevenoaks Town Council logo.
vii) Once the branding guidelines have been finalised, Open Spaces signage should be reviewed and updated accordingly.
viii) Vision ICT will develop final brand guidelines and an updated logo alongside the website upgrade.

60. **Website Design Proposal**
The Working Group reviewed the Website Design Proposal from Vision ICT.

RESOLVED:
i) To recommend the Finance & Delivery Committee approves a WordPress website upgrade from Vision ICT. The complete package upgrade with graphic design and branding will include producing a more visually appealing website and populating the new website with existing content covering approximately 70 pages. It will also include development of a

logo and help crafting detailed branding guidelines. The cost of this is £6,300.

ii) The new website should include video integration.

iii) A new website hierarchy should be considered, following recommendations from Vision ICT.

Agenda Item 13

Sevenoaks Town Council
Finance & Delivery Committee – 24th November 2025

Kent Pension Fund's Funding Strategy Statement Consultation – deadline 31st December 2025

1. Background

Every three years, as part of the 31 March 2025 triennial valuation, the Kent Pension Fund (Kent County Council KCC as the Administering Authority) prepares a revised draft Funding Strategy Statement (FSS).

2. Funding Strategy Statement

The FSS is one of the Kent Pension Fund’s (the Fund) key policies, establishing how employers’ pension liabilities are best met going forward.

The FSS has been revised to take into account the national 'Guidance for preparing and maintaining a FSS’ issued in January 2025.

In accordance with Regulation 58 of the Local Government Pension Scheme (LGPS) Regulations 2013 the administering authority must keep the FSS under review and consult with such persons considered appropriate following a material change to the FSS. The administering authority must also publish a written statement setting out their funding strategy.

An Administering Authority (Kent County Council in this instance) and its scheme employers must have regard to the FSS when carrying out their functions under the LGPS Regulations..

3. Proposed Changes to the Funding Strategy Statement

The draft FSS for the Kent Pension Fund includes the following proposed material changes:

- The pooling together of town and parish councils for the LGPS from the 1 April 2026.
- Academies and further education (FE) employers would be treated as having an equal level of risk to the Fund as local authorities (LA) and therefore we would align the recovery period for all these employers to 8 years.
- Provision of an updated prudence adjustment for employers terminating under a full cessation scenario.
- An updated structure with subheadings, more focus on employer understanding and a broader focus incorporating other funding-related policies.
- The inclusion of an Engagement Plan and other considerations from the Guidance for Preparing and maintaining a Funding Strategy Statement (2025).

Recommendation

1. **To receive notice that the Kent Pension Fund are consulting on their Funding Strategy Statement.**

2. **To note that all documents relevant to the consultation, including supporting documents and opportunity to comment, are available to view via the following webpage: https://letstalk.kent.gov.uk/kent-pension-fund-funding-strategy-statement?tool=survey_tool#tool_tab**

3. **To receive copy of the consultation questions and to agree whether the Town Council submit a formal response, with the deadline being 31st December 2025.**

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kent.gov.uk

Consultation Questionnaire

As the Administering Authority of the Kent Pension Fund (part of the Local Government Pension Scheme) we are keen to hear employer's (Scheme Employers and Guarantors of Scheme Employers) feedback as we further develop the Funding Strategy Statement (FSS). We have provided this questionnaire for you to give your feedback.

In accordance with Regulation 58 of the Local Government Pension Scheme Regulations 2013 (the Regulations) we must keep the FSS under review and consult with such persons considered appropriate following a material change in the FSS.

The draft FSS accommodates the pooling together of town and parish councils for the LGPS. from the 1 April 2026. Another proposed change to the FSS is that academies and further education employers will now be treated as having an equal level of risk to the Fund as the local authorities and therefore we have aligned the recovery period for all these employers to 8 years.

The draft FSS also provides the updated prudence adjustment for employers terminating under a full cessation scenario and has an updated structure with subheadings, has more focus on employer understanding, has a broader focus incorporating other funding-related policies and has an Engagement Plan.

Finally, the draft FSS takes into account the "Guidance for Preparing and maintaining a Funding Strategy Statement" issued in January 2025.

