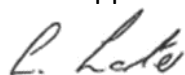


Tuesday 2nd June 2026

You are hereby summoned to attend a meeting of the **Finance & Delivery Committee** to be held in the **Council Chambers** on **Monday 8th June 2026 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/OIQ_7sMICsS 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 Dr Peter Dixon
Cllr Claire Shea (Leader & Vice-Chair)	Cllr Victoria Granville (Mayor)
Cllr Libby Ancrum	Cllr David Skinner OBE
Cllr Catherine Daniell (Deputy Leader)	

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	CHAIR & VICE-CHAIR To note that at the Annual Council Meeting held on 11th May 2026, the following appointments were made: • Chair: Cllr Nigel Wightman • Vice-Chair: Cllr Claire Shea
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2	APOLOGIES FOR ABSENCE To receive and note apologies for absence.
3	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).
4	DECLARATIONS OF INTEREST To receive any declarations of interest from members in respect of any items of business included in this report.
5	MINUTES OF FINANCE & DELIVERY COMMITTEE (pages) To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 20th April 2026 as a true record.
6	FINANCE REPORTS – YEAR END Responsible Finance Officer's Reports to 31st March 2026 (pages) To receive and consider the Responsible Finance Officer's reports.
6.1	Statement of Accounts – to 31st March 2026 To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31st March 2026, including: Appendix 1 - Income and Expenditure by cost centre (page) Appendix 2 – Variance Analysis (Page) Appendix 3 – Fund Balances (page) Appendix 4 – Statutory Balance Sheet (page) Appendix 5 – Earmarked Reserves (page) Appendix 6 – Operating Income and Expenditure (page)
6.2	Supplier's Accounts (page) To authorise payment of the accounts listed in the schedules for the period: • 1st to 31st March 2026
6.3	List of Payments (page) To note list of payments for: • Sevenoaks Town Council Nat West Account - 1st to 31st March 2026 • Mayor's Charity Account - 1st to 31st March 2026: None
6.4	Payroll Account (page) To confirm payments from the account listed in the schedules for period:

	1st to 31st March 2026
6.5	Petty Cash Account (page) To confirm payments from the account listed in the schedules for the period: 1st to 31st March 2026
6.6	Hospitality and Gifts Register To receive and note Hospitality or Gifts received by Councillors or staff for the period to 31st March 2026: None
6.7	Review of Internal Controls To receive and consider: - Internal Audit Report for the year end visit (page) - Statement of the System of Internal Control, to be approved by the Chair of Finance & Delivery Committee and Responsible Finance Officer (page)
6.8	Annual Return for year ended 31st March 2026 (pages) To receive, approve and RECOMMEND the following to full Council for adoption: - That the Annual Governance Statement 2025/26, signed by the Town Clerk, be approved and signed by the Mayor - That the Accounting Statements 2025/26, signed by the Responsible Finance Officer, be approved and signed by the Mayor - That the Annual Governance and Accountability Return 2025/26, including the Annual Governance Statement, Statement of Accounts to 31st March 2026, and supporting papers for submission to the External Auditors, be adopted by full Council and - That the approved accounts be made available for public inspection for 30 working days, from 17th June to 28th July 2026.
7	FINANCE REPORTS - APRIL 2026 To receive and consider the Responsible Finance Officer's reports.
7.1	Statement of Accounts (page) To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30th April 2026, including: Appendix 1 - Income and Expenditure by cost centre (page) Appendix 2 – Variance Analysis (page) Appendix 3 – Fund Balances (page) Appendix 4 – Statutory Balance Sheet (page)

	Appendix 5 – Earmarked Reserves (page) Appendix 6 - Operating Income & Expenditure (page)
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7.5	Petty Cash Account (page) To confirm payments from the account listed in the schedules for the period • 1st to 30th April 2026
7.6	Hospitality and Gifts Register To receive and note Hospitality or Gifts received by Councillors or staff for the period to 30th April 2026: None.
8	DARTFORD ROAD PEDESTRIAN CROSSING: FINAL COSTS (page) To consider the final costs of the Dartford Rd Pedestrian Crossing.
9	ADDITIONAL LAND AT LONGSPRING WOODS (page) To consider the purchasing of additional land at Longspring Woods.
10	LOCAL GOVERNMENT REORGANISATION/COMMUNITY ASSET TRANSFERS (Report to follow) To note report being considered by Sevenoaks District Council on 9th June 2026 in relation to the Community Asset Transfer of The Stag: Finance and Investment Advisory Committee - 9 June 2026 - Published Agenda and Published Community Asset Transfer Appendix C
11	REVIEW OF MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS To receive and note the following matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 11th May 2026 (Minute 95 refers).

11.1	Inventory (pages) To receive and note inventory of land and other assets including buildings and office equipment.
11.2	Insurance Cover To note and confirm arrangements for insurance in respect of all insurable risks, as approved at the Finance & Delivery Committee held on 20th April 2026. (Minute 40 refers).
11.3	Complaints Policy (pages) To consider and readopt the Town Council's Complaints Policy.
11.4	Freedom of Information Procedure (pages) To note and consider the current Town Council procedure for handling requests made under the Freedom of Information Act 2000
11.5	General Data Protection Regulation Policies [GDPR] To note that the Town Council continues to adopt GDPR practices as required by statute throughout all its day-to-day business, and to consider and readopt the following: • Information and Data Policy (page) • Neighbourhood Plan Privacy Notice (page) • Privacy Notice (page) • Youth Privacy Notice (page)
11.6	Social Media & Electronic Communication Policy (page) To review and readopt the Town Council's Social Media & Electronic Communication Policy
12	GRANT SUBSIDIES FOR FREE ROOM HIRE (page) To consider the budget and approved list for free room hires.
13	SEVENOAKS TOWN TEAM (To Follow) To receive and note the minutes of the Town Team meeting held on 13th May 2026
14	CURRENT MATTERS (page) To consider updates to current matters.
15	PRESS RELEASE To consider any agenda item, which would be considered appropriate for a press release.

