

Tuesday 14th July 2026

You are hereby summoned to attend a meeting of the **Finance & Delivery Committee** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 20th July 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/Z2obOtRmfa4> 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.



Deputy 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	APOLOGIES FOR ABSENCE To receive and note apologies for absence.
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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 - 8TH JUNE 2026 (pages 5-15) To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 8th June 2026 as a true record.
5	FINANCE REPORTS - MAY 2026 (pages 17 to 68) To receive and consider the Responsible Finance Officer's reports.
5.1	Statement of Accounts To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31st May 2026, including: Appendix 1 - Income and Expenditure by cost centre (pages 19-39) Appendix 2 – Variance Analysis (pages 41- 45) Appendix 3 – Fund Balances (page 46) Appendix 4 – Statutory Balance Sheet (pages 47-48) Appendix 5 – Earmarked Reserves (page 49) Appendix 6 - Operating Income & Expenditure (pages 50-51)
5.2	Suppliers' Accounts (pages 53-62) To authorise payment of the accounts listed in the schedules for the period • 1st to 31st May 2026
5.3	List of Payments (page 63-64) To note list of payments for: • Sevenoaks Town Council Nat West Account: 1st to 31st May 2026 • Mayor's Charity Account: 1st to 31st May 2026 - None
5.4	Payroll Account (pages 65-66) To confirm payments from the account listed in the schedules for period:

	1st to 31st May 2026
5.5	Petty Cash Account (pages 67-68) To confirm payments from the account listed in the schedules for the period 1st to 31st May 2026
5.6	Hospitality and Gifts Register To note that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 31st May 2026.
6	BANK MANDATE UPDATE To resolve that the following current elected Councillors be confirmed as Sevenoaks Town Council bank signatories: - The Mayor & Deputy Mayor - Chair & Vice-Chair of the Finance & Delivery Committee - Chair & Vice-Chair of the Community Asset (Open Spaces) Committee
7	RECOMMENDATION FROM COMMUNITY ASSETS (OPEN SPACES) COMMITTEE: ALLOTMENT RENTS (Page 69) To consider the following recommendations from the Community Assets (Open Spaces) Committee held on 6th July 2026: "RESOLVED: 1) To RECOMMEND to the Finance & Delivery Committee that 2027/2028 allotment rents for Quakers Hall Allotments be increased by no more than 2.8% ie to 26p per square metre. 2) To RECOMMEND to the Finance & Delivery Committee that 2027/2028 allotment rents for Bradbourne Vale Allotments be increased by no more than 2.8% ie to 25p per square metre. 3) That any increase be communicated to the tenants in September along with their renewal correspondence and invoice, with the increase effective from 1st October 2027. "

8	ADDITIONAL LAND AT LONGSPRING WOODS (Page 71) To consider the notification by the owner of intent to sell a second smaller parcel of Longspring Wood, located to the west of the main parcel purchased by the Town Council in 2024.
9	RUGBY CLUB LEASE (Page 73) To note that the first rent review under the Rugby Club lease is due on 25 December 2026, and to authorise officers to instruct an appropriately qualified valuer to undertake a rental valuation in accordance with the lease provisions.
10	CURRENT MATTERS (Page 75-84) To receive and note updates to Current Matters.
11	PRESS RELEASE To consider any agenda item, which would be considered appropriate for a press release.
12	EXCLUSION OF PRESS AND PUBLIC To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.
13	STAG THEATRE COMMUNITY ARTS CENTRE (Report to follow) To consider legal options.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 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_7sMlCSs

Meeting commenced: 19:00 Meeting Concluded: 20:11

Present:

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

Cllr Tony Clayton	Substitute for	Cllr Libby Ancrum
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In attendance: Cllr Dr Merilyn Canet, Cllr Chloe Gustard, Cllr Sue Camp (joined the meeting at 7.40pm), Town Clerk, Deputy Town Clerk and Responsible Finance Officer and Senior Committee Clerk.

4 members of the public were present: Andrew Eyre, Cllr Richard Streatfeild (SDC & KCC), Work Experience Student, Youth Council member.

PUBLIC QUESTIONS

Andrew Eyre, Chief Executive of the Stag Community Arts Centre, addressed the meeting:

“Thank you for this opportunity to speak in response to the offer made by Sevenoaks District Council to Sevenoaks Town Council which of course impacts The Stag.

In clause 15 of the report to the District Council’s upcoming FIAC meeting there is a comment that a commercial operator had contacted The Stag alongside an implied criticism that this had not been included in the Town Council’s business case as part of its Community Asset Transfer application. This was a cold-call approach by the operator in 2010, some 16 years ago now and completely irrelevant to the current situation

We met them and listened but:

- They wanted to run the cinemas and split them off from the community theatre and the Plaza – separate from the community we serve*
- They wanted to apply higher ticket pricing*
- They would move away from showing first run blockbuster films*
- They wanted to re-brand the frontage and the foyer.*
- They required to completely take over the kiosk and café & bar*

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

It was such a departure from the community model we had introduced. We advised the operator in 2010 that we wouldn't be proceeding and did not hear direct from them again although we continually hear of potential plans to open in the area – not least in the new developments in Tunbridge Wells whenever they might proceed.

I did want to take this opportunity to thank Cllr Maskell, the leader of Sevenoaks District Council for initially clarifying and then following through with his promise that The Stag would not be the subject of a commercial sale. This is reflected in these latest papers with its three recommended options. I remain in favour of the option for the freehold of The Stag to be transferred locally to continue the work of The Stag in the local community and I hope a successful agreement can be reached between the two Councils. Only with the freehold in local control can our ambitions be fully realised

– increased capacity to attract bigger shows to Sevenoaks, increased technical service to our hirers and increased service and accessibility to all of our customers.”

Cllr Richard Streatfeild, Sevenoaks District Council & Kent County Council (KCC), advised that:

- *KCC had held its Annual meeting and had appointed a new Chairman, Cllr Eustace, and Vice-Chairman, Cllr Sian, for the 2026/27 civic year*
- *The short focus enquiry on water was delivered. Although the formal response had not been received, KCC was setting up a Water Management Partnership, to be chaired by the Leader of the Council and due to start immediately*
- *The major issue was not the amount of water available but the infrastructure to deliver it, which was under extreme pressure*
- *There had been a change of contract in relation to roads*
- *Sevenoaks Welcomes Refugees had been awarded £750 from his Members Grants Budget to support an upgrade to their website*
- *He still had some funds available for grants to community groups*
- *There was no news regarding progress on the sale of the Adult Education Centre*

130 - CHAIR & VICE-CHAIR

RESOLVED: 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

131 - APOLOGIES FOR ABSENCE

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

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

132 - REQUESTS FOR DISPENSATIONS

Noted that all Councillors who were also Stag Trustees had a pre-approved dispensation, reference Minute 140 below regarding the Community Asset Transfer request for the Stag freehold.

133 - DECLARATIONS OF INTEREST

There were no declarations of interest.

134 - MINUTES OF FINANCE & DELIVERY COMMITTEE ON 20TH APRIL 2026

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 20th April 2026 as a true record.

135 - FINANCE REPORTS – YEAR END

135.1 - Responsible Finance Officer's Reports to 31st March 2026

Statement of Accounts – to 31st March 2026

The Committee received and considered the Statement of Accounts, together with the Finance Officer's report for the month ended 31st March 2026, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income and Expenditure, together with:

Supplier's Accounts

- 1st to 31st March 2026, total gross invoices £281,927.22

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 31st March 2026, total £431,322.38
- Mayor's Charity Account - 1st to 31st March - None

Payroll Account

- 1st to 31st March 2026, total £103,511.38

Petty Cash Account

- 1st to 31st March 2026, total payments £384.50

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

The 2025/26 budget had been built to deliver a surplus of £20,000 as part of the Town Council's strategy to increase its general reserves. It was noted that the year-end position at the end of March 2026 gave a revenue surplus of £23,593.

The following items were noted:

- Unexpected expenditure totalling £108,882 arose during the year, largely linked to health and safety requirements, fire risk assessments and essential repairs
- Key variances included £38,704 favourable interest, and surplus income from hires at Raley's Field (£4,000), Bat & Ball Community Centre (£24,079), and Council Chamber (£13,474)
- Bat & Ball Station was running at a deficit of £47,520, against the same time last year of £72,425, due to the café concession not starting until October
- The Vine Café deficit was £29,179; plans were in place to address in following financial year
- There were no unrecoverable debts
- There had been significant capital expenditure of £1,320,562
- This had been funded by substantial grant income of £1,910,031 during the year
- General Reserves at the year-end were £537,906

Councillors congratulated the officers on achieving a year end surplus, very close to budget and accommodating additional required expenditure.

RESOLVED that:

- 1) the Management Accounts for the Year Ended 31st March 2026 be received and accepted
- 2) £20,000 of the revenue surplus be moved to General Reserves.

135.2 - Hospitality and Gifts Register

RESOLVED: To note that no Hospitality or Gifts had been received by Councillors or staff for the period to 31st March 2026.

135.3 - REVIEW OF INTERNAL CONTROLS

The Committee received and considered:

- i. Internal Audit Report for the Year End Visit 2025/26
- ii. The Statement of the System of Internal Control

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

The Committee congratulated the Responsible Finance Officer and finance team on the clean Internal Audit Report, noting one recommendation for 2026/27, and the following comments by the auditor:

“We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.”

RESOLVED that:

- 1) The Internal Audit Report for the Year End Visit 2025/26, be received and accepted
- 2) 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) The Statement of the System of Internal Control be approved and signed by the Chair of the Finance & Delivery Committee and the Responsible Finance Officer

136 - ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2026

The Committee received and considered the Annual Governance and Accountability Return, comprising:

- 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

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

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

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

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:

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

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

137 - FINANCE REPORTS - APRIL 2026

137.1 - Statement of Accounts

The Committee received and considered the Statement of Accounts, together with the Responsible Finance Officer's Report for the month ended 30th April 2026, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income and Expenditure, together with:

Supplier's Accounts

- 1st to 30th April 2026, total gross invoices £270,572.32

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 30th April 2026, total £440,332.68
- Mayor's Charity Account - 1st to 30th April 2026, total £8,865.39

Payroll Account

- 1st to 30th April 2026, total £93,701.52

Petty Cash Account

- 1st to 30th April 2026, total payments £239.94

It was noted that the year-to-date position at the end of April gave a revenue surplus of £32,151.

RESOLVED: That the Management Accounts for the Year Ended 30th April 2026 be received and accepted

137.2 - Hospitality and Gifts Register

Noted that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 30th April 2026.

138 - DARTFORD ROAD PEDESTRIAN CROSSING: FINAL COST

RESOLVED: To note that the final cost of the Dartford Road Pedestrian Crossing was £76,132.35.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

139 - ADDITIONAL LAND AT LONGSPRING WOODS

In September 2023, Sevenoaks Town Council successfully nominated two parcels of ancient woodland, collectively known as Longspring Wood, to be registered as Assets of Community Value under the Localism Act's national "Right to Bid" process. The larger parcel of land was put up for sale and following a successful community funding campaign the Town Council purchased it in 2024.

It was noted that the owner has now submitted their intent to sell the second smaller parcel of Longspring Wood, located to the west of the main parcel.

RESOLVED:

- 1) To note that the owner has submitted their intent to sell the second smaller parcel of Longspring Wood, located to the west of the main parcel purchased by the Town Council in 2024;
- 2) To defer consideration of this matter to the next meeting of the Committee.

140 - LOCAL GOVERNMENT ORGANISATION, COMMUNITY ASSET TRANSFER OF THE STAG

The Committee noted the report being considered by Sevenoaks District Council (SDC) at its Finance & Investment Advisory Committee on 9th June 2026 which set out the following options for the future ownership and management of the Stag Community Arts Centre, ahead of Local Government Reorganisation:

"(a) To approve the Community Asset Transfer of the Stag Community Arts Centre to Sevenoaks Town Council for £650,000 based on the Existing Use Value as a community arts centre and theatre, subject to appropriate legal safeguards including asset locks, overage provisions where relevant, and compliance with statutory requirements, in line with the adopted Disposals Policy.

(b) In the event that Sevenoaks Town Council does not wish to proceed on the basis of recommendation (a) above, to approve the disposal of the Stag Community Arts Centre by way of granting a new 30-year lease with Sevenoaks Town Council, on terms to be agreed, with the freehold retained by Sevenoaks District Council.

(c) To accept that if an agreement with the Town Council cannot be reached, given the impending Local Government Reorganisation, the Stag Community Arts Centre and its existing lease will automatically transfer to the Council's successor in title."

Councillors welcomed the option of the potential transfer of the freehold but had concerns regarding the charge of £650,000. The Town Council did not currently have the funds but could explore options. The SDC valuation report had been received yesterday and as it differed from the valuation commissioned by the Town Council, careful consideration would need to be given to the two reports. It was also noted that the residents of Sevenoaks Town

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

were being asked to pay for a public asset which served a much wider area. The option of a new 30-year lease option at a peppercorn rent was also noted; there was some concern this gave less certainty than ownership and would make it more difficult to make significant investment in the building.

The Town Council had been asked to respond to the District Council before its Cabinet Meeting on 16th June 2026. Councillors felt pressured by the need to make a decision of this magnitude in such a short time, but it was agreed to hold an Extra Ordinary meeting of the Town Council on 15th June 2026 to consider the matter.

RESOLVED that:

- 1) All relevant information be circulated to all Town Councillors as it was received
- 2) That authority be delegated to the Chair and Vice-Chair of the Finance & Delivery Committee, Chief Executive and Responsible Finance Officer to continue ongoing negotiations regarding the Stag Freehold or Lease, including any related expenses required to process matters, and to report back for consideration and verification by the Town Council
- 3) That an Extra Ordinary meeting of Sevenoaks Town Council be held on 15th June 2026 to discuss and, if necessary, to come to a conclusion.

141 - REVIEW OF MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS

The Committee received and noted financial matters in accordance with the Town Council's Standing Orders, adopted at the Annual Council Meeting on 11th May 2026 (*Minute 95 refers*):

141.1 Inventory of Sevenoaks Town Council's Land & Buildings

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

141.2 Insurance Cover

RESOLVED: that arrangements for insurance in respect of all insurable risks, as approved at the Finance & Delivery Committee on 20th April 2026 (*Minute 40 refers*), be noted and confirmed.

141.3 Complaints Policy

RESOLVED: That the Town Council's Complaints Policy be received and adopted.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

141.4 Freedom of Information Procedure

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

141.5 General Data Protection Regulation Policies [GDPR]

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

- Information and Data Policy
- Neighbourhood Plan Privacy Notice
- Privacy Notice
- Youth Privacy Notice

141.6 - Social Media & Electronic Communication Policy

RESOLVED: Subject to an amendment showing the X account as dormant, to receive and adopt the Town Council's Social Media & Electronic Communication Policy 2026.

142 - GRANT SUBSIDIES FOR FREE ROOM HIRE

The Committee noted the year-end balance on the Grant Subsidies for Room Hire budget 2025/26, together with the list of organisations approved to receive free room hire.

It was noted that following the dissolution of the Friends of Pontoise, free room hire was no longer required and would be removed from the approved list.