We will use your feedback to help us to finalise the FSS before taking a recommendation to our Pension Fund Committee in March 2026.

What information do you need before completing the questionnaire?

We recommend that you view the draft FSS on our webpage before responding to this questionnaire.

The questionnaire is split into three sections: **Section 1** asks questions about you and **Section 2** asks for your comments on the proposed new FSS. **Section 3** asks for your views on the equality analysis for the FSS.

Consultation 1 October 2025 to 31 December 2025

This questionnaire can be completed online at
www.kentpensionfund.co.uk/fundingstrategystatement.

If you are unable to complete the questionnaire online or need any help in taking part in this consultation you can complete this Word/paper form and return to:

Email: kentpensionfundconsultation@kent.gov.uk

Address: Kent County Council Treasury and Investments, Kent County Council, Sessions House, County Road, Maidstone Kent ME14 1XQ

If you have any queries specifically as employer or a representative of an employer, please contact us via email or telephone (03000 413488). If you cannot email you can write to us.

Please ensure your response reaches us by midnight on 31 December 2025.

Privacy: Kent County Council (KCC) collects and processes personal information in order to provide a range of public services. KCC respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the United Kingdom General Data Protection Regulation and Data Protection Act 2018. Read the full Privacy Policy at the end of this document.

Alternative formats: If you require any of the consultation material in an alternative format or language, please email: alternativeformats@kent.gov.uk or call: 03000 42 15 53 (text relay service number: 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.

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kent.gov.uk

Section 1 – About you

All mandatory questions (questions that must be completed) are marked with an asterisk (*).

Q1. ***Are you responding as…?** Please select the option from the list below that most closely represents how you are responding to this consultation.
Please select **one** option.

- ☐ On behalf of a Parish / Town / Borough / District / City Council
- ☐ A representative of Kent County Council
- ☐ Representing a school in Kent or Medway (not an academy trust)
- ☐ Representing an academy trust in Kent or Medway
- ☐ Representing a transferee admission body
- ☐ On behalf of a community admission body (such as a housing association or charity)
- ☐ Representing a Kent Police or Fire Authority
- ☐ Representing a Kent or Medway further education employer
- ☐ A local authority trading company (LATCO), urban development corporation or other scheduled body
- ☐ An entity that provides a guarantee to an employer in the Fund
- ☐ An individual
- ☐ Something else, please tell us:

***Q1a. If you are responding on behalf of an organisation, please tell us the name of the organisation.** Please write in below:

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Q2. How did you find out about this consultation? Please select **all** that apply.

- ☐ Email from KCC's Kent Pension Fund Team (kentpensionfundconsultation@kent.gov.uk)
- ☐ From a KCC / Medway Councillor
- ☐ From another Parish / Town / Borough / District / City Councillor
- ☐ Kent Pension Fund employer forum or other Fund event
- ☐ Kent Pension Fund employers update newsletter
- ☐ Kent Pension Fund website (www.kentpensionfund.co.uk)
- ☐ From another organisation
- ☐ Something else, please tell us:

Q2a. If you found out about this consultation from another organisation, please tell us the name of the organisation. Please write in below:

Section 2 – Your comments on the draft Funding Strategy Statement (FSS)

We welcome your feedback on the key material changes being proposed to the FSS and on any of the Sections or Annexes. We would also like to understand if and how the draft FSS may impact you, your organisation or your LGPS members. Finally, there is also a space for you to tell us if you have any other comments.

The key material changes being proposed to the FSS are summarised below:

Proposed Material Change	Find out more on pages:
a) The **pooling together** of town and parish councils for the LGPS from the 1 April 2026.	9-14,18 and 35-37
b) Academies and further education (FE) employers would be treated as having **an equal level of risk** to the Fund as the local authorities (LA) and therefore we have aligned the recovery period for all these employers to 8 years.	9-14,18, 28, and 34-37
c) Provision of **an updated prudence adjustment** for employers terminating under a full cessation scenario.	39-40
d) **An updated structure** with subheadings with more focus on employer understanding and a broader focus incorporating other funding-related policies.	See the draft FSS's contents page and new document structure.
e) The inclusion of an **Engagement Plan and other considerations** from the Guidance for Preparing and maintaining a Funding Strategy Statement (2025).	4, 72-75

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kent.gov.uk

Q3. Do you agree with the proposed material changes (summarised above) in the draft Funding Strategy Statement?
Please select **one** option for each change.

