

Minutes of the meeting of Sevenoaks Town Council – 8th June 2026

Held in the Council Chamber, Town Council Offices, TN13 3QG

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

https://youtube.com/live/OIQ_7sMICSs

Meeting commenced: 20:15

Meeting Concluded: 20:25

Present:

Cllr Tony Clayton	Present	Cllr Sally Layne	Present
Cllr Victoria Granville, Mayor	Present	Cllr Lise Michaelides	Present
Cllr Libby Ancrum	Apologies	Cllr Lionel O'Hara, Deputy Mayor	Apologies
Cllr Sue Camp	Present	Cllr Claire Shea, Leader	Present
Cllr Dr Marilyn Canet	Present	Cllr David Skinner OBE	Present
Cllr Catherine Daniell, Deputy Leader	Present	Cllr Nick Varley	Apologies
Cllr Dr Peter Dixon	Present	Cllr Gareth Willis	Present
Cllr Chloe Gustard	Present	Cllr Nigel Wightman	Present

In attendance: Town Clerk, Deputy Town Clerk and Responsible Finance Officer and Senior Committee Clerk.

Members of public present: 4

Public Questions: None

146 - APOLOGIES FOR ABSENCE

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

147 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

148 - DECLARATIONS OF INTEREST

There were no declarations of interest.

149 - MINUTES OF ANNUAL MEETING OF SEVENOAKS TOWN COUNCIL – 11TH MAY 2026

RESOLVED: To receive, adopt and sign the Minutes of the Annual Meeting of the Sevenoaks Town Council held on 11th May 2026 as a true record.

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150 - MINUTES OF COMMITTEES

RESOLVED: To receive and adopt the Minutes of the following Committee meetings:

Planning & Environment Committee

- 18th May 2026
- 1st June 2026

Community Assets (Open Spaces) Committee

- 5th May 2026

151 - FINANCE REPORTS

151.1 - REVIEW OF INTERNAL CONTROLS

The Town Council received and noted the recommendations arising from the Finance & Delivery Committee held immediately preceding this meeting, regarding the Review of Internal Controls.

It was noted that the Town Council had received a clean Internal Audit Report for 2025/26, with one recommendation for 2026/27.

RESOLVED:

- 1) To receive and accept the Internal Audit Report for Year End Visit 2025/2026
- 2) That the following recommendation of the Internal Auditor be noted and accepted:

“Future testing for the Governance Assertion10 may include the GDPR requirement for organisations to have conducted a recent data audit, and if the council has not done this recently, I recommend this is completed during 2026/27.”

- 3) To note that the Statement on the System of Internal Control, signed by the Responsible Finance Officer, was approved at the meeting of the Finance & Delivery Committee, held immediately preceding this Council meeting (*Minute 135.3, F&D 08.06.26 refers*), and signed by the Chair of that Committee.

151.2 - ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2026

The Town Council considered the recommendations of the Finance & Delivery Committee meeting, held immediately preceding this Council meeting (*Minute 136, F&D 08.06.26 refers*), regarding the Annual Governance and Accountability Return for the year ended 31st March 2026, which comprised:

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- Annual Internal Audit Report 2025/26
- Annual Governance Statement 2025/26
- Accounting Statements 2025/26
- Supporting papers for submission to the External Auditors, including Notice of Public Rights of Inspection.

The Town Council reviewed and confirmed the Annual Governance Statement as follows:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
3.	We have assured ourselves that that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Agreed
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Agreed
5.	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
8.	We considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Agreed
9.	(Not applicable)	n/a
10.	We have put in place arrangements for effective IT and data management in accordance with proper practices during the year under review.	Agreed

RESOLVED that:

- 1) That the Annual Governance Statement 2025/26, signed by the Town Clerk, be approved and signed by the Mayor;

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- 2) That the Accounting Statements 2025/26, signed by the Responsible Finance Officer, be approved and signed by the Mayor;
- 3) That the Annual Governance and Accountability Return 2025/26, including the Annual Governance Statement, Accounting Statements 2025/26, and supporting papers for submission to the External Auditors, be adopted by full Council; and
- 4) That the approved accounts be made available for public inspection for 30 working days, from 17 June to 28 July 2026.

153 - REPORTS TO COUNCIL - STC REPRESENTATIVES ON OUTSIDE BODIES

Cllr Dr Canet reported that she was a Trustee of Sevenoaks Almshouse and commented that she enjoyed working with the other Trustees who were a very caring and skilled group. The charity continued its 600-year-old tradition of caring for some of the elder residents of Sevenoaks. Cllr Michaelides took the opportunity to thank Cllr Dr Canet for her commitment and all her work supporting senior citizens in Sevenoaks.

Cllr Clayton reported that he taken part in the final visit to France with the Friends of Pontoise. He had given a speech and presented a gift on the Mayor's behalf. Though the Town Twinning organisation had ended, it was hoped that the relationship with Pontoise would be maintained and discussions would take place about future visits.

It was noted that the Friends of Rheinbach had asked the Youth Council to consider making some connections with young people in Germany. It was suggested that this could also be explored with Pontoise.

154 - MAYOR'S ENGAGEMENTS

RESOLVED: To receive and note:

- a. Functions attended by the Mayor or her representative up to 30th May 2026
- b. Forthcoming Civic Events being organised by the Mayor during 2026/2027

155 - PRESS RELEASE: None

There being no further business the Mayor closed the Meeting.

Signed
Chair

Dated