RESOLVED to:

- 1) Receive and note grant subsidies for room hire awarded during 2025/26
- 2) Approve the following budget for Grant Subsidies for Room Hire for 2026/27:

Budget	2025/26
Grant Subsidies Bat & Ball Station	2,000
Grant Subsidies Bat & Ball Centre	7,500
Grant Subsidies Council Chamber	400
Total	9,900

- 3) Approve the following organisations to receive grant subsidies for free room hire in 2026/27:

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 8th June 2026

Friends of Rheinbach	Sevenoaks Greensands Common
Citizens Advice	Dorothy Parrott Trust
Tea Dances at Bat & Ball Centre	KALC
Darenth Valley Community Rail Partnership	New residents' associations - one free room hire at their establishment
Sevenoaks Samaritans	

143 - SEVENOAKS TOWN TEAM

RESOLVED: To receive and note the minutes of the Town Team meeting held on 13th May 2026

144 - CURRENT MATTERS

RESOLVED: To receive and note updates to current matters.

145 - PRESS RELEASES

RESOLVED: That press releases be issued in respect of:

1. The Town Council's end of year financial results, including capital expenditure and grants received
2. The Town Council's consideration of Sevenoaks District Council's published agenda papers for its Finance & Investment Advisory Committee meeting on 9 June 2026, setting out options for the future ownership and management of the Stag Community Arts Centre, ahead of Local Government Reorganisation.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

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**Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 31st May 2026**

1. Summary

As at the end of May, the year-to-date position shows a surplus of £37,718.

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

- Grass seed is at 93.3% of annual expenditure but there is extra work being undertaken to the pitches and a further grant claim will be issued to the Football Foundation.
- Cemetery income is £5,325 above budget year to date.
- Council Offices: Income is favourable at £5,138 above budget YTD. The main Chamber hirer has not booked as many dates for this financial year.
- Business Hub; The repairs and general maintenance nominal is £356 above its annual budget due to an electrical condition report being undertaken.

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

The Multi-Use Games Area (MUGA) at the Bat & Ball Community Centre has been professionally cleaned and re-lined at a total cost of £7,460. No funding has yet been allocated for these works from the Council's contingency budget, which currently stands at £72,165.

Decision Required

Members are requested to approve the allocation of £7,460 from the contingency budget to fund the completed cleaning and re-lining works to the MUGA at the Bat & Ball Community Centre.

3. Outstanding Debts

There are no outstanding debts.

4. Statutory Balance Sheet

The total assets to end of May 2026 are £2,966,557, this is a decrease of £225,806 from the end of April 2026. Revenue (general) reserves have increased by £6,528 leaving a balance of £576,585.

Earmarked Reserves have decreased by £90,708 since April 26 leaving a balance of £1,665,736.

This includes:

- Payments made to Longley Group totalling £474,201 for Greatness Pavilion.
- Payment received from the Football Foundation for £111,230 in relation to Greatness Pavilion.
- Payment received from the PLSF for £15,484 in relation to Greatness Pavilion.
- CIL income received at £64,517.
- Payment of £4,145 for the portable flood lights at Knole Paddock.
- Payment of £5,839 to one of the Mayor's charities, the second has been paid in June.

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 (3.7%) - £272,844.52.
- Investec – 3 month fixed term (3.7%) - £387,152.23.
- Standard Chartered 6 month fixed term (4.05%) - £516,048.97.

6. New Agenda Software

STC will be moving to a software programme for its agendas that is fairly similar to that used by the District, this will also be a £1k per annum saving. The new software package is provided by Cloudy IT.

7. Minibus Update

Unfortunately, the minibus continues to cause us some headaches despite being brand new. The latest issue relates to the sidestep, which stopped working. After considerable back-and-forth discussions with GM Coachwork, it was eventually agreed that the fault is likely linked to the auxiliary battery.

GM Coachwork has now removed the auxiliary battery and will be returning it to their supplier for assessment. The battery is due to be delivered to the supplier tomorrow (24th June), who will then either repair it or provide a replacement battery for installation. Until the sidestep is repaired, the minibus is not fully accessible for some users, particularly elderly passengers and those with mobility difficulties. Whilst the vehicle can still be used by passengers who are able to board without assistance, the current fault restricts access for some of the residents the service was intended to benefit.

We will continue to monitor the situation and provide further updates as they become available.

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11</u> <u>Planning - General</u>											
4010 Gross Pay	3,415	3,358	(57)	6,439	6,716	277	40,301		33,862	16.0%	
4270 Employers Pension Contribution	115	125	10	222	250	28	1,500		1,278	14.8%	
6240 Computer/ Data Base/WP's	52	50	(2)	103	100	(3)	700		597	14.8%	
6630 Professional Fees	255	0	(255)	274	0	(274)	800		526	34.2%	
6730 Subscriptions	350	0	(350)	975	0	(975)	650		(325)	150.0%	
Planning - General :- Indirect Expenditure	<u>4,187</u>	<u>3,533</u>	<u>(654)</u>	<u>8,012</u>	<u>7,066</u>	<u>(946)</u>	<u>43,951</u>	<u>0</u>	<u>35,939</u>	<u>18.2%</u>	<u>0</u>
Net Expenditure	<u>(4,187)</u>	<u>(3,533)</u>	<u>654</u>	<u>(8,012)</u>	<u>(7,066)</u>	<u>946</u>	<u>(43,951)</u>				
<u>20</u> <u>Community Bus</u>											
5525 Equipment Maintenance	0	0	0	99	0	(99)	0		(99)	0.0%	
Community Bus :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>99</u>	<u>0</u>	<u>(99)</u>	<u>0</u>	<u>0</u>	<u>(99)</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>(99)</u>	<u>0</u>	<u>99</u>	<u>0</u>				
<u>21</u> <u>O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	103	911	808	11,221	11,911	690	29,120			38.5%	
1030 Electricity recharge	0	0	0	0	0	0	3,800			0.0%	
1316 Raleys Car Park Permits	0	0	0	1,586	1,815	229	1,809			87.7%	
1550 Insurance Claims	0	0	0	2,124	0	(2,124)	0			0.0%	
1850 Log Sales	0	0	0	0	0	0	815			0.0%	
1853 Adopt a Tree income	0	0	0	0	0	0	108			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1990 Other Income	0	0	0	67	48	(19)	292			23.1%	
O/ Spaces & Leisure - General :- Income	103	911	808	14,998	13,774	(1,224)	35,944			41.7%	0
4010 Gross Pay	18,715	21,187	2,472	36,999	42,374	5,375	254,240		217,241	14.6%	
4011 Mileage	53	0	(53)	53	0	(53)	0		(53)	0.0%	
4270 Employers Pension Contribution	952	1,366	414	1,891	2,732	841	16,430		14,539	11.5%	
5013 Graffiti Removal	0	0	0	0	0	0	1,000		1,000	0.0%	
5020 Vine Public Convenience	0	0	0	357	0	(357)	0		(357)	0.0%	
5025 Lower St Johns Toilets	438	1,250	812	2,516	2,500	(16)	15,000		12,484	16.8%	
5026 Greatness Rec Convenience	329	275	(54)	687	550	(137)	3,304		2,617	20.8%	
5030 St Nicholas Burial Ground	0	0	0	0	0	0	108		108	0.0%	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,451		2,451	0.0%	
5060 Sevenoaks Common	0	0	0	0	0	0	5,000		5,000	0.0%	
5065 Tree Safety Survey	0	0	0	0	0	0	4,500		4,500	0.0%	
5070 Other Woodlands	960	0	(960)	3,504	1,150	(2,354)	4,600		1,096	76.2%	
5110 Knole Paddock & Pavilion	0	0	0	66	0	(66)	3,730		3,664	1.8%	
5120 Knole Paddock Pitch & Grnd Mt	232	222	(10)	248	444	196	2,664		2,416	9.3%	
5310 Miscellaneous Open Spaces	265	459	194	268	918	650	5,512		5,244	4.9%	
5311 Security Open Spaces	2,949	2,583	(366)	5,802	5,166	(636)	31,000		25,198	18.7%	
5316 Skatepark Maintenance	0	167	167	7,050	334	(6,716)	2,000		(5,050)	352.5%	7,050
5317 Raleys Car Park	0	0	0	0	0	0	457		457	0.0%	
5320 Fertilizers	0	0	0	1,546	0	(1,546)	2,300		754	67.2%	
5330 Grass Seed	0	0	0	2,800	0	(2,800)	3,000		200	93.3%	
5340 Plants	0	0	0	107	0	(107)	3,198		3,091	3.3%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5410 Repairs & General Maintenance	36	154	118	151	308	157	1,845		1,694	8.2%	
5412 Capital Refurbishments	0	0	0	0	0	0	4,000		4,000	0.0%	
5500 Equipment Hired and New	390	514	124	1,140	1,028	(112)	6,175		5,035	18.5%	
5525 Equipment Maintenance	8	941	933	8	941	933	8,000		7,992	0.1%	
5550 Vehicle Expenses	399	1,000	601	1,486	2,000	514	14,000		12,514	10.6%	
5700 Fuel	211	524	313	913	1,048	135	6,289		5,376	14.5%	
6011 Electricity	0	583	583	0	1,166	1,166	7,000		7,000	0.0%	
6013 Cleaning	82	54	(28)	82	108	26	649		567	12.6%	
6014 Water	600	89	(511)	600	178	(422)	1,066		466	56.3%	
6016 Contractor Payments	73	0	(73)	73	0	(73)	0		(73)	0.0%	
6101 Telephone	0	13	13	0	26	26	155		155	0.0%	
6104 Mobile Telephone	20	30	10	40	60	20	362		322	11.1%	
6105 Broadband wi-fi service	29	26	(3)	57	52	(5)	319		262	18.0%	
6320 Staff Training	0	0	0	0	0	0	2,000		2,000	0.0%	
6330 Welfare/Hospitality	0	56	56	440	112	(328)	666		226	66.1%	
6635 Professional Fees Licensing	0	27	27	0	54	54	320		320	0.0%	
6730 Subscriptions	0	16	16	437	32	(405)	192		(245)	227.6%	
6812 Road Dues	0	0	0	0	0	0	1,420		1,420	0.0%	
6851 Bus Shelter Maintenance	0	18	18	0	36	36	213		213	0.0%	
6900 Sundry Expenses	0	7	7	0	14	14	86		86	0.0%	
6922 Health&Safety/Risk Assessments	0	142	142	0	284	284	1,700		1,700	0.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	952		952	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	3,198		3,198	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	265	333	68	870	666	(204)	4,000		3,130	21.8%	
6952 Protective Clothing	0	133	133	165	266	101	1,600		1,435	10.3%	
O/ Spaces & Leisure - General :- Indirect Expenditure	27,007	32,169	5,163	70,355	64,547	(5,808)	427,316	0	356,961	16.5%	7,050
Net Income over Expenditure	(26,904)	(31,258)	(4,355)	(55,357)	(50,773)	4,584	(391,372)				
8001 plus Transfer from EMR	0	0	0	7,050	0	(7,050)	0				
Movement to/(from) Gen Reserve	(26,904)	(31,258)	(4,354)	(48,307)	(50,773)	(2,466)	(391,372)				
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	14,353	6,750	(7,603)	18,825	13,500	(5,325)	81,000			23.2%	
O/ Spaces & Leisure - Cemetery :- Income	14,353	6,750	(7,603)	18,825	13,500	(5,325)	81,000			23.2%	0
4010 Gross Pay	8,782	8,970	188	16,703	17,940	1,237	107,762		91,059	15.5%	
4011 Mileage	5	0	(5)	21	0	(21)	0		(21)	0.0%	
4270 Employers Pension Contribution	709	833	124	1,373	1,666	293	10,000		8,627	13.7%	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	159		159	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	717		717	0.0%	
5410 Repairs & General Maintenance	0	107	107	36	214	178	1,298		1,262	2.8%	
5500 Equipment Hired and New	20	333	313	265	666	401	4,000		3,735	6.6%	
5525 Equipment Maintenance	0	583	583	229	1,166	937	7,000		6,771	3.3%	
5700 Fuel	0	83	83	41	166	125	1,000		959	4.1%	
6000 Rent & Rates	884	925	41	1,768	1,850	82	11,100		9,332	15.9%	
6011 Electricity	0	353	353	215	353	138	3,000		2,785	7.2%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6013 Cleaning	0	50	50	40	100	60	600		560	6.7%	
6014 Water	197	98	(99)	197	196	(1)	1,172		975	16.8%	
6016 Contractor Payments	382	0	(382)	772	0	(772)	0		(772)	0.0%	
6101 Telephone	71	71	0	142	142	0	852		710	16.6%	
6104 Mobile Telephone	0	2	2	0	4	4	27		27	0.0%	
6105 Broadband wi-fi service	10	11	1	20	22	2	130		110	15.4%	
6240 Computer/ Data Base/WP's	48	79	31	96	158	62	713		617	13.4%	
6320 Staff Training	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	0	26	26	170	52	(118)	319		149	53.3%	
6500 Goods for Resale	13	12	(1)	38	24	(14)	135		98	27.8%	
6720 Books and Periodicals	0	0	0	0	0	0	54		54	0.0%	
6730 Subscriptions	0	0	0	110	213	103	213		103	51.6%	
6802 Trees Plants Turf & Fertilizer	27	0	(27)	27	0	(27)	3,120		3,093	0.9%	
6822 Roads Path & Boundaries	9	0	(9)	9	218	209	871		862	1.0%	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	128		128	0.0%	
6922 Health&Safety/Risk Assessments	0	325	325	0	325	325	1,300		1,300	0.0%	
6930 Alarm Maintenance	536	151	(385)	536	302	(234)	1,812		1,276	29.6%	
6932 Cemetery Security	684	575	(109)	1,369	1,150	(219)	6,900		5,531	19.8%	
6935 Waste Bin Disposal-Waste Bins	103	133	30	249	266	17	1,600		1,351	15.6%	
6952 Protective Clothing	0	61	61	0	122	122	728		728	0.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,481	13,781	1,300	24,425	27,315	2,890	167,710	0	143,285	14.6%	0
Net Income over Expenditure	1,872	(7,031)	(8,903)	(5,600)	(13,815)	(8,215)	(86,710)				

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	0	0	0	1,700			0.0%	
1047 QH Allotments Income	82	0	(82)	89	0	(89)	8,977			1.0%	
O/ Spaces & Leisure- Allotment :- Income	82	0	(82)	89	0	(89)	10,677			0.8%	0
4010 Gross Pay	610	566	(44)	1,367	1,132	(235)	6,787		5,420	20.1%	
4270 Employers Pension Contribution	81	70	(11)	163	140	(23)	840		677	19.4%	
6002 QH Allotments Costs	252	0	(252)	552	0	(552)	0		(552)	0.0%	
6014 Water	173	0	(173)	173	0	(173)	1,011		838	17.1%	
6730 Subscriptions	0	0	0	0	0	0	64		64	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	76		76	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,116	636	(480)	2,255	1,272	(983)	8,778	0	6,523	25.7%	0
Net Income over Expenditure	(1,034)	(636)	398	(2,166)	(1,272)	894	1,899				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	8,000			0.0%	
1990 Other Income	0	260	260	0	520	520	1,040			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	260	260	0	520	520	9,040			0.0%	0
6861 Public Clock Maintenance	0	0	0	49	0	(49)	732		683	6.7%	
6862 Street Lighting	344	0	(344)	2,367	2,000	(367)	9,000		6,633	26.3%	
6865 In Bloom Costs	0	442	442	48	884	836	15,022		14,974	0.3%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	344	442	98	2,464	2,884	420	24,754	0	22,290	10.0%	0
Net Income over Expenditure	(344)	(182)	162	(2,464)	(2,364)	100	(15,714)				