Proposed material changes	Yes	Partly	No	I don't know
(a) Pooling together of town and parish councils				
(b) Equal level of risk for academies and FE employers as LAs				
(c) Updated prudence adjustment				
(d) An updated structure				
(e) The inclusion of an Engagement Plan and other considerations				

Q3a. If you answered 'Partly' or 'No' to any of the proposed material changes in Q3, please tell us why in the box below:
If your suggestion relates to a specific material change or page, please provide details.

Q4. Is the draft Funding Strategy Statement clear?
Please select **one** option.

- ☐ Yes
- ☐ Partly
- ☐ No
- ☐ I don't know

Q4a. If you have any comments or suggestions on how to make the draft Funding Strategy Statement, please tell us in the box below:
If your suggestion relates to a specific Section, Annex or page, please provide details.

Q5. Overall, how much to you agree or disagree with the draft Funding Strategy Statement?
Please select **one** option.

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Neither agree nor disagree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ I don't know

Q5a. Please tell us the reason for your answer to Q5 in the box below:

Q6. Please select the Sections or Annexes of the draft Funding Strategy Statement that you would like to provide feedback on.
Please select **all** that apply.

- [ ] None – I do not wish to give feedback on the any of the Sections or Annexes
- [ ] Section A – Purpose of Fund and the FSS
- [ ] Section B – Key funding principles
- [ ] Section C – Employer events
- [ ] Annex A: Contribution review policy
- [ ] Annex B: Deferred debt and debt spreading agreement policies
- [ ] Annex C: Appeals Process
- [ ] Annex D: Exit Credit Policy
- [ ] Annex E: Engagement Plan
- [ ] Annex F: Managing Risks
- [ ] Annex G: Glossary

Q6a. If you have selected any of the Sections in Q6, please provide your feedback below: Please make it clear which Section(s) your feedback is about.

Q6b. If you have selected any of the Annexes in Q6, please provide your feedback below: Please make it clear which Annex(es) your feedback is about.

Q7. Is it clear if and how the draft Funding Strategy Statement may impact you, your organisation or your LGPS members?
Please select **one** option.

- ☐ Yes
- ☐ Partly
- ☐ No
- ☐ I don't know

Q7a. If you or your organisation could be impacted by the changes being proposed to the Funding Strategy Statement, please tell us in the box below: Please do not include any personal information that could identify you or anyone else in your answer.

Q8. If there is anything else you would like to tell us about the draft Funding Strategy Statement, please tell us in the box below:

If your comment relates to a specific Section, Annex or page of the draft Funding Strategy Statement, please make that clear in your comment. Please do not include any personal information that could identify you or anyone else in your answer.

Section 3 – Equality analysis

To help ensure that we are meeting our obligations under the Equality Act 2010 we have prepared an Equality Impact Assessment (EqIA) on the draft Funding Strategy Statement.

An EqIA is a tool to assess the potential impact any proposals could have on the protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. At KCC we also include carer's responsibilities. The EqIA is available online at www.kentpensionfund.co.uk/fundingstrategystatement or in paper copy on request.

Q9. We welcome your views on our equality analysis, including suggestions for anything else we should consider relating to equality and diversity. Please add your comments below:
Please do not include any personal information that could identify you or anyone else in your answer.

Thank you for taking the time to complete this questionnaire; your feedback is important to us. All feedback received will be reviewed and considered in the development of our draft Funding Strategy Statement Policy.

We will report back on the feedback we receive, but details of individual responses will remain anonymous, and we will keep your personal details confidential.

Closing date and time for responses: Midnight 31 December 2025

Engagement and Consultation Questionnaire or Survey Privacy Policy

Last updated: 7 April 2025

Who are we?