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	6,444	0	(6,444)	9,930	0	(9,930)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	6,444	0	(6,444)	9,930	0	(9,930)	0				0
4010 Gross Pay	2,418	0	(2,418)	4,882	0	(4,882)	0		(4,882)	0.0%	
4270 Employers Pension Contribution	124	0	(124)	251	0	(251)	0		(251)	0.0%	
5500 Equipment Hired and New	0	0	0	5	0	(5)	0		(5)	0.0%	
5525 Equipment Maintenance	272	0	(272)	424	0	(424)	0		(424)	0.0%	
6000 Rent & Rates	64	0	(64)	125	0	(125)	0		(125)	0.0%	
6010 Light Heat & Cleaning	5	0	(5)	24	0	(24)	0		(24)	0.0%	
6011 Electricity	0	0	0	124	0	(124)	0		(124)	0.0%	
6014 Water	473	0	(473)	473	0	(473)	0		(473)	0.0%	
6101 Telephone	51	0	(51)	102	0	(102)	0		(102)	0.0%	
6200 Printing & Stationery	0	0	0	11	0	(11)	0		(11)	0.0%	
6500 Goods for Resale	2,000	0	(2,000)	3,068	0	(3,068)	0		(3,068)	0.0%	
6505 Cafe consumables	108	0	(108)	152	0	(152)	0		(152)	0.0%	
6922 Health&Safety/Risk Assessments	403	0	(403)	506	0	(506)	0		(506)	0.0%	
6930 Alarm Maintenance	0	0	0	53	0	(53)	0		(53)	0.0%	
6935 Waste Bin Disposal-Waste Bins	72	0	(72)	167	0	(167)	0		(167)	0.0%	
6976 Credit card charges	286	0	(286)	441	0	(441)	0		(441)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	6,277	0	(6,277)	10,807	0	(10,807)	0	0	(10,807)		0
Net Income over Expenditure	168	0	(168)	(877)	0	877	0				

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	167	167	0	334	334	1,000			0.0%	
1211 Sale of Goods	0	0	0	175	0	(175)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	1,000	1,000	0	4,000			25.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	670			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	0	167	167	1,175	1,334	159	5,670			20.7%	0
4010 Gross Pay	2,168	2,292	124	4,214	4,584	370	27,500		23,286	15.3%	
4270 Employers Pension Contribution	76	136	60	149	272	123	1,638		1,489	9.1%	
5010 Vine Area General Maintenance	0	222	222	0	444	444	2,667		2,667	0.0%	
5015 Vine Pavilion maintenance	0	213	213	0	213	213	213		213	0.0%	
5020 Vine Public Convenience	357	1,167	810	357	2,334	1,977	14,000		13,643	2.6%	
5340 Plants	67	0	(67)	67	0	(67)	0		(67)	0.0%	
5410 Repairs & General Maintenance	0	68	68	0	136	136	820		820	0.0%	
5500 Equipment Hired and New	70	343	273	295	686	391	2,056		1,761	14.3%	
6011 Electricity	0	0	0	132	0	(132)	0		(132)	0.0%	
6014 Water	88	44	(44)	88	88	0	532		444	16.5%	
6635 Professional Fees Licensing	0	0	0	0	0	0	215		215	0.0%	
6868 Summer Concerts	250	0	(250)	250	0	(250)	3,838		3,588	6.5%	
6869 Special Events	(80)	0	80	0	143	143	143		143	0.0%	
6922 Health&Safety/Risk Assessments	300	42	(258)	300	84	(216)	500		200	60.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	748		748	0.0%	
6935 Waste Bin Disposal-Waste Bins	69	65	(4)	137	130	(7)	780		643	17.6%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,364	4,592	1,228	5,988	9,114	3,126	55,650	0	49,662	10.8%	0
Net Income over Expenditure	(3,364)	(4,425)	(1,061)	(4,814)	(7,780)	(2,966)	(49,980)				

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>30 F&G P - Bat & Ball Station</u>											
1010 Rental Income	417	417	0	834	834	0	5,000			16.7%	
1022 Letting & Hire of Facilities	2,957	1,333	(1,624)	4,243	2,666	(1,577)	16,000			26.5%	
1861 Recharge Income	955	250	(705)	1,720	500	(1,220)	3,000			57.3%	
1990 Other Income	0	475	475	0	950	950	5,700			0.0%	
F & G P - Bat & Ball Station :- Income	4,329	2,475	(1,854)	6,797	4,950	(1,847)	29,700			22.9%	0
4010 Gross Pay	1,113	1,415	302	2,167	2,830	663	16,978		14,811	12.8%	
4270 Employers Pension Contribution	21	83	62	46	166	120	1,000		954	4.6%	
5410 Repairs & General Maintenance	390	520	130	390	1,040	650	6,240		5,850	6.3%	
5500 Equipment Hired and New	0	85	85	0	170	170	1,025		1,025	0.0%	
6000 Rent & Rates	550	147	(403)	1,101	294	(807)	1,760		659	62.6%	
6011 Electricity	1,027	750	(277)	1,027	1,500	473	9,000		7,973	11.4%	
6012 Gas	177	208	31	232	416	184	2,500		2,268	9.3%	
6013 Cleaning	357	324	(33)	715	648	(67)	3,887		3,172	18.4%	
6014 Water	229	54	(175)	229	108	(121)	650		421	35.3%	
6016 Contractor Payments	30	0	(30)	30	0	(30)	0		(30)	0.0%	
6101 Telephone	51	44	(7)	102	88	(14)	532		430	19.2%	
6241 Website Costs	328	30	(298)	328	60	(268)	360		32	91.0%	
6330 Welfare/Hospitality	104	0	(104)	208	0	(208)	0		(208)	0.0%	
6635 Professional Fees Licensing	0	53	53	0	106	106	640		640	0.0%	
6922 Health&Safety/Risk Assessments	300	0	(300)	300	333	33	1,332		1,032	22.5%	
6930 Alarm Maintenance	0	0	0	0	0	0	800		800	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	280		280	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	198	167	(31)	293	334	41	2,000		1,707	14.7%	
F & G P - Bat & Ball Station :- Indirect Expenditure	4,877	3,880	(997)	7,169	8,093	924	48,984	0	41,815	14.6%	0
Net Income over Expenditure	(548)	(1,405)	(857)	(371)	(3,143)	(2,772)	(19,284)				
31 F & G P - Establishments											
1115 Interest on Deposits	4,491	4,750	259	7,768	9,500	1,732	57,000			13.6%	
1230 Roadside Advertising-Charities	90	62	(28)	240	124	(116)	750			32.0%	
1231 Banner Income	270	67	(203)	270	134	(136)	800			33.8%	
1232 Town Crier Advertising	0	350	350	0	350	350	1,400			0.0%	
1889 Waste Sacks Income	526	0	(526)	1,428	0	(1,428)	0			0.0%	
1990 Other Income	(219)	0	219	(43)	0	43	0			0.0%	
F & G P - Establishments :- Income	5,159	5,229	70	9,664	10,108	444	59,950			16.1%	0
4010 Gross Pay	36,387	37,417	1,030	72,877	74,834	1,957	449,000		376,123	16.2%	
4011 Mileage	51	51	(0)	51	102	51	604		553	8.5%	
4012 Expenses	182	89	(93)	324	178	(146)	1,082		758	30.0%	
4270 Employers Pension Contribution	3,144	3,902	758	6,301	7,804	1,503	46,826		40,525	13.5%	
5500 Equipment Hired and New	19	89	70	89	178	89	1,066		977	8.3%	
6020 Insurance Cost	0	0	0	24,363	25,000	637	25,000		637	97.5%	
6101 Telephone	473	488	15	929	976	47	5,852		4,923	15.9%	
6200 Printing & Stationery	4,801	0	(4,801)	4,960	0	(4,960)	24,000		19,040	20.7%	
6210 Postage & Courier	0	0	0	0	1,250	1,250	5,000		5,000	0.0%	
6240 Computer/ Data Base/WP's	2,124	2,250	126	3,789	4,500	711	27,000		23,211	14.0%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6241 Website Costs	327	0	(327)	352	0	(352)	600		248	58.7%	
6242 I.T. Infrastructure	366	693	327	731	1,386	655	8,320		7,589	8.8%	
6300 Computer Software	538	529	(9)	5,782	4,235	(1,547)	9,000		3,218	64.2%	
6315 Recruitment Costs	356	167	(189)	356	334	(22)	2,000		1,644	17.8%	
6320 Staff Training	167	337	170	392	674	282	4,040		3,648	9.7%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	928	355	(573)	1,684	710	(974)	4,264		2,580	39.5%	
6410 Civic Exps/Annual Reception	755	1,500	745	968	1,500	532	3,000		2,032	32.3%	
6415 Gifts/hospitality	93	100	8	103	200	98	1,200		1,098	8.5%	
6421 Honour Bd. Badges & Insignia	95	30	(65)	177	60	(117)	364		188	48.5%	
6435 Members Expenses	0	0	0	0	0	0	3,730		3,730	0.0%	
6460 Publicity & Democratic notices	275	0	(275)	275	0	(275)	1,600		1,325	17.2%	
6461 Banner Costs	880	133	(747)	1,765	266	(1,499)	1,600		(165)	110.3%	
6610 Audit Fees	0	500	500	0	500	500	4,500		4,500	0.0%	
6620 Legal Expenses	2,006	0	(2,006)	2,006	1,026	(980)	2,132		126	94.1%	
6630 Professional Fees	1,663	0	(1,663)	1,663	0	(1,663)	0		(1,663)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	1,000		1,000	0.0%	
6710 Conference Fees & Expenses	739	260	(479)	739	520	(219)	3,120		2,382	23.7%	
6720 Books and Periodicals	0	0	0	0	0	0	416		416	0.0%	
6730 Subscriptions	183	415	232	5,085	4,515	(570)	7,200		2,115	70.6%	
6900 Sundry Expenses	0	43	43	56	86	30	520		464	10.7%	
6922 Health&Safety/Risk Assessments	0	100	100	4,148	4,248	100	5,543		1,395	74.8%	
6975 Bank Charges	481	142	(339)	566	284	(282)	1,705		1,139	33.2%	
6976 Credit card charges	114	100	(14)	267	200	(67)	1,200		933	22.3%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7010 Election Expenses	0	0	0	0	0	0	6,000		6,000	0.0%	
7611 Contingency provision	0	6,014	6,014	0	12,028	12,028	72,165		72,165	0.0%	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	0	0	0	0	0	0	71,602		71,602	0.0%	
F & G P - Establishments :- Indirect Expenditure	57,144	55,704	(1,440)	140,796	147,594	6,798	804,251	0	663,455	17.5%	0
Net Income over Expenditure	(51,986)	(50,475)	1,511	(131,132)	(137,486)	(6,354)	(744,301)				
32 F & G P - General											
1490 Christmas Lights Switch On	0	0	0	0	0	0	8,000			0.0%	
F & G P - General :- Income	0	0	0	0	0	0	8,000			0.0%	0
6490 Christmas Lights Switch On	0	0	0	0	0	0	28,000		28,000	0.0%	
6491 Remembrance Day/Civic Serv.	0	0	0	0	0	0	5,330		5,330	0.0%	
6869 Special Events	1,925	2,000	75	3,207	4,000	793	12,000		8,793	26.7%	
F & G P - General :- Indirect Expenditure	1,925	2,000	75	3,207	4,000	793	45,330	0	42,123	7.1%	0
Net Income over Expenditure	(1,925)	(2,000)	(75)	(3,207)	(4,000)	(793)	(37,330)				
33 F & G P - Council Offices											
1022 Letting & Hire of Facilities	2,443	1,333	(1,110)	7,804	2,666	(5,138)	16,000			48.8%	
F & G P - Council Offices :- Income	2,443	1,333	(1,110)	7,804	2,666	(5,138)	16,000			48.8%	0
4010 Gross Pay	2,733	3,750	1,017	5,015	7,500	2,485	45,000		39,985	11.1%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	21	231	210	46	462	416	2,772		2,726	1.7%	
5410 Repairs & General Maintenance	91	83	(8)	259	166	(93)	1,000		741	25.9%	
6000 Rent & Rates	2,622	3,300	678	5,239	6,600	1,361	33,000		27,761	15.9%	
6010 Light Heat & Cleaning	77	83	6	288	166	(122)	1,000		712	28.8%	
6011 Electricity	0	271	271	0	542	542	3,245		3,245	0.0%	
6012 Gas	406	167	(239)	646	334	(312)	2,000		1,354	32.3%	
6014 Water	820	211	(609)	820	422	(398)	2,541		1,721	32.3%	
6016 Contractor Payments	693	0	(693)	693	0	(693)	0		(693)	0.0%	
6104 Mobile Telephone	0	13	13	0	26	26	156		156	0.0%	
6922 Health&Safety/Risk Assessments	441	0	(441)	441	0	(441)	958		517	46.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	1,000		1,000	0.0%	
6935 Waste Bin Disposal-Waste Bins	103	126	23	339	252	(87)	1,514		1,175	22.4%	
6952 Protective Clothing	0	0	0	0	0	0	104		104	0.0%	
F & G P - Council Offices :- Indirect Expenditure	8,007	8,235	228	13,786	16,470	2,684	94,290	0	80,504	14.6%	0
Net Income over Expenditure	(5,564)	(6,902)	(1,338)	(5,982)	(13,804)	(7,822)	(78,290)				
36 F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	12,697	15,000	2,303	33,555	37,000	3,445	120,000			28.0%	
1030 Electricity recharge	0	0	0	0	0	0	500			0.0%	
1213 Event catering	0	0	0	20	0	(20)	0			0.0%	
1445 Outdoor Activities	0	18	18	0	36	36	216			0.0%	
1457 Indoor Activities	760	500	(260)	1,180	1,000	(180)	6,000			19.7%	
1990 Other Income	0	0	0	63	0	(63)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	13,457	15,518	2,061	34,818	38,036	3,218	126,716			27.5%	0

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	7,120	7,833	713	14,013	15,666	1,653	94,000		79,987	14.9%	
4270 Employers Pension Contribution	212	275	63	419	550	131	3,300		2,881	12.7%	
5340 Plants	0	0	0	0	0	0	205		205	0.0%	
5410 Repairs & General Maintenance	0	0	0	10	0	(10)	8,000		7,990	0.1%	
5500 Equipment Hired and New	0	0	0	0	266	266	1,066		1,066	0.0%	
6000 Rent & Rates	588	800	212	1,176	1,600	424	8,000		6,824	14.7%	
6011 Electricity	984	1,244	260	984	2,488	1,504	14,924		13,940	6.6%	
6012 Gas	271	0	(271)	519	575	56	2,300		1,781	22.6%	
6013 Cleaning	317	178	(139)	394	356	(38)	2,132		1,738	18.5%	
6014 Water	(250)	125	375	(250)	250	500	1,500		1,750	(16.7%)	
6101 Telephone	51	54	3	102	108	6	649		547	15.7%	
6104 Mobile Telephone	8	20	12	17	40	23	246		229	6.8%	
6330 Welfare/Hospitality	45	44	(1)	89	88	(1)	532		443	16.8%	
6520 Refreshments for Resale	405	250	(155)	729	500	(229)	3,000		2,271	24.3%	
6635 Professional Fees Licensing	500	0	(500)	655	0	(655)	541		(114)	121.2%	
6900 Sundry Expenses	0	0	0	0	0	0	54		54	0.0%	
6922 Health&Safety/Risk Assessments	146	0	(146)	292	0	(292)	2,600		2,308	11.2%	
6930 Alarm Maintenance	0	0	0	0	0	0	800		800	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	410		410	0.0%	
6935 Waste Bin Disposal-Waste Bins	203	208	5	426	416	(10)	2,500		2,074	17.0%	
6952 Protective Clothing	16	0	(16)	16	0	(16)	250		234	6.5%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	10,615	11,031	416	19,591	22,903	3,312	147,009	0	127,418	13.3%	0
Net Income over Expenditure	2,842	4,487	1,646	15,228	15,133	(95)	(20,293)				