We, Kent County Council (KCC), take our privacy obligations seriously and we've created this privacy policy to explain how we treat your personal information collected in this questionnaire. Personal information is information we hold which is identifiable as being about you.

Our collection, use and disclosure of your personal information is regulated under the United Kingdom Data Protection Regulation and the Data Protection Act 2018. We are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Benjamin Watts.

The personal information we collect and use

Information collected by us

In the course of responding to consultations published by Kent County Council we collect the following personal information when you provide it to us:

- responses to engagement and consultation questionnaires or surveys
- equality data collected through questionnaire response - age, disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex, sexual orientation and caring responsibilities
- employment and education details
- postcode.

We ask you not to provide information that will identify you in your response in this questionnaire or survey.

You do not need to submit any equality or postcode information if you do not want to. KCC is committed to the principle that all our customers have the right to equality and fairness in the way they are treated and in the services that they receive. Any information you do give will be used to see if there are any differences in views for different groups of people. Equality monitoring data collected through questionnaires or surveys may be used for monitoring so we can see which communities we are reaching and then put actions in place to reach other groups that are relevant to the engagement or consultation activity.

We will not ask you to provide your name, email or full home address. If you provide this information, it will not be entered into spreadsheets or databases used to process response data and will not be used in producing reports. We will follow our Data Protection policies to keep your information secure and confidential. Your equality data will be anonymised before it is shared with external organisations who have been commissioned on individual projects to undertake analysis and reporting on our engagement and consultation activities.

How we use your personal information

We collect and use this information in order to:

- understand your views about a particular topic or KCC activity
- analyse consultation and engagement activity
- inform KCC's future strategy, policy, service design and budget planning
- undertake equality monitoring.

We may use your postcode to analyse the geographical spread of responses and in some cases to understand in more detail how responses might be impacted by location. We will only ask you for the first five characters of your postcode to avoid being able to identify specific households in less populated areas.

We may use your postcode to carry out a type of profiling to estimate which one of a number of lifestyle groups you are most likely to fall into. We would do this using geodemographic segmentation tools. We do not make any decisions about individual service users based solely on automated processing, including profiling.

How long your personal data will be kept

We will hold any personal information provided by you in this questionnaire for up to six years following the closure of a consultation. Our Retention Policy is available from our website or on request.

Reasons we can collect and use your personal information

We rely on UK GDPR Article 6(1)(e): 'processing is necessary for the performance of a task carried out in the public interest' and Article 6(1)(c) 'for compliance with a legal obligation to which the controller is subject' as our lawful basis.

We rely on Article 9(2)(g) 'processing is necessary for reasons of substantial public interest' (statutory etc. and government purposes, equality of opportunity or treatment) as the lawful basis on which we collect and use your special category data.

The processing is necessary for our statutory purposes including equality monitoring or to understand the potential impact of proposals on conditions related to personal or special category data within your response (e.g. when identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with the view to enabling such equality to be promoted or maintained). It is necessary for identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with the view to enabling such equality to be promoted or maintained. You can read KCC's Equality Policy on our website or on request.

Who we share your personal information with

We may share your personal data with those listed below:

- services within the Council who are responsible for the management of the engagement or consultation activity
- a third-party supplier who has been contracted to independently analyse the consultation responses
- organisations such as schools and academies with whom we may be consulting in partnership or on behalf of
- district or borough councils or government departments with whom we may be consulting in partnership or on behalf of.

We will share personal information with law enforcement or other authorities if required by applicable law.

Any personal information provided that could identify you will be removed before consultation or engagement results are published.

We use an online platform to collate feedback anonymously. The software is provided by Granicus-Firmstep Limited.

Your rights

Under UK GDPR you have a number of rights which you can access free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioner's Office.

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation

- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways.

We will always seek to comply with your request, however, we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under UK GDPR.

If you would like to exercise a right, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. If we have your contact information we will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to contact

Please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, Benjamin Watts, at dpo@kent.gov.uk. Or write to Data Protection Officer, Kent County Council, Sessions House, Maidstone, Kent, ME14 1XQ.