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
38 F & G P - Grants											
7500 Local Organisations Grants	0	0	0	500	0	(500)	24,000		23,500	2.1%	
7502 Sevenoaks Summer Festival	0	5,000	5,000	0	5,000	5,000	5,000		5,000	0.0%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	0	0	0	0	0	0	10,000		10,000	0.0%	
7556 Stag Community Arts Centre	27,000	0	(27,000)	27,000	0	(27,000)	27,000		0	100.0%	
7557 Community Rail Partnership	0	0	0	0	0	0	3,000		3,000	0.0%	
F & G P - Grants :- Indirect Expenditure	27,000	5,000	(22,000)	27,500	5,000	(22,500)	70,000	0	42,500	39.3%	0
Net Expenditure	(27,000)	(5,000)	22,000	(27,500)	(5,000)	22,500	(70,000)				
39 F & G P - Property											
1469 O/S Ground Rents & Wayleaves	0	555	555	1,942	1,110	(832)	6,662	3,700		84.7%	
F & G P - Property :- Income	0	555	555	1,942	1,110	(832)	6,662			29.1%	0
5410 Repairs & General Maintenance	12	0	(12)	12	0	(12)	0		(12)	0.0%	
F & G P - Property :- Indirect Expenditure	12	0	(12)	12	0	(12)	0	0	(12)		0
Net Income over Expenditure	(12)	555	567	1,930	1,110	(820)	6,662				
40 Town Team											
1206 Business Awards	0	0	0	0	0	0	7,450			0.0%	
1207 Business Show	2,180	0	(2,180)	5,730	0	(5,730)	5,000			114.6%	
1209 Wellbeing show income	1,817	0	(1,817)	1,817	0	(1,817)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1350 Revenue Grant income	0	0	0	500	0	(500)	0			0.0%	
Town Team :- Income	3,997	0	(3,997)	8,047	0	(8,047)	12,450			64.6%	0
6101 Telephone	0	9	9	0	18	18	110		110	0.0%	
6200 Printing & Stationery	0	10	10	0	20	20	114		114	0.0%	
6240 Computer/ Data Base/WP's	0	70	70	0	140	140	847		847	0.0%	
6241 Website Costs	0	0	0	0	72	72	289		289	0.0%	
6244 Information Screens	0	0	0	0	0	0	1,000		1,000	0.0%	
6322 Business Awards	0	0	0	0	0	0	8,318		8,318	0.0%	
6323 Business Show	1,151	307	(844)	1,151	614	(537)	3,687		2,536	31.2%	
6326 Health & Wellness Initiative	1,644	0	(1,644)	2,088	0	(2,088)	0		(2,088)	0.0%	
6461 Banner Costs	0	0	0	0	0	0	827		827	0.0%	
6730 Subscriptions	0	0	0	0	0	0	603		603	0.0%	
6900 Sundry Expenses	0	67	67	95	134	39	805		710	11.8%	
7000 Reinvestment	0	71	71	0	142	142	850		850	0.0%	
Town Team :- Indirect Expenditure	2,795	534	(2,261)	3,334	1,140	(2,194)	17,450	0	14,116	19.1%	0
Net Income over Expenditure	1,201	(534)	(1,735)	4,713	(1,140)	(5,853)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	188	117	(71)	308	234	(74)	1,406			21.9%	
1026 Hot Desking Facility	924	467	(457)	1,706	934	(772)	5,624			30.3%	
1029 Office Pods	1,173	1,481	308	2,582	2,962	380	17,815			14.5%	
1031 Chamber of Commerce	559	491	(68)	1,097	982	(115)	5,896			18.6%	
Business Hub :- Income	2,845	2,556	(289)	5,691	5,112	(579)	30,741			18.5%	0

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	624	750	126	1,067	1,500	433	9,000		7,933	11.9%	
4270 Employers Pension Contribution	24	22	(2)	38	44	6	263		225	14.6%	
5410 Repairs & General Maintenance	380	33	(347)	1,060	54	(1,006)	324		(736)	327.2%	
5500 Equipment Hired and New	0	45	45	0	90	90	541		541	0.0%	
6000 Rent & Rates	149	210	61	298	420	122	2,100		1,802	14.2%	
6010 Light Heat & Cleaning	77	0	(77)	77	0	(77)	0		(77)	0.0%	
6011 Electricity	630	0	(630)	659	0	(659)	9,000		8,341	7.3%	
6013 Cleaning	0	50	50	0	100	100	600		600	0.0%	
6014 Water	0	0	0	0	0	0	500		500	0.0%	
6105 Broadband wi-fi service	142	160	19	283	320	37	1,918		1,635	14.8%	
6900 Sundry Expenses	100	89	(11)	200	178	(22)	1,082		882	18.5%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	184		184	0.0%	
6930 Alarm Maintenance	172	163	(9)	209	163	(46)	324		115	64.5%	
6931 CCTV Maintenance	172	15	(157)	172	30	(142)	173		1	99.6%	
6976 Credit card charges	58	32	(26)	111	64	(47)	379		268	29.3%	
Business Hub :- Indirect Expenditure	2,527	1,569	(958)	4,174	2,963	(1,211)	26,388	0	22,214	15.8%	0
Net Income over Expenditure	318	987	669	1,518	2,149	631	4,353				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	742	0	(742)	1,661	0	(1,661)	0			0.0%	
1754 Knole Tour Income	0	0	0	320	0	(320)	0			0.0%	
1755 Chevening Visit Income	252	0	(252)	2,016	0	(2,016)	0			0.0%	
Sevenoaks Town Mayor :- Income	994	0	(994)	3,997	0	(3,997)	0				0

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6448 Mayors Allowance 2026/2027	936	6,044	5,108	936	6,044	5,108	6,044		5,108	15.5%	
6449 Mayors Car Allowance 2026/2027	0	2,715	2,715	0	2,715	2,715	2,715		2,715	0.0%	
7100 Mayoral Charity Donations	5,839	0	(5,839)	5,839	0	(5,839)	0		(5,839)	0.0%	5,839
7204 Knole Tour Expenditure	0	0	0	131	0	(131)	0		(131)	0.0%	
7205 Chevening Visit Expenditure	1,677	0	(1,677)	2,277	0	(2,277)	0		(2,277)	0.0%	
7206 Int'l Women's Day Event Exp.	150	0	(150)	150	0	(150)	0		(150)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	8,602	8,759	157	9,334	8,759	(575)	8,759	0	(575)	106.6%	5,839
Net Income over Expenditure	(7,608)	(8,759)	(1,151)	(5,336)	(8,759)	(3,423)	(8,759)				
8001 plus Transfer from EMR	5,839	0	(5,839)	5,839	0	(5,839)	0				
Movement to/(from) Gen Reserve	(1,769)	(8,759)	(6,990)	503	(8,759)	(9,262)	(8,759)				
<u>43 Youth Council</u>											
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)				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	442	333	(109)	698	666	(32)	4,000			17.4%	
1211 Sale of Goods	287	208	(79)	664	416	(248)	2,500			26.6%	
1350 Revenue Grant income	1,000	0	(1,000)	1,000	0	(1,000)	0			0.0%	
1990 Other Income	20	0	(20)	20	0	(20)	0			0.0%	
Youth Cafe :- Income	1,749	541	(1,208)	2,382	1,082	(1,300)	6,500			36.6%	0

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	5,323	5,833	510	11,235	11,666	431	70,000		58,765	16.1%	
4270 Employers Pension Contribution	154	208	54	327	416	89	2,500		2,173	13.1%	
5410 Repairs & General Maintenance	80	89	9	361	178	(183)	1,066		705	33.9%	
5500 Equipment Hired and New	300	46	(254)	370	92	(278)	541		171	68.4%	
6010 Light Heat & Cleaning	15	25	10	78	50	(28)	300		222	26.0%	
6101 Telephone	51	63	12	102	126	24	757		655	13.5%	
6105 Broadband wi-fi service	33	35	2	66	70	4	416		350	15.8%	
6200 Printing & Stationery	35	18	(17)	44	36	(8)	213		169	20.7%	
6240 Computer/ Data Base/WP's	158	43	(115)	158	86	(72)	520		362	30.5%	
6241 Website Costs	12	0	(12)	24	0	(24)	213		189	11.3%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	0	0	535		535	0.0%	
6320 Staff Training	0	0	0	0	0	0	104		104	0.0%	
6340 Staff Uniforms	0	0	0	0	0	0	205		205	0.0%	
6500 Goods for Resale	337	180	(157)	712	360	(352)	2,163		1,451	32.9%	
6505 Cafe consumables	3	0	(3)	3	0	(3)	0		(3)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	88	88	350		350	0.0%	
6900 Sundry Expenses	71	35	(36)	71	70	(1)	416		345	17.1%	
6922 Health&Safety/Risk Assessments	20	100	80	20	200	180	1,200		1,180	1.7%	
6976 Credit card charges	11	0	(11)	21	0	(21)	0		(21)	0.0%	
Youth Cafe :- Indirect Expenditure	6,604	6,675	71	13,594	13,438	(156)	81,499	0	67,905	16.7%	0
Net Income over Expenditure	(4,855)	(6,134)	(1,279)	(11,212)	(12,356)	(1,144)	(74,999)				

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>60 Markets</u>											
1017 Rental Income Sat Market	2,335	1,833	(502)	4,203	3,666	(537)	22,000			19.1%	
1018 Rental Income Wed Market	868	1,068	200	1,953	2,136	183	12,818			15.2%	
1019 Rental Income Blighs Market	1,775	1,644	(131)	3,350	3,288	(62)	19,732			17.0%	
1208 Other Events Income	0	0	0	460	0	(460)	0			0.0%	
Markets :- Income	4,978	4,545	(433)	9,966	9,090	(876)	54,550			18.3%	0
4010 Gross Pay	178	190	12	363	380	17	2,285		1,922	15.9%	
5410 Repairs & General Maintenance	0	0	0	0	0	0	205		205	0.0%	
5420 Saturday market charges	1,519	1,280	(239)	2,734	2,880	146	16,640		13,906	16.4%	
5421 Wednesday Market charges	1,192	1,550	358	2,683	2,790	107	16,120		13,437	16.6%	
5424 Vegan Market Expenditure	220	0	(220)	520	0	(520)	0		(520)	0.0%	
6001 Blighs Market Charges	880	792	(88)	880	1,584	704	9,500		8,620	9.3%	
6010 Light Heat & Cleaning	0	0	0	0	53	53	213		213	0.0%	
6011 Electricity	46	0	(46)	92	0	(92)	0		(92)	0.0%	
6460 Publicity & Democratic notices	120	0	(120)	300	0	(300)	0		(300)	0.0%	
6730 Subscriptions	0	0	0	0	102	102	102		102	0.0%	
Markets :- Indirect Expenditure	4,156	3,812	(344)	7,571	7,789	218	45,065	0	37,494	16.8%	0
Net Income over Expenditure	822	733	(89)	2,395	1,301	(1,094)	9,485				
<u>70 Precept</u>											
1995 Precept	135,340	135,340	(0)	270,681	270,680	(1)	1,624,084			16.7%	
Precept :- Income	135,340	135,340	(0)	270,681	270,680	(1)	1,624,084			16.7%	0
Net Income	135,340	135,340	(0)	270,681	270,680	(1)	1,624,084				

Detailed Income & Expenditure by Phased Budget Heading 16/06/2026

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>											
2002 Capital Grants	146,715	0	(146,715)	339,527	0	(339,527)	0			0.0%	339,527
2012 CIL income allocation	64,517	0	(64,517)	64,517	0	(64,517)	0			0.0%	64,517
Capital Infrastructure Budget :- Income	211,232	0	(211,232)	404,045	0	(404,045)	0				404,045
9046 Knole Paddock/ Raleys Pitch	4,910	0	(4,910)	4,910	0	(4,910)	0		(4,910)	0.0%	4,910
9050 Capital Costs-general	0	0	0	1,589	0	(1,589)	0		(1,589)	0.0%	1,589
9053 Vine Area	0	0	0	3,491	0	(3,491)	0		(3,491)	0.0%	3,491
9065 Rugby pitch	4,145	0	(4,145)	4,145	0	(4,145)	0		(4,145)	0.0%	4,145
9077 QS & EA Fees - Greatness Pav	3,200	0	(3,200)	6,400	0	(6,400)	0		(6,400)	0.0%	3,200
9080 Legal Fees - Greatness Pavilio	4,306	0	(4,306)	4,306	0	(4,306)	0		(4,306)	0.0%	
9085 Longley - Greatness Pavilion	283,847	0	(283,847)	474,202	0	(474,202)	0		(474,202)	0.0%	474,202
Capital Infrastructure Budget :- Indirect Expenditure	300,408	0	(300,408)	499,043	0	(499,043)	0	0	(499,043)		491,537
Net Income over Expenditure	(89,176)	0	89,176	(94,998)	0	94,998	0				
8001 plus Transfer from EMR	292,902	0	(292,902)	491,537	0	(491,537)	0				
8002 less Transfer to EMR	211,232	0	(211,232)	404,045	0	(404,045)	0				
Movement to/(from) Gen Reserve	(7,506)	0	(414,959)	(7,506)	0	(800,584)	0				
Grand Totals:- Income	407,506	176,180	(231,326)	810,851	371,962	(438,889)	2,117,684			38.3%	
Expenditure	489,448	162,352	(327,096)	873,515	350,347	(523,168)	2,117,684	0	1,244,169	41.2%	
Net Income over Expenditure	(81,942)	13,828	95,770	(62,663)	21,615	84,278	0				
plus Transfer from EMR	298,741	0	(298,741)	504,426	0	(504,426)	0				
less Transfer to EMR	211,232	0	(211,232)	404,045	0	(404,045)	0				
Movement to/(from) Gen Reserve	5,567	13,828	8,261	37,718	21,615	(16,103)	0				

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May 2026 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning & Environment Committee					
General	(8,012)	(7,066)	946	(43,951)	Subscriptions has exceeded its annual budget this includes survey monkey and the mapping software.
Community & Well Being					
Youth Council	-	-	-	(500)	

May 2026 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	(48,307)	(50,773)	(2,466)	(391,372)	The £7,050 for the skatepark maintenance has been paid through an EMR with monies ringfenced for the skatepark. Grass seed is at 93.3% of annual expenditure but there is extra work being undertaken to the pitches and a further grant claim will be issued to the Football Foundation. Subscriptions is £245 over the annual budget due to two IOG subscriptions.
Cemetery	(5,600)	(13,815)	(8,215)	(86,710)	Cemetery income is £5,325 above budget year to date .
Allotments	(2,166)	(1,272)	894	1,899	The invoices for the allotments will be issued in September.
Street lighting/ general	(2,464)	(2,364)	100	(15,714)	The streetlight invoices will be issued in March 2027 and the In Bloom expenditure will start to come through the system next month.
Vine Grounds	(4,814)	(7,780)	(2,966)	(49,980)	
Community Bus	(99)				This is the original minibus.
Café					
Vine Café	(877)	-	877	-	The position as at May of last year was a deficit of £574 against a deficit this year of £877. The income as at May of last year was £9,758 against £9,930 this year.
Bat & Ball Station	(371)	(3,143)	(2,772)	(19,284)	Rates have increased this year but Lilia's Kitchen is being recharged for a 40% contribution.
Finance & Delivery					
Establishments	(131,132)	(137,486)	(6,354)	(744,301)	The insurance nominal is at 97.5% of its annual expenditure but the insurance is paid in April. Banner costs is over its annual budget by £165 due to last year's invoice not being received along with no purchase order.

May 2026 year-to-date Variance analysis

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

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
General	(3,207)	(4,000)	(793)	(37,330)	
Council Offices	(5,982)	(13,804)	(7,822)	(78,290)	Income is favourable at £5,138 above budget YTD. The main Chamber hirer has not booked as many dates for this financial year.
Bat & Ball Centre	15,228	15,133	(95)	(20,293)	Professional Licencing is £114 over its annual budget due to increased bookings that require a music license.
Grants	(27,500)	-	27,500	(70,000)	
Property	1,930	1,110	(820)	6,662	

May 2026 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	4,713	(1,140)	(5,853)	(5,000)	The Business show income is positive standing at £5,730 along with income from the Health & Wellbeing Show at £1,817
Business Hub	1,518	2,149	631	4,353	Pod 4 has now been taken but I believe Pod 5 will be vacant after the summer, I will continue to market the space. The repairs and general maintenance nominal is £356 above its annual budget due to an electrical condition report being undertaken.
Sevenoaks Town Mayor	503	(8,759)	(9,262)	(8,759)	
Youth Cafe	(11,212)	(12,356)	(1,144)	(74,999)	
Markets	2,395	1,301	(1,094)	9,485	
Precept	270,681	270,680	(1)	1,624,084	
Revenue Surplus/ (Deficit) Total	45,226	26,615	(18,611)	-	
Capital Infrastructure	(7,506)	-	7,506	-	
Total inc Capital	37,720	26,615	(18,611)	-	

Summary by Committee:

Planning	(8,012)	(7,066)	946	(43,951)
Community and Well Being	-	-	-	(500)
Vine Café	(877)	-	877	-
Bat Ball Station	(371)	(3,143)	(2,772)	(19,284)

May 2026 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	(216,097)	(233,856)	(17,759)	(1,560,349)	
Precept	270,681	270,680	(1)	1,624,084	
Capital Infrastructure	(7,506)	-	7,506	-	

Sevenoaks Town Council

Statement of Fund Balances as at 31st May 2026

£ (2024/25)		S&P Rating 30/01/2026		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
14,946	<u>National Westminster Bank</u>	A+	A-2				
150,662	Business Reserve Account			7,736			
1,000	Current Account			259,902			1.46%
1,000	Payroll Account			1,000			
10,449	HITB Youth café			1,000			
7,306	Sevenoaks Town Partnership			10,449			
	Mayors Charity Account			9,829			
					289,917	10.40%	
52,637	<u>HSBC</u>	AA	A-1				
	Business money manager			53,478			1.29%
					53,478	1.20%	
170	<u>Handelsbanken</u>	AA-	A-1+				
1,689	Deposit account			173			2.20%
	35 day notice account			1,720			2.20%
					1,893	0.07%	
2,835	<u>Nationwide</u>	A+	A-1				
21	Instant Saver			2,835			0.00%
	Sevenoaks Fund Instant Saver			21			1.45%
					2,855	0.10%	
560,000	<u>CCLA</u>						
	Public Sector Deposit	AAA (Fitch only)		1,255,000			
					1,255,000	45.02%	4.30%
1	<u>Virginmoney</u>						
7,524	Current account	BBB	A-2	1			
	95 Day Notice			7,742			3.20%
					7,743	0.28%	
507	Insignis Investments						
259,590	Investec (3 month)	A-		387,152			3.70%
376,041	Insignis Earmarked Fees			1,177			
	HSBC Tracker (31 Day Notice)	AA		271,990			3.70%
	Standard Chartered Bank (6 month)	AA-		516,049			4.05%
					1,176,368	42.20%	
949	<u>Petty Cash</u>				636	0.02%	
	<u>Cashbook suspense</u>				0	0.00%	
1,447,327					2,787,891		

Instant access funds
Three months precept (equivalent to working capital)

1,581,126
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

16/06/2026

Sevenoaks Town Council

12:17

Balance Sheet as at 16/06/2026

31st March 2026		31st May 2026
Net Value	Fixed Assets	Cost of Asset Depreciation Net Value
0		0 0 0
	Current Assets	
13,770	Debtors	27,201
41,503	SCC Bookings Debtors	37,781
121,023	Vat Control	106,051
248	Allotment Ledger	112
27,855	Prepayments	5,811
1,711	Stock	1,711
194,445	Nat West - Current Account	259,902
1,000	Payroll Account	1,000
15,308	Mayors Charity Account	9,829
1,000	House i/t Basement Youth Cafe	1,000
10,449	Sevenoaks Town Partnership	10,449
460	Petty Cash	636
173	Handelsbanken Investment	173
1,720	Handelsbanken Notice Account	1,720
2,835	Nationwide Instant Saver	2,835
38,010	Natwest Investment	7,736
1	Virgin Money Current Account	1
53,478	HSBC Investment	53,478
21	Nationwide Sevenoaks Fund	21
830,000	CCLA Public Sector Deposit	1,255,000
7,742	Virgin Money 90 day Notice	7,742
1,568	Insignis Earmarked Fees	1,177
270,316	HSBC Tracker (31 days Notice)	271,990
516,049	Standard Chartered (6 Months)	516,049
387,152	Investec (3 Months)	387,152
2,537,838		2,966,557
2,537,838	Total Assets	2,966,557
	Current Liabilities	
52,532	Creditors	32,522
1,123	Miscellaneous Creditors	101
102,862	Accruals	95,642
52,041	Receipts in Advance	572,311
3,690	Receipt in Advance-Cemetery	3,690
9,328	Damage Deposit	8,584

16/06/2026

Sevenoaks Town Council

12:17

Balance Sheet as at 16/06/2026

31st March 2026

31st May 2026

560	Key Deposit	568
6,700	QH Allotment Key deposits	6,880
817	BV Allotment key deposits	737
<u>229,652</u>		<u>721,035</u>
<u>2,308,185</u>	Total Assets Less Current Liabilities	<u>2,245,522</u>
Represented By		
538,867	Revenue Reserve	576,585
1,769,318	Earmarked Reserves	1,668,937
<u>2,308,185</u>		<u>2,245,522</u>

The above statement represents fairly the financial position of the Authority as at 16/06/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Account	Opening Balance	Income	Expenditure	Closing Balance
312 Temp Staff Reserve	4,000.00	0.00	0.00	4,000.00
313 Youth Council Reserve	1,226.70	0.00	0.00	1,226.70
314 Council Offices Reserve	1,547.63	0.00	0.00	1,547.63
315 Pension Reserve	2,814.23	0.00	0.00	2,814.23
316 Rolling Cap Prog Rev Reserve	54,909.40	0.00	7,050.00	47,859.40
317 Street Lighting Reserve	10,723.26	0.00	0.00	10,723.26
319 Stag winding-up reserves	13,000.00	0.00	0.00	13,000.00
320 Planning Fees Reserve	2,500.00	0.00	0.00	2,500.00
321 Youth Activities Reserve	4,781.25	0.00	0.00	4,781.25
324 Development Fund 2025/2026	6,567.83	0.00	3,491.46	3,076.37
328 Non-annual commitments reserve	14,700.00	0.00	0.00	14,700.00
329 Staff training reserve	3,890.00	0.00	0.00	3,890.00
331 20 MPH Reserve	21,489.00	0.00	0.00	21,489.00
334 Energy Saving - TC Offices	5,206.59	0.00	0.00	5,206.59
338 Greatness Pavilion Project	404,813.48	339,527.45	480,601.53	263,739.40
339 Capital Receipts Quaker Hall	45,860.17	0.00	1,589.32	44,270.85
340 Capital Receipts Reserve	723,047.60	0.00	0.00	723,047.60
346 Vehicle/machinery replacement	61,616.00	0.00	0.00	61,616.00
348 B&B Ctr Maintenance Reserve	10,578.00	0.00	0.00	10,578.00
360 CIL Earmarked reserve	308,001.13	64,517.47	9,055.12	363,463.48
370 No 8 bus reserve	56,932.43	0.00	0.00	56,932.43
374 Mayor's Charity Reserve	6,442.68	0.00	5,839.00	603.68
376 Mayor's Regalia Reserve	4,670.99	0.00	0.00	4,670.99
	1,769,318.37	404,044.92	507,626.43	1,665,736.86

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st May 2026

31st March 2026		31st May 2026
	Operating Income	
51,040	O/ Spaces & Leisure - General	14,998
82,321	O/ Spaces & Leisure - Cemetery	18,825
9,994	O/ Spaces & Leisure- Allotment	89
12,498	Open Spaces-Street Lighting/Ge	0
39,270	O/ Spaces & Leisure-Vine Cafe	9,930
5,130	O/Spaces & Leisure-Vine Ground	1,175
41,300	F& G P - Bat & Ball Station	6,797
98,915	F & G P - Establishments	9,664
10,673	F & G P - General	0
25,474	F & G P - Council Offices	7,804
153,840	F & G P - Bat & Ball Centre	34,818
6,579	F & G P - Property	1,942
14,290	Town Team	8,047
26,878	Business Hub	5,691
18,889	Sevenoaks Town Mayor	3,997
20,826	Youth Cafe	2,382
56,234	Markets	9,966
1,545,147	Precept	270,681
2,282,563	Capital Infrastructure Budget	404,045
4,501,858	Total Income	810,851
	Running Costs	
41,117	Planning - General	8,012
4,730	Community Bus	99
366,916	O/ Spaces & Leisure - General	70,355
157,263	O/ Spaces & Leisure - Cemetery	24,425
9,493	O/ Spaces & Leisure- Allotment	2,255
30,005	Open Spaces-Street Lighting/Ge	2,464
68,449	O/ Spaces & Leisure-Vine Cafe	10,807
50,122	O/Spaces & Leisure-Vine Ground	5,988
88,820	F& G P - Bat & Ball Station	7,169
833,424	F & G P - Establishments	140,796
51,068	F & G P - General	3,207
55,720	F & G P - Council Offices	13,786
171,686	F & G P - Bat & Ball Centre	19,591
62,633	F & G P - Grants	27,500
0	F & G P - Property	12
17,059	Town Team	3,334
26,096	Business Hub	4,174
22,149	Sevenoaks Town Mayor	9,334
126	BID	0
91,469	Youth Cafe	13,594
41,661	Markets	7,571
1,443,125	Capital Infrastructure Budget	499,043
3,633,131	Total Expenditure	873,515

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st May 2026

31st March 2026		31st May 2026
	General Fund Analysis	
533,825	Opening Balance	538,867
4,501,858	Plus : Income for Year	810,851
5,035,683		1,349,718
3,633,131	Less : Expenditure for Year	873,515
1,402,552		476,204
863,685	Transfers TO / FROM Reserves	(100,382)
538,867	Closing Balance	576,585

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07/07/2026

Sevenoaks Town Council

Page 1

15:45

PURCHASE LEDGER INVOICE LISTING

User: M.BABBAGE

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/05/2026	11190	39707	ADADEMY CONSULTING	ACA001	3,200.00	640.00	3,840.00	9077	91	3,200.00	QS & Employers Agent Fees
15/05/2026	15/5	39768	BANKLINE	BANKL01	89.50	0.00	89.50	6975	31	89.50	Bank chgs
11/05/2026	SI-3503	39630	BAT & BALL SPORTS	BAT001	35.41	7.08	42.49	6900	50	35.41	Pool equip
07/05/2026	44381659	39621	BIDFOOD	BID001	432.56	44.85	477.41	6500	28	432.56	goods for resale
28/05/2026	44791663	39696	BIDFOOD	BID001	198.50	5.75	204.25	6500	28	198.50	goods for resale
28/05/2026	44791824	39697	BIDFOOD	BID001	24.94	4.99	29.93	6500	28	24.94	goods for resale
26/05/2026	0116216	39680	BOOKER	BOOK001	164.95	9.48	174.43	6500	28	125.53	goods for resale
								6505	28	39.42	consumables
18/05/2026	251017	39661	BOURNE SPORT	BOU002	232.00	46.40	278.40	5120	21	232.00	Fertilizer
06/05/2026	262046134	39620	BP FUEL	BPF001	6.19	0.00	6.19	5700	21	6.19	fuel
12/05/2026	262047585	39671	BP FUEL	BPF001	70.99	14.20	85.19	5700	21	70.99	fuel
19/05/2026	262049732	39670	BP FUEL	BPF001	87.50	17.50	105.00	5700	21	87.50	fuel
19/05/2026	262049733	39672	BP FUEL	BPF001	32.41	0.00	32.41	5700	21	32.41	fuel
31/05/2026	262056335	39718	BP FUEL	BPF001	14.00	0.00	14.00	5700	21	14.00	fuel
11/05/2026	SVO/379859	39658	BREWERS	BREW001	19.56	3.91	23.47	5410	50	19.56	paint equip
11/05/2026	SVO/379860	39699	BREWERS	BREW001	20.65	4.13	24.78	5410	33	20.65	paint equip
11/05/2026	SVO/379861	39659	BREWERS	BREW001	26.15	5.23	31.38	5410	50	26.15	paint equip
18/05/2026	SVO/379894	39727	BREWERS	BREW001	29.98	6.00	35.98	5310	21	29.98	Maint equip
27/05/2026	3599	39765	BRILLIANT BUSINESS	BRI005	600.00	120.00	720.00	6323	40	600.00	Business Show photography
11/05/2026	81534	39629	BRODEX TRIDENT	BROT001	300.00	60.00	360.00	6922	30	300.00	Legionella Risk Assessment
11/05/2026	81536	39628	BRODEX TRIDENT	BROT001	300.00	60.00	360.00	6922	28	300.00	Legionella Risk Assessment
11/05/2026	81537	39627	BRODEX TRIDENT	BROT001	300.00	60.00	360.00	6922	29	300.00	Legionella Risk Assessment
06/05/2026	6869	39569	CLEVER COOKS HIRE SE	CLE002	1,662.00	0.00	1,662.00	7205	42	1,662.00	Chevening Catering
08/05/2026	156733	39640	CONNECTAPHONE	CON001	561.76	112.35	674.11	6101	50	50.98	Apr telephone chg
								6101	22	50.98	Apr telephone chg
								6101	28	50.98	Apr telephone chg
								6101	36	50.98	Apr telephone chg
								6101	30	50.98	Apr telephone chg