The United Kingdom General Data Protection Regulation also gives you the right to lodge a complaint with the Information Commissioner who may be contacted at https://ico.org.uk/concerns or telephone 03031 231113.

For further information about our privacy policy and related information practices, or to access or correct your personal information, please contact us at consultation@kent.gov.uk.

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Sevenoaks Town Council

Minutes of the meeting of the Arts & Culture Working Group
Held on Wednesday 12 November 2025 in the Bat &Ball Centre, Crampton's Road, TN14 5DN.

Meeting commenced: 14:00 Meeting Concluded: 15:57

Present:

Cllr Victoria Granville **(Chair)**	Present	Cllr Lise Michaelides **(Vice-Chair)**	Present
Cllr Tony Clayton **(Mayor)**	Apologies	Cllr Dr Merilyn Canet	Present
Cllr Sally Layne	Apologies	Cllr Claire Shea	Present

Also present:

Linda Larter- Town Clerk and CEO of Sevenoaks Town Council,
Mathew Wood- Owner of Second Floor Art Studios,
John Levette- Sevenoaks Summer Festival, Kent Youth Jazz Orchestra, The Listening Room,
Lee Kings- CEO of Sevenoaks Arts Club
Roger Lee- SADC & Sevenoaks Camera Club
Andrew Eyre- CEO of the Stag Theatre
Ian Hooper- The Beatles in Sevenoaks
Andrew Mason- The Beatles in Sevenoaks
Barbara Ropek- representative for Knole Arts Society and the Young Arts
Representative for the Arts Society Kent Area
Liz Botterill- Curator of Sevenoaks Museum
Ray Russel- Sevenoaks Summer Festival
Audrey Frank- Sevenoaks Summer Festival
John Levett- Sevenoaks Summer Festival, Kent Youth Jazz Orchestra, The Listening Room,
Ieuan Chandler-Wilson- Youth Committee Clerk,

48 - APOLOGIES FOR ABSENCE

It was noted that the following had sent their apologies for this meeting:

Mandy Turnbull-Sevenoaks Library,
Kim Silver- Sevenoaks Literary Festival,
Amy Sabine- National Trust,
Susanne Beard.
John Larner- Sevenoaks Philharmonic Soc
Ros Baker- Sevenoaks Kaleidoscope Gallery
Sue Evans- Sevenoaks Kaleidoscope Gallery
Cathy Bourne- Sevenoaks Shakespeare Society

49 - REQUESTS FOR DISPENSATIONS: There were no requests for dispensations.

50 - DECLARATIONS OF INTEREST There were no declarations of interest.

51 - TERMS OF REFERENCE- ARTS & CULTURE WORKING GROUP

It was noted that there had been some confusion around the purpose of the Arts and Culture Working Group. The working group was set up to help inform the Cultural Quarter Strategy Document that was outlined in objective 13 of the Sevenoaks Town Neighbourhood Development Plan. This is to help improve the current infrastructure of the town to enhance the Cultural Quarter. It is also set up to give the Local arts/ historical Groups, organisations and charities and voice to consider how to promote the arts in the town.

RESOLVED: To receive and accept the Terms of Reference for the Arts and Culture Working Group.

52 - MINUTES OF THE MEETING HELD 23 OF APRIL 2025

It was noted that the agenda provided two copies of the Cultural Quarter Strategy document, one related to past minutes of the last meeting, and the amended document showing any changes for the agenda.

RESOLVED: To receive and adopt the Minutes of the Meeting held on the 23rd of April as a true record.

53 - SEVENOAKS CULTURAL QUARTER STRATEGY

The Working Group received an updated version of the Sevenoaks Cultural Strategy document outlining possible future improvements within the town's cultural quarter. There were several updates recommended to be made. These are reflected in Appendix 1 on pages 45-68.

1.2 Bus Station- The Working Group noted that the Kaleidoscope has been registered by STC as an Asset of Community Value. Assets of Community Value are local pieces of land or buildings that have been nominated by voluntary or community groups, as well as town/parish councils, on the grounds that their main use now, or in the recent past, contributes to the social well-being or cultural, recreational or sporting interests of the local community, and that this use is likely to continue.