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6101	31	306.86	Apr telephone chg
31/05/2026	I54899	39709	COUNTRY STYLE RECYCL	COU001	84.02	16.80	100.82	6935	36	15.50	May glass collection
								6935	29	68.52	May glass collection
12/05/2026	12/5	39632	BEATRIZ M DAY	DAY002	455.77	0.00	455.77	6016	21	73.39	contractor payment
								6016	22	382.38	contractor payment
15/05/2026	INV-0666	39626	DB GRAPHIC DESIGN	DBD001	395.00	0.00	395.00	6326	40	395.00	H&W Sticker designs
13/05/2026	950540	39646	ERNEST DOE	DOE001	233.32	46.66	279.98	5500	21	233.32	battery & hose
05/05/2026	000027937593	39611	EDF ENERGY	EDF002	983.84	196.76	1,180.60	6011	36	983.84	Apr electric chg
30/05/2026	000028215930	39738	EDF ENERGY	EDF003	45.87	2.29	48.16	6011	60	45.87	Apr electric chg
06/05/2026	000027964874	39643	EDF ENERGY	EDF004	629.68	125.93	755.61	6011	41	629.68	Apr electric chg
01/05/2026	000027884969	39610	EDF ENERGY	EDF011	1,027.38	205.47	1,232.85	6011	30	1,027.38	Apr electric chg
05/05/2026	SV435347	39631	ELS	ELS001	69.59	13.93	83.52	5500	29	69.59	Electrical equip
31/05/2026	135225	39717	ATLAS FM/EMPRISE SVS	EMP001	684.35	136.87	821.22	6932	22	684.35	May lock up chg
31/05/2026	135226	39716	ATLAS FM/EMPRISE SVS	EMP001	1,768.86	353.77	2,122.63	5311	21	1,768.86	May lock up chg
31/05/2026	135227	39715	ATLAS FM/EMPRISE SVS	EMP001	1,179.86	235.97	1,415.83	5311	21	1,179.86	May lock up chg
30/03/2026	5351480	39688	EVERFLOW WATER	EVE002	349.48	0.00	349.48	6002	23	14.78	Water chg 19/3-18/4
								5025	21	20.51	Water chg 19/3-18/4
								6014	33	670.77	Water chg 19/3-18/4
								6014	36	-356.11	Water chg 19/3-18/4
								6014	30	87.36	Water chg 19/3-18/4
								6014	21	46.61	Water chg 19/3-18/4
								6014	28	-187.60	Water chg 19/3-18/4
								6014	29	-22.59	Water chg 19/3-18/4
								6014	23	75.75	Water chg 19/3-18/4
31/03/2026	5354127	39687	EVERFLOW WATER	EVE002	472.88	0.00	472.88	6002	23	13.73	water chg 19/4-18/5
								5025	21	19.91	water chg 19/4-18/5
								6014	33	138.14	water chg 19/4-18/5
								6014	36	21.71	water chg 19/4-18/5
								6014	30	38.33	water chg 19/4-18/5

Purchase Ledger for Month No 2

Order by Supplier A/c

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/04/2026	5433316	39695	EVERFLOW WATER	EVE002	299.26	0.00	299.26	6014	21	40.78	water chg 19/4-18/5
								6014	28	92.97	water chg 19/4-18/5
								6014	29	29.00	water chg 19/4-18/5
								6014	23	78.31	water chg 19/4-18/5
								6002	23	14.19	water chg 19/5-18/6
								5025	21	20.58	water chg 19/5-18/6
								6014	33	293.60	water chg 19/5-18/6
								6014	36	40.89	water chg 19/5-18/6
								6014	30	65.22	water chg 19/5-18/6
								6014	21	35.17	water chg 19/5-18/6
								6014	28	161.29	water chg 19/5-18/6
								6014	29	34.22	water chg 19/5-18/6
								6014	33	-365.90	water chg 19/5-18/6
19/05/2026	5537166	39694	EVERFLOW WATER	EVE002	1,398.82	0.00	1,398.82	6002	23	13.73	Water chg 19/06-18/07
								5025	21	19.91	Water chg 19/06-18/07
								6014	33	333.43	Water chg 19/06-18/07
								6014	36	43.24	Water chg 19/06-18/07
								6014	30	38.33	Water chg 19/06-18/07
								6014	21	477.13	Water chg 19/06-18/07
								6014	28	406.73	Water chg 19/06-18/07
								6014	29	47.19	Water chg 19/06-18/07
								6014	23	19.13	Water chg 19/06-18/07
20/05/2026	CASV296800	39724	EXPRESS FACTORS	EXPR001	17.75	3.55	21.30	5410	21	6.02	Maint equip
								5550	21	11.73	Maint equip
14/05/2026	29UK023-0008	39644	GEOXPHERE	GEO001	350.00	70.00	420.00	6730	11	350.00	Parish mapping software subs
20/01/2026	101042	39689	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Coffee machine rent Jan
06/05/2026	103695	39613	HERBERT & WARD	HAW001	82.00	0.00	82.00	6500	28	82.00	goods for resale
26/05/2026	103998	39681	HERBERT & WARD	HAW001	145.00	12.60	157.60	6500	28	82.00	Goods for resale
								6505	28	63.00	consumables

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/05/2026	104041	39690	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Coffee machine rent May
27/01/2026	29349	39656	HELIOCENTRIX	HELI001	158.45	31.69	190.14	6240	50	158.45	Printer for HITB
01/05/2026	30439	39617	HELIOCENTRIX	HELI001	60.00	12.00	72.00	6240	31	60.00	website domain renewal
31/05/2026	30740	39729	HELIOCENTRIX	HELI001	180.00	36.00	216.00	6240	31	180.00	Cloudfare Pro subs
31/05/2026	30775	39730	HELIOCENTRIX	HELI001	1,925.57	385.11	2,310.68	6240	31	1,559.80	May IT support chg
								6242	31	365.77	May IT support chg
31/05/2026	T4031	39728	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	May wifi chg
								6101	22	11.48	May wifi chg
								6105	41	141.50	May wifi chg
								6105	22	10.00	May wifi chg
								6105	21	28.69	May wifi chg
								6105	50	32.82	May wifi chg
29/04/2026	0019493	39674	HOLLYBUSH LAUNDRY	HOL002	168.00	0.00	168.00	6013	36	168.00	laundry cleaning
05/05/2026	1009454	39764	KALL KWIK	KALL001	590.00	118.00	708.00	6323	40	295.00	Promotional banners
								6326	40	295.00	Promotional banners
14/05/2026	AP522	39635	KENT COUNTY COUNCIL	KCC002	500.00	0.00	500.00	6635	36	500.00	Premises Licence
16/05/2026	233431	39666	KCC KCS	KCC003	81.92	16.38	98.30	6013	21	81.92	cleaning equip
22/05/2026	236022	39652	KCC KCS	KCC003	59.66	11.93	71.59	6200	31	59.66	stationery
16/05/2026	23023585	39660	KENT BOILER REPAIRS	KEN004	190.00	38.00	228.00	5410	30	190.00	Boiler service
25/05/2026	23023589	39702	KENT BOILER REPAIRS	KEN004	70.00	14.00	84.00	5410	33	70.00	heating repair
26/05/2026	1208087119	39739	KONICA MINOLTA	KMB001	220.35	44.07	264.42	6240	31	220.35	Bizhub C550i chg 31/5-30/8
27/05/2026	1208094189	39740	KONICA MINOLTA	KMB001	815.14	163.03	978.17	6200	31	815.14	Print chg 28/2-30/5
28/05/2026	31	39691	LILIAS KITCHEN	LIL001	435.00	0.00	435.00	6520	36	405.00	Catering expenses
								6016	30	30.00	Catering expense Forget me not
22/05/2026	2026/523	39682	LISTENING ROOM	LIST001	120.00	0.00	120.00	6460	60	120.00	Market Event musician
12/05/2026	2486	39634	LOADSPEAR MEDIA LTD	LOA002	275.00	55.00	330.00	6460	31	275.00	Mayor's Photoshoot
14/05/2026	3438	39641	LONGLEY GROUP	LON002	283,847.22	56,769.44	340,616.66	9085	91	283,847.22	Sevenoaks Pavilion refurb
								338		-283,847.22	Sevenoaks Pavilion refurb
								8001	91	283,847.22	Sevenoaks Pavilion refurb

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/05/2026	INV-021884	39648	MANOR HIRE MARQUEES	MAN003	284.00	56.80	340.80	6326	40	284.00	H&W Fair marquee hire
28/05/2026	INV-021889	39706	MANOR HIRE MARQUEES	MAN003	1,136.00	227.20	1,363.20	6326	40	1,136.00	Marquee hire balance H&W Fair
13/05/2026	0000963313	39645	MAWS FINE FOODS	MAW001	88.10	0.00	88.10	6500	28	88.10	goods for resale
31/05/2026	MHC/3619A	39719	MAY HARRIS	MAY001	357.44	71.49	428.93	5025	21	357.44	May cleaning chg
30/04/2026	MHC/36251CCR	39662	MAY HARRIS	MAY001	28.10	5.62	33.72	5026	21	28.10	cleaning credit
30/04/2026	MHC/36251CCRA	39685	MAY HARRIS	MAY001	-28.10	-5.62	-33.72	5026	21	-28.10	cleaning credit
30/04/2026	MHC/36251CCRRE39684		MAY HARRIS	MAY001	-28.10	-5.62	-33.72	5026	21	-28.10	cleaning credit
01/05/2026	MHC/36321	39609	MAY HARRIS	MAY001	693.00	138.60	831.60	6010	33	693.00	cleaning cover 20/4-1/5
31/05/2026	MHC/36519	39722	MAY HARRIS	MAY001	357.44	71.49	428.93	5020	29	357.44	May cleaning chg
31/05/2026	MHC/36519B	39720	MAY HARRIS	MAY001	357.44	71.49	428.93	6013	30	357.44	May cleaning chg
31/05/2026	MHC/36519C	39721	MAY HARRIS	MAY001	357.43	71.49	428.92	5026	21	357.43	May cleaning chg
31/05/2026	INV32511	39736	MIDAS WASTE	MID001	103.30	20.66	123.96	6935	30	103.30	Bin collection chg May
31/05/2026	INV32512	39733	MIDAS WASTE	MID001	127.74	25.55	153.29	6935	36	127.74	Bin collection chg May
31/05/2026	INV32513	39735	MIDAS WASTE	MID001	72.20	14.44	86.64	6935	28	72.20	Bin collection chg May
31/05/2026	INV32514	39737	MIDAS WASTE	MID001	103.30	20.66	123.96	6935	22	103.30	Bin collection chg May
31/05/2026	INV32515	39731	MIDAS WASTE	MID001	80.00	16.00	96.00	6326	40	80.00	Bin collection chg
31/05/2026	INV32516	39732	MIDAS WASTE	MID001	265.30	53.06	318.36	6935	21	265.30	Bin collection chg May
31/05/2026	INV32517	39734	MIDAS WASTE	MID001	103.45	20.69	124.14	6935	33	103.45	Bin collection chg May
25/05/2026	433339	39692	NATIONAL LEAFLET CO	NAT010	3,823.00	0.00	3,823.00	6200	31	3,823.00	Town Crier print chg
11/05/2026	NEREODBS19221	39639	NEREO	NER001	20.00	4.00	24.00	6922	50	20.00	Lewis Proj DBS check
28/05/2026	UKSPS00194322	39693	NEXUDUS SL	NEX001	99.68	19.94	119.62	6900	41	99.68	May Hub booking chg
30/04/2026	33350156	39673	NISBETS	NIS001	25.29	5.05	30.34	6013	36	25.29	cleaning equip
05/05/2026	33381529	39612	NISBETS	NIS001	39.26	7.85	47.11	6013	36	39.26	cleaning equip
30/04/2026	1009358	39668	OAKS PLANT HIRE	OAKS001	83.00	16.60	99.60	5500	21	83.00	Trestles
13/05/2026	0001/00222797	39667	OBM	OBM001	8.96	1.79	10.75	6822	22	8.96	maint equip
14/05/2026	0001/00222901	39726	OBM	OBM001	47.46	9.49	56.95	5550	21	25.04	Maint equip
								5410	21	22.42	Maint equip
28/05/2026	28/MAY26/GEO	39705	ONECARD	ONE002	3,345.44	126.70	3,472.14	6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6101	31	8.34	Youth Work mobile
								5500	31	18.75	Toaster
								6630	11	309.00	Planning Application service
								6630	11	75.83	Planning Application service
								6630	11	-149.00	Planning Application refund
								6200	31	75.85	Lever arch files
								6200	31	27.36	Magazine file holder
								6415	31	12.00	cleaner leaving gift
								6415	31	12.00	cleaner leaving gift
								6415	31	53.50	Flowers for A.C
								7205	42	15.00	Chevening refreshments
								6013	36	55.95	Food waste bags
								6010	41	76.98	Food waste bags
								6010	33	76.98	Food waste bags
								6010	50	7.50	cleaning equip
								6104	21	6.67	O/S manager mobile
								6104	36	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6104	21	5.00	O/S Supervisor mobile
								6315	31	356.13	Job advertising fee
								6240	31	10.83	Software design subs
								6410	31	85.95	Annual Council refreshments
								6241	50	12.00	website maintenance
								6241	31	10.83	Vine Café website domain
								6710	31	8.50	conference train fair
								6900	50	278.23	Sevenoaks Larder Food
								6900	50	470.79	Sevenoaks Larder Food
								6900	50	54.33	Sevenoaks Larder Food
								6730	31	54.00	Chat GPT subs

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6730	31	30.00	Chatty Café subs 2026/27
								6730	31	83.00	ACCA Ethics Module - N.W
								5550	21	362.50	Vehicle Tax GK20 DZO
								6326	40	118.26	Metal crowd barrier
								6326	40	116.00	Radios for H&W Fair
								6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising
								6500	50	50.47	Goods for resale
								6500	50	58.12	Goods for resale
								6500	50	40.04	Goods for resale
								6500	50	24.33	Goods for resale
								6500	50	-40.04	Goods for resale
								6500	50	-24.33	Goods for resale
								6500	28	135.06	Goods for resale
								6500	28	44.83	Goods for resale
								6500	50	27.51	Goods for resale
								6500	50	10.42	Goods for resale
								6500	28	-9.59	cleaning equip
								6002	23	8.34	Allotment data
								6300	31	203.53	Adobe subscription
28/05/2026	28/MAY26/LIN	39704	ONECARD	ONE002	1,241.75	79.42	1,321.17	6500	28	145.17	Goods for resale
								6500	28	46.49	Goods for resale
								6500	50	62.56	Goods for resale
								6500	50	46.19	Goods for resale
								6500	28	78.23	Goods for resale
								6500	28	91.75	Goods for resale
								6500	28	-0.47	Goods for resale
								6500	50	37.19	Goods for resale

Purchase Ledger for Month No 2

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								6500	50	41.52	Goods for resale
								6500	28	72.39	Goods for resale
								6500	28	120.19	Goods for resale
								6500	28	57.99	Goods for resale
								6500	28	-2.48	Goods for resale
								6500	28	72.92	Goods for resale
								6010	28	0.98	Cleaning equip
								6010	50	7.18	Cleaning equip
								6010	28	1.67	Cleaning equip
								6630	11	18.72	Survey subscription
								6240	31	88.78	Feb Fireflies plan
								6240	31	3.81	Feb Fireflies plan
								299	0	5.99	Payment in error
								6505	50	3.33	consumables
								6505	28	5.50	consumables
								5410	50	1.67	maint equip
								6415	31	15.00	Stag Director leaving gift
								6900	50	218.31	Sevenoaks Larder Food
								6200	50	1.17	stationery
12/05/2026	00373373	39642	PERFECT CUISINE CATE	PER001	525.00	0.00	525.00	6448	42	525.00	Mayor Making catering
01/05/2026	234081	39614	PREMIER ALARMS	PREM001	536.35	107.27	643.62	6930	22	536.35	security system annual renewal
01/05/2026	234257	39615	PREMIER ALARMS	PREM001	172.39	34.48	206.87	6930	41	172.39	Security system annual renewal
01/05/2026	234333	39616	PREMIER ALARMS	PREM001	172.39	34.48	206.87	6931	41	172.39	CCTV system annual renewal
08/05/2026	283250	39664	PROVENDER	PRO002	61.25	12.25	73.50	6802	22	6.67	compost
								5500	21	42.91	hose
								5410	39	11.67	maint equip
08/05/2026	283253	39663	PROVENDER	PRO002	20.00	4.00	24.00	6802	22	20.00	compost
13/05/2026	283944	39665	PROVENDER	PRO002	66.50	12.40	78.90	5340	29	66.50	plants
31/03/2026	INV-00032506	39566	PSTAX	PST001	166.67	33.33	200.00	6320	31	166.67	Tax Course - NW

Purchase Ledger for Month No 2

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/05/2026	19/5	39624	ROYAL BRITISH LEGION	RBL001	55.00	0.00	55.00	6448	42	55.00	RBL Annual County Dinner
11/05/2026	10630	39669	G R REGAN	REG002	4,910.00	982.00	5,892.00	9046	91	4,910.00	Chapel roofing works
								360		-4,910.00	Chapel roofing works
								8001	91	4,910.00	Chapel roofing works
18/05/2026	082	39675	RENEE KAPUKU	REN001	150.00	0.00	150.00	7206	42	150.00	IWD Speaker fee
31/05/2026	22668613	39708	RENTOKIL	RENT001	440.56	88.11	528.67	6922	33	440.56	Pest control 29/5/26-30/9/26
21/05/2026	99540	39655	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till support
05/05/2026	420820	39567	RITELITE SYSTEMS LTD	RIT001	4,145.12	829.02	4,974.14	9065	91	4,145.12	Sportslite kit
18/05/2026	20/5	39623	SALLY LAYNE	SAL002	300.00	0.00	300.00	5500	50	300.00	14 African drums
06/05/2026	2102106	39619	SDC	SDC001	2,711.31	0.00	2,711.31	5421	60	1,192.29	May Market rent chg
								5420	60	1,519.02	May Market rent chg
17/04/2026	GAC68640	39698	SETYRES	SETY001	20.00	4.00	24.00	5500	22	20.00	tyre
27/05/2026	27/5	39683	SEV AREA YOUTH	SEV033	5,839.30	0.00	5,839.30	7100	42	5,839.30	Mayor's Charity Donation
05/05/2026	INV-001917	39564	SEVENOAKS HOCKEY	SEV049	1,000.00	0.00	1,000.00	6869	32	1,000.00	Climate Fair Marquee Hire
08/05/2026	8/5/26	39653	WATER CHOICE	SEWAT001	197.34	0.00	197.34	6014	22	197.34	water chg 12/11-9/5
26/05/2026	92551	39701	SGE	SGE001	7.77	1.55	9.32	5525	21	7.77	maint equip
07/05/2026	1814	39633	SG PLUMBING AND HEAT	SGP001	120.00	24.00	144.00	5410	30	120.00	toilet repair
21/05/2026	1823	39703	SG PLUMBING AND HEAT	SGP001	80.00	16.00	96.00	5410	30	80.00	Unblock toilet
26/05/2026	INV-3731	39679	SHEFFORDS	SHE001	1,250.00	250.00	1,500.00	6630	31	1,250.00	Long Spring Woods valuation
13/05/2026	IV04457302	39657	SSE	SSE001	343.59	17.18	360.77	6862	26	343.59	Apr electric chg
18/05/2026	18/5	39622	STAG	STAG002	27,000.00	0.00	27,000.00	7556	38	27,000.00	Stag Community Arts grant
11/03/2026	8398	39647	STAG	STAG002	29.80	5.96	35.76	6900	50	29.80	foam sign for invoice recharge
06/05/2026	004	39565	STRATFORD THEATRE CO	STR003	750.00	0.00	750.00	6869	32	750.00	Climate Fair Show
14/05/2026	OP/I128904	39700	SUTCLIFFE PLAY	SUTC001	235.42	47.08	282.50	5310	21	235.42	Play area equip
05/05/2026	INV-000492	39568	JS TAYLOR	TAYL001	380.00	0.00	380.00	5410	41	380.00	Electrical works
05/05/2026	5/5	39563	TOWN CRIER	TOW001	51.00	0.00	51.00	6869	32	51.00	Town Crier Climate Fair appear
13/05/2026	1043593034	39725	TRAVIS PERKINS	TRA005	13.19	2.63	15.82	5500	21	5.92	Maint equip
								5410	21	7.27	Maint equip
19/05/2026	INV-7010	39678	TREE ABILITY	TREE001	960.00	192.00	1,152.00	5070	21	960.00	Tree work - Littlewoods

Purchase Ledger for Month No 2

Order by Supplier A/c

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/05/2026	2627	39636	ULTRALITE	ULTRA001	1,540.00	308.00	1,848.00	5424	60	220.00	Promotional Banners
								6326	40	220.00	Promotional Banners
								6323	40	220.00	Promotional Banners
								6461	31	880.00	Promotional Banners
12/05/2026	I-0406800	39651	UNITED GAS AND POWER	UNI002	177.21	8.86	186.07	6012	30	177.21	April Gas chg
12/05/2026	I-0406916	39650	UNITED GAS AND POWER	UNI003	271.38	54.28	325.66	6012	36	271.38	April Gas chg
12/05/2026	I-0406901	39686	UNITED GAS AND POWER	UNI004	406.27	81.25	487.52	6012	33	406.27	Gas chg April
05/05/2026	APR SAT MARKET	39618	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	Apr Sat market set up chg
01/05/2026	21964	39543	VISION ICT	VISICT001	316.25	63.25	379.50	6241	31	316.25	Website support chg 2026/27
01/05/2026	21965	39542	VISION ICT	VISICT001	327.75	65.55	393.30	6241	30	327.75	Website support chg 2026/27
14/05/2026	14/5	39625	WE ARE BEAMS	WAB001	56.00	0.00	56.00	6448	42	56.00	We Are Beams Afternoon Tea
05/05/2026	5/5	39560	WARNERS SOLICITORS	WARN001	413.15	0.00	413.15	6630	31	413.15	Solicitor fees
11/05/2026	20/5	39637	WARNERS SOLICITORS	WARN001	30.00	0.00	30.00	6710	31	30.00	Sevenoaks Ladies Lunch 25/06
14/05/2026	3039102	39677	WARNERS SOLICITORS	WARN001	2,005.96	400.00	2,405.96	6620	31	2,005.96	Buckhurst Legal Fees
15/05/2026	3039127	39638	WARNERS SOLICITORS	WARN001	4,305.50	861.10	5,166.60	9080	91	4,305.50	Jane Ryland Legal exps for JCT
16/05/2026	25181	39676	WEDDLE & CO	WEDD001	95.00	19.00	114.00	6421	31	95.00	Mayor's Hnrs Board Addition
02/05/2026	2/5/26	39710	WEST KENT CONCERT BA	WES007	250.00	0.00	250.00	6868	29	250.00	Summer concerts band
31/05/2026	436760419	39714	WORLDPAY	WOR001	285.61	20.12	305.73	6976	28	285.61	May card trans chg
31/05/2026	436890822	39713	WORLDPAY	WOR001	10.97	0.69	11.66	6976	50	10.97	May card trans chg
31/05/2026	436915024	39712	WORLDPAY	WOR001	38.62	0.02	38.64	6976	31	38.62	May card trans chg
31/05/2026	436955578	39711	WORLDPAY	WOR001	65.30	10.64	75.94	6976	31	65.30	May card trans chg
01/05/2026	WM12713706	39654	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Apr card trans chg
15/05/2026	SINV101357	39562	WORKNEST	WOR002	1,495.00	299.00	1,794.00	6330	31	1,495.00	EAP - Year 3
TOTAL INVOICES					388,297.49	66,676.98	454,974.47			388,297.49	

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
01/05/2026	Reach PLC	BACS	16.03		Sevenoaks Chronicle subs
01/05/2026	Sevenoaks District Council	DD02/MAY26	884.00		May Business Rates chg
01/05/2026	Sevenoaks District Council	DD03/MAY26	2,622.00		May Business Rates chg
01/05/2026	Sevenoaks District Council	DD04/MAY26	588.00		May Business Rates chg
01/05/2026	Sevenoaks District Council	DD05/MAY26	64.00		May Business Rates chg
01/05/2026	Sevenoaks District Council	DD06/MAY26	149.00		May Business Rates chg
01/05/2026	Sevenoaks District Council	DD07/MAY26	550.00		May Business Rates chg
05/05/2026	BACS P/L Pymnt Page 7252	BACS Pymnt	1,013.15		BACS P/L Pymnt Page 7252
05/05/2026	BP Fuel	DD08	195.20		fuel
05/05/2026	NATWEST ONE CARD	DD09	3,558.42		Geo Onecard April
05/05/2026	Mayors Charity Account	correc1404	60.00		Correction rec 1404 Mayor's
07/05/2026	Nexodus S.L	DD10	120.10		Hub booking chg
07/05/2026	BP Fuel	DD11	80.96		fuel
08/05/2026	BACS P/L Pymnt Page 7253	BACS Pymnt	16,551.95		BACS P/L Pymnt Page 7253
08/05/2026	Mayors Charity Account	Correction	72.00		Chevening Maids correction
08/05/2026	Petty Cash	002013	391.74		Petty cash top up
12/05/2026	CCLA Public Sector Deposit Fun	INVESTMENT	750,000.00		CCLA Funds Deposit
13/05/2026	BP Fuel	DD12	6.19		fuel
15/05/2026	Connectaphone	DD13	674.11		Apr telephone chg
15/05/2026	NatWest Bankline	bln	89.50		Bank chgs
18/05/2026	United Gas & Power - Bat & Bal	DD14	186.07		April Gas chg
18/05/2026	United Gas & Power - Bat & Bal	DD16	325.66		April Gas chg
18/05/2026	United Gas And Power - Offices	DD15	487.52		Gas chg April
19/05/2026	WorldPay	DD17	10.86		Apr card trans chg
19/05/2026	WorldPay	DD18	169.95		Apr card trans chg
19/05/2026	WorldPay	DD19	93.14		Apr card trans chg
19/05/2026	WorldPay	DD20	61.37		Apr card trans chg
19/05/2026	BP Fuel	DD21	85.19		fuel
20/05/2026	WorldPay	DD22	11.94		Apr card trans chg
21/05/2026	BACS P/L Pymnt Page 7260	BACS Pymnt	405,052.96		BACS P/L Pymnt Page 7260
21/05/2026	R.P	BACS/21/05	225.00		Allotment holder Tyre repair
21/05/2026	D.M	BACS21/5	20.00		Allot key refund
21/05/2026	Reposs Ltd	DD23	38.11		Monthly till support
21/05/2026	EDF ENERGY - Cemetery	DD24	225.71		Apr electric chg
22/05/2026	EDF ENERGY - B&B Station	DD25	1,232.85		Apr electric chg
22/05/2026	Payroll A/c	BACS22/5	62,984.48		May Salaries Tfr
26/05/2026	EDF Energy - Bat and Ball Cent	DD26	1,180.60		Apr electric chg
26/05/2026	Payroll A/c	BACS26/5	27,880.64		May HMRC/KCC Tfr
27/05/2026	BP Fuel	DD27	137.41		fuel
27/05/2026	EDF Energy - Business Hub	DD28	755.61		Apr electric chg
28/05/2026	SSE	DD30	360.77		Apr electric chg
28/05/2026	Country Style Recycling	DD31	100.82		Apr bin collection chg
28/05/2026	Everflow Water	DD29	1,377.73		water chg 19/5-18/6

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
29/05/2026	BACS P/L Pymnt Page 7270	BACS Pymnt	20,006.64		BACS P/L Pymnt Page 7270
29/05/2026	Payroll A/c	DD29/5	4,947.23		May L&G Tfr
Total Payments			<u>1,305,644.61</u>		

Date: 07/07/2026

Sevenoaks Town Council

Page: 1

Time: 15:43

Cashbook 5

User: M.BABBAGE

Payroll A/c

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 22/05/2026	62,984.48						
BACS22/5	Nat West - Current Account	62,984.48			201		62,984.48	May Salaries Tfr
	Banked: 26/05/2026	27,880.64						
BACS26/5	Nat West - Current Account	27,880.64			201		27,880.64	May HMRC/KCC Tfr
	Banked: 29/05/2026	4,947.23						
DD29/5	Nat West - Current Account	4,947.23			201		4,947.23	May L&G Tfr
Total Receipts for Month		95,812.35	0.00	0.00			95,812.35	
Cashbook Totals		<u>96,812.35</u>	<u>0.00</u>	<u>0.00</u>			<u>96,812.35</u>	

Continued on Page 2

Date: 07/07/2026

Sevenoaks Town Council

Page: 2

Time: 15:43

Cashbook 5

User: M.BABBAGE

Payroll A/c

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/05/2026	Employees	BACS22/5	62,744.48			520		62,744.48	May Salaries Payment
22/05/2026	Councillors	BACS22/5-	240.00			520		240.00	May Allowances Payment
26/05/2026	HMRC/KCC	BACS26/5	27,880.64			515		23,502.46	May HMRC Payment
						516	0	4,378.18	May KCC Payment
29/05/2026	Legal & General	DD29/5	4,947.23			516		4,947.23	May Legal & General Payment
Total Payments for Month			95,812.35	0.00	0.00			95,812.35	
Balance Carried Fwd			1,000.00						
Cashbook Totals			96,812.35	0.00	0.00			96,812.35	

Date: 07/07/2026

Sevenoaks Town Council

Page: 1

Time: 15:44

Cashbook 6

User: M.BABBAGE

Petty Cash

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	600.26					600.26	
	Banked: 08/05/2026	391.74						
002013	Nat West - Current Account	391.74			201		391.74	Petty cash top up
Total Receipts for Month		391.74	0.00	0.00			391.74	
Cashbook Totals		<u>992.00</u>	<u>0.00</u>	<u>0.00</u>			<u>992.00</u>	