The purpose of its listing is to give local community groups the opportunity to try and purchase the asset before it may be put on the open market, in order to protect it and ensure that its community use is not lost. Should the owner decide to put it up for sale, a “moratorium period” is triggered, which gives six weeks for local groups to submit an "Intention to Bid" before it may be listed on the open market. If this is received, its sale must be paused for a further six months to allow the community group to put together a business plan and source the funding to purchase it.

While this does not oblige the owner to sell to the community group, the moratorium period does help to make this possible.

1.31 Connecting routes, Wayfinding- It was noted that STC had put in an application for funding to progress wayfinding signage in the town.

1.5 Young people & Skills- It was noted that the Stag Community Arts Centre had the Stag Youth Theatre group, which ran weekly workshops. It was also noted that Kaleidoscope run a series of courses and workshops for young people. The Working Group also heard that Knole and Sevenoaks Arts Society have funding opportunities for grants to help fund youth arts projects.

1.6 Street Greening- The Working Group heard that Sevenoaks had been successful in receiving Gold Awards for both South and Southeast in Bloom and Britain in Bloom. It was also noted that out of the three young people's awards, Sevenoaks received two of these.

2.1 Creative workspace- It was noted that the Second Floor Arts Studio had been contacted to give input to the second stage of the tender of the procurement process for Land East of the High Street by Sevenoaks District Council.

2.3 Architecture & Heritage- It was noted that many were interested in the idea of the blue plaques set up by Deal Historical Society. It was noted that if a project like this were to be pursued in Sevenoaks, Sevenoaks Museum would like to assist with the research for this.

54 - FEASIBILITY STUDY FOR THE FUTURE OF THE STAG

The working group received a presentation on a feasibility study produced for the Stag theatre, exploring the different options in which the space can be used and utilised. It was noted that the Study could only progress if Sevenoaks Town Council was able to obtain the freehold of the Stag from Sevenoaks District Council.

It was noted that beneath the current flooring, there is a mosaic flooring from the 1990s, some of which has been excavated and is still visible just behind the popcorn stand in the foyer.

The Working Group heard the ideas that were put forward in the Feasibility study. These were as follows:

- Moving the stage back to allow for more seating would allow for 150 seats, taking the seating to around 600.
- Addition of more toilets to be able to accommodate the increase in seating.

- Extending the ceiling to create a circle seating area, which could create another 150 Seats.
- The creation of a fly tower above the stage.
- Potential for extension to enable tertiary education for performing arts.
- Link from front to back of the building to create an "Art Gallery".

It was noted that the current seating for the Theatre section of the stag is 450, one of the reasons the addition of more seating was being considered linked to the districts masterplan proposal for land east of high street with the recommendation for more housing, the other being a number of complaints to the Stag from residents that West End shows are not shown in the theatre in comparison to other places, which is due to it not being economically viable for these types of shows with the number of seating currently available. If all of the changes in the document were carried out, the seating would increase up to 750 people.

55 - SEVENOAKS SUMMER FESTIVAL

The Working Group heard from the Chair of the Sevenoaks Summer Festival that it was getting difficult to arrange and organise the Summer Festivals, and they were currently actively trying to drum up people who may wish to take on the organisation of the festival in order to preserve the history of the Summer Festival from its creation by Sevenoaks school in 1970.

Ray welcomed anyone who has any ideas to attend the AGM of the Sevenoaks Summer Festival on Wednesday, 26th November 2025, at 7.30 pm, via the Zoom link below. The agenda for this has been attached as Appendix 2 on Pages 69-78.

https://us02web.zoom.us/j/82308388220?pwd=ABRbtNAbAtoWtQ0SRhDTa6HXIOtDP1.1

56 - UPDATES FROM ATTENDEES

It was noted by Ian Hooper that the end of January to the start of February 2027 will mark the 60th anniversary of the Beatles coming to Sevenoaks and filming both the videos for Penny Lane and Strawberry Fields. It was also noted that they had arranged with the Stag to hold a Beatles tribute band on Sunday, the 6th of February 2027 and were thinking of other activities that can be done within the town to celebrate the 60th anniversary of the piece of the Town's history. Ian also handed around a booklet on the history of the filming as well as a trail map for the locations in Knole where the filming took place. This has been attached as Appendix 3 on Pages 79-80.

The Working Group heard that the Camera Club have been working with the Darent Valley rail line and has used many of the stations' waiting rooms as exhibition spaces to showcase some of the work. The following was also reported:

1) This season's Sevenoaks Camera Club annual team-based panel competition is based on 'A Beatles Song'. There will, therefore, be around 10 sets of 6 photographs illustrating a song of the Beatles and, as well as forming an exhibition in their own right, these could be used as part of the Beatles celebrations in 2027. As well as presenting a range of interesting prints, these panels could be the basis of a competition to guess the title of the song inspiring each panel. The panels could be on display during the celabrations based in The Stag.

2) Amongst other exteranal activities, members of Sevenoaks Camera Club are working on a photographic record of the refurbishment of Bradbourne Lakes; have produced a photographic archive of Rockdale Gardens prior to the Britiain in Bloom competition; and worked with Active Hearts and Minds on a photographic book project portraying Knole House.

Lee King reported that the Arts club has been successful in getting more young people involved in joining them. It was noted that they want to hold an end-of-year celebration in Kaleidoscope at some point.

Mathew Wood reported the Studios were doing well and are continuing to look at long lease opportunities within the Town as well as the integration of Arts Studios into the Local Plan.

Liz Botterill reported that the Sevenoaks Museum would be hosting a talk on the history of Christmas. For more details of this, please see appendix item 4 on page 81.

There being no further business, the Chair closed the Meeting.

Signed ……………………………………….. Dated …………………………………..
Chair

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Sevenoaks Town Council

Minutes of the meeting of the Greatness Recreation Ground Working Group Held on Wednesday 22 October 2025 in the Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 14:00 Meeting Concluded: 14:41

Councillors present:

Cllr Dr Merilyn Canet	**Present**	Cllr Tony Clayton **(Mayor)**	**Apologies**
Cllr Victoria Granville	**Apologies**	Cllr Claire Shea	**Present**
Cllr Chloe Gustard	**Present**		

Substitute:	**For**
Cllr Dr Peter Dixon	Cllr Victoria Granville

Quorum of minimum 3 elected members was met.

In attendance: Responsible Finance Officer, Open Spaces & Cemetery Manager, Open Spaces & Leisure Committee Clerk/ Allotments Officer, Paul Lansdale – Chairman of Sevenoaks Town Football Club, Cllr Alan Leaman – Sevenoaks District Council

Also present: Four members of the public

34 - APOLOGIES FOR ABSENCE

Apologies received from Cllr Victoria Granville and the Town Clerk Linda Larter.

35 - REQUESTS FOR DISPENSATIONS

None received.

36 - DECLARATIONS OF INTEREST

None received.

37 - MINUTES OF THE GREATNESS RECREATION GROUND WORKING GROUP HELD ON 28TH APRIL 2025

RESOLVED:

1) That minutes of the Greatness Recreation Ground Working Group held on 28th April 2025 be agreed as a true record.

2) That Council consider appointing Cllr Chloe Gustard to the Greatness Recreation Ground Working Group.

38 - GREATNESS RECREATION GROUND PAVILION UPDATE

It was noted that the construction of the New Pavilion started with an estimated time frame

of 42 weeks until completion.
Other points of discussion noted were:

- The Sod Cutting Ceremony is scheduled to take place on 28th October. Hoardings with information about the project and history of the Greatness area are to be installed. It was advised that one of the two access points to the Skatepark will require moving.
- The Working Group discussed health and safety signage, and it was suggested that the Open Spaces Manager liaise with the contractor regarding 5mph signage.
- Drainage issues were reported and an update was requested from the contractor.
- The Working Group queried whether there was enough capacity for EV chargers in the car park.

39 - GREATNESS RECREATION GROUND NEW PLAYGROUND UPDATE

The Working Group noted the update regarding the new and relocated play area to be installed at Greatness Recreation Ground. The timetable for the new play area for tender and construction was received.

It was agreed that the next Working Group meeting would be scheduled for January 2026 to progress the project, and it is hoped that design feedback will be obtained from the Youth Forum.

40 - PRESS RELEASE

There being no further business the Chair closed the Meeting.

Agenda Item 18

Sevenoaks Town Council
Finance & Delivery Committee – 24th November 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 29.0925	**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. Update The actuaries have revaluated this year and moved to a "pooling" system 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. See agenda item 14 - Kent Pension Fund consultation on Funding Strategy Statement.

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3.	46 F&GP 24.04.23 294 F&D 02.09.24	**Provision of Electric vehicle Charging Bollards at Raleys Car Park**	*Ongoing*	**RESOLVED:** That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above. Project progressing slowly due to electric connection complications and departure of Climate Change Project Officer. It was requested that the current position with the provision of electric vehicle charging bollards at Raley's Car Park be investigated.
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. Formal opening event was held on 1st November 2025.
6.	54 F&GP 22.04.24	**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.

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	447 F&D 25.11.24			Bid proposal to considered at Town Team AGM on 20.11.24. **RESOLVED:** That the Business Improvement District (BID) proposal proceeds to the next stage which includes the appointment of a steering committee and the development of a Business Plan, which in due course would to be put to a ballot of qualifying businesses.
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. See agenda item 10
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.

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				Delivery expected second week of December.
9.	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. Consultation to take place August / September 2025, following conclusion of the Town Centre Masterplan consultation. **Consultation launched 24th October 2025** and announced via October Town Crier, with dedicated consultation page published on Town Council website as follows: Proposed Corner Protection locations - Sevenoaks Town Council **Key promotional activities deferred until after 11th December 2025** in order to not to divert attention from the District Council's Local Plan consultation, after which Councillors will be asked for their support in delivering surveys to affected roads. **Survey to remain open until 31st January 2026** and final decision on whether to pursue the proposed locations via formal TRO will be made by full Council. *52 responses received as of 18th November 2025*
10.	37 F&D	**Oast House Development**	*Ongoing*	**RESOLVED:** That Sevenoaks Town Council invest £4,500 in obtaining high-level plans and initial

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	14.04.25			feasibility information to progress the acquisition of the Oast House and use for potential external funding opportunities. Feasibility report completed and submitted to Tarmac.
11.	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 Construction of the new Community Sports Pavilion at Greatness Recreation Ground has begun. At a Sod Cutting Ceremony on Tuesday 28 October, the

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				project team came together to celebrate the start of the build. Finance & Delivery Committee to "sign off" contract payment schedule – see Agenda Item 9.
12.	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

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	245 F&D 21.07.25	**Repairs and Health & Safety Requirements for Buckhurst Play Area** **&** **Play Area Improvement Programme**		dieback. This work must be completed within the next twelve months. **RESOLVED** that: 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. Buckhurst Play Area improvements in progress: zip wire improvements completed & fencing replaced. Awaiting delivery of other play area parts & new equipment.
13.	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

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	383 F&D 29.09.95			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. Town Clerk advised that SDC had considered business case for transfer of the freehold or leasehold of the Stag Community Arts Centre to the Town Council at its Cabinet meeting on 18th September 2025. The decision had been deferred pending further discussion between the District Council and its auditors. In the meantime, the Town Council had been in discussion with government departments and Locality.org who were both supportive of the Town Council's intentions. Meetings would be arranged in the next few weeks to see if common ground could be reached between the Town Council and District Council.
14.	378 F&D 29.09.95	Age UK - Assistance With Provision of Community Bus		**RESOLVED**: that 1) the submission of a joint grant application with Age UK to the Kent Community Transport Scheme be approved **2)** subject to the success of the Kent County Council Community Transport Scheme grant application and contribution from Age UK for capital expenditure and insurance of an electric wheelchair accessible minibus, an agreement be entered into with Age UK for the day-to-day management and operation of the service on a peppercorn licence. Grant application submitted, awaiting decision.