Continued on Page 2

Date: 07/07/2026

Sevenoaks Town Council

Page: 2

Time: 15:44

Cashbook 6

User: M.BABBAGE

Petty Cash

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/05/2026	Open Spaces	1350	30.00		5.00	5500	21	25.00	key
06/05/2026	Establishments	1351	12.60			6330	31	12.60	refreshments
07/05/2026	Establishments	1352	38.90			6410	31	38.90	Mayoral robe cleaning
07/05/2026	Bat and Ball Centre	1353	33.63		5.60	6013	36	28.03	cleaning equip
07/05/2026	Vine Cafe	1354/A	3.50			6500	28	3.50	goods for resale
07/05/2026	Vine Cafe	1354/B	2.79		0.47	6010	28	2.32	cleaning equip
07/05/2026	Vine Cafe	1355/A	114.08			6500	28	114.08	goods for resale
07/05/2026	Youth Cafe	1355/B	22.37		3.72	5410	50	18.65	painting equip
07/05/2026	Youth Cafe	1355/C	5.90			6900	50	5.90	games
07/05/2026	Youth Cafe	1355/D	13.59		2.27	6200	50	11.32	stationery
07/05/2026	Vine Cafe	1354/AREV	-3.50			6500	28	-3.50	goods for resale
07/05/2026	Vine Cafe	1354/ACORR	114.08			6500	28	114.08	goods for resale
07/05/2026	Vine Cafe	1355/AREV	-114.08			6500	28	-114.08	goods for resale
07/05/2026	Youth Cafe	1355/ACORR	3.50			6500	50	3.50	goods for resale
18/05/2026	Cemetery	1356	15.00		2.50	6500	22	12.50	engraving
22/05/2026	Bat and Ball Centre	1357	19.59		3.27	6952	36	16.32	work boots
27/05/2026	Youth Cafe	1358/A	16.97		2.83	5410	50	14.14	plants
27/05/2026	Youth Cafe	1358/B	27.22		4.54	6200	50	22.68	stationery
Total Payments for Month			356.14	0.00	30.20			325.94	
Balance Carried Fwd			635.86						
Cashbook Totals			992.00	0.00	30.20			961.80	

**Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026**

RECOMMENDATION FROM COMMUNITY ASSETS (OPEN SPACES) COMMITTEE: ALLOTMENT RENTS

At its meeting held on 6th July 2026, the Community Assets (Open Spaces) Committee considered the allotment rents for 2027/2028 and resolved as follows:

“204.1 Allotment Rent

RESOLVED:

- 1) To recommend to the Finance & Delivery Committee that 2027/2028 allotment rents for Quakers Hall Allotments be increased by no more than 2.8% i.e. to 26p per square metre.
- 2) To recommend to the Finance & Delivery Committee that 2027/2028 allotment rents for Bradbourne Vale Allotments be increased by no more than 2.8% i.e. to 25p per square metre.
- 3) That any increase be communicated to the tenants in September along with their renewal correspondence and invoice, with the increase effective from 1st October 2027.”

Background information:

Allotment Rent

2017-18	£2.00 per rod*	
2018-19	£3.50 per rod	(75% increase)
2019-20	£4.00 per rod	(14% increase)
2020-21	£4.15 per rod	(3.5% increase)
2021-22	18p per square metre	(9% increase)
2022-23	19.8p per square metre	(10% increase)
2023-24	21.8p per square metre	(10% increase)
2024-25	1. 23.00p per square metre for QHA site	(5.5% increase)
	2. 22.00p per square metre for BVA site.	(1.0% increase)
2025/26	1. 24.00p per square metre for QHA site.	(5% increase rounded to integer)
	2. 23.00p per square metre for BVA site.	(5% increase rounded to integer)
2026/27	1. 25.00p per square metre for QHA site.	(4.5% increase rounded to integer)
	2. 24.00p per square metre for BVA site.	(4.5% increase rounded to integer)

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

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

Recommendation: The Finance & Delivery Committee is asked to consider the recommendations set out at the top of this report.

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**Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026**

Additional Land at Longspring Woods

This item was deferred from the Finance & Delivery Committee 8th June 2026

In September 2023, Sevenoaks Town Council successfully nominated two parcels of ancient woodland, collectively known as Longspring Wood, to be registered as Assets of Community Value under the Localism Act's national "Right to Bid" process. The Town Council considers both pieces of land contribute to local residents' social and mental wellbeing, as well as their cultural, recreational and sporting interests.

When the larger of the two parcels was put up for sale, the Town Council submitted an Intent to Bid, which halted the sale for a 6 month "moratorium," granted Officers time to produce a Business Case. This resulted in an historic community-funding campaign which raised over £100,000 in just 23 days.

At that time, the sale did not include the smaller parcel of Longspring Wood, located to the west of the main parcel. The owner has since submitted their intent to sell the asset, and Sevenoaks Town Council has therefore triggered a further six-month "moratorium" to its sale on the open market. This is in line with the Town Council's Green Community Investment Plan, which sets out its aspiration to purchase local assets, where they can be used for community benefit and to protect their future availability for years to come.

The Town Council is liaising with the landowner, agent, and neighbouring landowners in order to establish likely sale price and evaluate benefits and possible funding routes for securing this important piece of land to local ownership.

This topic has already been considered at a recent Planning & Environment Committee, and it was noted that a neighbouring resident was interested in purchasing the land.

An independent valuation has been obtained, for commercial reasons this is currently being kept confidential.

Sevenoaks Town Council could consider purchasing the land to ensure long term protection against development and leasing to the neighbouring resident for operational purposes.

RECOMMENDED: Sevenoaks Town Council negotiates for the purchase of the land as per its Green Investment Strategy and consider the option of leasing to the neighbouring resident.

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Sevenoaks Town Council**Rugby Lease Report – Land at Knole Paddock****1. Purpose of the Report**

To advise Members of the forthcoming rent review under the Rugby Club lease and seek instructions regarding the review process.

2. Background

Sevenoaks Town Council granted a lease of land at Knole Paddock to the Rugby Club for a term of 25 years expiring on 24 December 2044.

The current annual rent payable under the lease is £3,750.

3. Rent Review

In accordance with the provisions of the lease, the first rent review falls due on 25 December 2026.

To ensure that the Council complies with the lease terms and secures an appropriate market rent, it is advisable to obtain an independent professional valuation to inform the review.

The valuation will provide Members with an objective assessment of the current market rental value and assist the Council in negotiating the revised rent in accordance with the lease.

4. Financial Implications

There will be a cost associated with instructing a qualified valuer to undertake the rent review. This cost can be met from the appropriate professional fees budget.

5. Recommendation**Members are requested to:**

- Note that the first rent review under the Rugby Club lease is due on 25 December 2026.
- Authorise officers to instruct an appropriately qualified valuer to undertake a rental valuation in accordance with the lease provisions.
- Receive a further report once the valuation has been completed to determine the revised rent.

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Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

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

Item	Minute No	Item	Status	Latest update
1.	46 F&GP 24.04.23 294 F&D 02.09.24	Provision of Electric vehicle Charging Bollards at Raleys Car Park	<i>Ongoing</i>	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.
2.	127 F&GP 12.06.23	Participatory Budgeting	<i>Ongoing</i>	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 [<i>Participatory Budgeting</i>] 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.
3.	544 27.11.23	Operation of Cafes	<i>Ongoing</i>	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. Dates of operation to be changed April – September. 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. Update 20.07.26 STC is currently in dialogue with potential concession for Café on the Vine.

Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

Item	Minute No	Item	Status	Latest update
4.	54 F&GP 22.04.24 447 F&D 25.11.24	Town Team: Business Improvement District (BID)	<i>Ongoing</i>	RESOLVED: That £10,000 be allocated for the funding of the British Bids “Bid Buddy” service to accompany Sevenoaks town on making a successful plan, in the process of creating a Business Improvement District (BID) Process commenced, aiming for a referendum February 2025. Bid proposal to be 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 be put to a ballot of qualifying businesses.
5.	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	<i>Ongoing</i>	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

Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

Item	Minute No	Item	Status	Latest update
				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. 71 responses received as of 6th January 2026 Letter drop materials are being prepared by the Planning Committee Clerk and volunteers will be sought shortly after. NB: Kent County Council have launched a pre-TRO consultation for two of the locations within STC's own consultation – being The Crescent and Hillingdon Avenue. Consultation report being prepared, summarising the results and responding to written comments. This will go to the Planning & Environment Committee for review and final agreement of locations to be submitted to KCC with request and funding of a TRO. STC has liaised with KCC Officer Tony Lee, who is managing and consulted on a similar project for double yellow lines at Hillingdon Avenue as well as safe crossing points in January. Informal agreement has been reached to collaborate and merge the double yellow line aspect of KCC's project, with STC to pursue it via HIP process, and KCC to contribute half of the TRO cost (currently £3,125 + an extra £710 for JTB report, but likely to increase in April). KCC will also halve cost of installing the double yellow lines at the locations where the two projects overran. Consultation report published and final locations approved by Planning & Environment Committee on 2nd March 2026 (Minute number 693). These have been submitted to KCC for formal design and consultation via legal Traffic Regulation Order. The designs are still being prepared by KCC's Design team and will be sent to STC for approval before TRO once ready.
6.	39 F&D 14.04.25	Greatness Recreation Ground Community	<i>Ongoing</i>	RESOLVED that: 1) Following notification of successful Football Foundation grant, Sevenoaks Town Council to sign the JCT Contract for the construction

Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

Item	Minute No	Item	Status	Latest update
		& Football Pavilion		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: - Project management procedures - Finance management procedures - Cash flow - Agreement with Football Foundation - 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 project team came together to celebrate the start of the build. RESOLVED: That the contract payment schedule for the Greatness Pavilion project be received and approved. Building project progressing ahead of schedule. RESOLVED that Sevenoaks Town Council proceeds using £65,000 CIL funding and £100,000 from Capital Receipts Earmarked Reserve, for:
	307 F&D 01.09.25			
	506 F&D 24.11.25			
	44 F&D 20.04.26	Landscaping and Ancillary Facilities		

Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

Item	Minute No	Item	Status	Latest update
	Update 08.06.26 Update 20.07.26			1. Installation of Solar Batteries at a cost of £9,000 as part of its Green Community Investment Plan 2. Gravel Hogging* to Emergency Pathway at £23,000 3. Installation of two electric vehicle charging points at £8,000. 4. Installation of cycle stand and cover at £1,500 5. Installation of pedestrian paths and top dressing with Gravel Hogging at £20,000 6. Top dressing car park with Gravel Hogging at £85,450 7. 2 x new gates at £6,000 8. Trees at £7,000 Total £159,950 *Noted, that Tarmac has agreed contribution to supply gravel hogging of approximately £40,000; a STFC member has offered to supply trees, further saving of £7,000. A Variation of Condition application (reference 26/01413/CONVAR) has been submitted to and validated by Sevenoaks District Council for the following: - Relocate the proposed trees in order to retain open views from the car park - Relocate overspill parking area to retain more parkland - Widening of pedestrian and cycle path for enhanced access and emergency vehicle access - Solar panels Official opening scheduled for 6pm on 18th September 2026.
7.	244 F&D 21.07.25	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.

Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

Item	Minute No	Item	Status	Latest update
	292 Council meeting 01.09.25			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: - strongly confirms its preference for the transfer of the Freehold of the Stag rather than a lease - submits Expressions of Interest for Bradbourne Lakes and The Shambles in SDC Tranche 2 - 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. Update: Revised timeline issued by SDC.
	383 F&D 29.09.95			RESOLVED: Sevenoaks Town Council have serious concerns about Sevenoaks District Council's Recommendations for Community Asset Transfers which are due to be considered at their Cabinet meeting tomorrow evening. The Town Council had hoped to have had a liaison meeting to discuss these concerns with the District Council.* The Town Council believes that the Recommendations do not reflect Best Value for local
	36 F&D 20.04.26			

Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

Item	Minute No	Item	Status	Latest update
				residents and what is best for the Community in relation to economically, socially and for their well-being. The proposed charges for land arbitrary set at £5 sqm and potentially Market Value for the Stag at £650k is one of the serious concerns as the funding of these transfers will fall direct to local residents to pay for assets already owned by the public. It is therefore Recommended that if Sevenoaks District Council does not agree to handing over the following Community Assets (Stag, Hollybush Recreation Ground, Horses Field, Market Rights and Shambles) at nominal value as allowed by legislation, Sevenoaks Town Council will use all avenues and resources available to contest this in the best interest of the current and future generations of Sevenoaks residents. It is hoped that other parish councils whose residents will be similarly impacted will join Sevenoaks Town Council. *Note, Liaison meeting arranged for 2nd June 2026.. RESOLVED that: 1) All relevant information be circulated to all Town Councillors as it was received 2) That authority be delegated to the Chair and Vice-Chair of the Finance & Delivery Committee, Chief Executive and Responsible Finance Officer to continue ongoing negotiations regarding the Stag Freehold or Lease, including any related expenses required to process matters, and to report back for consideration and verification by the Town Council 3) That an Extra Ordinary meeting of Sevenoaks Town Council be held on 15th June 2026 to discuss and, if necessary, to come to a conclusion. RESOLVED: Sevenoaks District Council (SDC) has previously stated it was not legal to transfer the Freehold of the Stag at a nominal fee and for this reason and others set out by SDC therefore must charge Sevenoaks Town Council and Sevenoaks residents £650,000.
	140 F&D 08.06.26	Local Government Organisation, Community Asset Transfer Of The Stag		
	171 15.06.26 Extra Ordinary meeting of Council			

Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

Item	Minute No	Item	Status	Latest update
				Sevenoaks Town Council does not believe the public should be asked for public money to retain a public asset in community use just because it was moving from one local authority to another as confirmed by recent KC legal opinion. Having received legal advice Sevenoaks Town Council would want to enter into negotiation for the Freehold of the Lease to be transferred. If Sevenoaks District Council says it is unwilling or unable to agree a negotiated sum recognising cultural, social, economic, educational and environmental value, Sevenoaks Town Council would accept the Option of a 30-year peppercorn lease on terms to be negotiated, however this would be strictly without prejudice to the Town Council's continuing position that the Freehold should be transferred. Acceptance of the lease would not diminish, replace or detract from Sevenoaks Town Council's ongoing position that the Freehold should be transferred for the reasons set out in its Stag Business Proposal. To be very clear Sevenoaks Town Council do not want to progress with Option 3 as it would be detrimental to cultural facilities in the town and district.
8.	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 approved, £71,795 awarded December 2025. Service Level Agreement being prepared. Anticipated date for delivery of the minibus to STC August 2026.

Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

Item	Minute No	Item	Status	Latest update
9.	508.2 F&D 24.11.25	Floodlighting -Sports Pitches at Knole Paddock		RESOLVED: 1) That tenders be sought for the installation of new permanent floodlights to be installed at the Rugby Pitch at the end of the season at an estimated cost of £38,000, to be funded from CIL. 2) To not proceed with structural inspection of current permanent floodlights unless further issues arise before the end of the season. 3) After a suitable demonstration and agreement with Sevenoaks Rugby Football Club regarding storage and charging, to purchase 2 mobile floodlights at a cost of £13,000, to be funded from CIL. 4) To approach Sevenoaks District Council to enquire if the discretionary CIL fund could assist with these purchases. SDC replied positively, however needs tenders & planning permission in place. Specification for tenders being prepared. Currently out to tender on government portal. RESOLVED that: 1) A further £22,578 of CIL be allocated to this project 2) That Option 2 of the tender received for a 5-mast permanent floodlighting system with new LEDs at Raleys field, at a cost of £60,577.53 be approved subject to planning permission 3) An application be submitted for planning permission. Application submitted, further information required. Advice from Ethos Environmental Planning that the proposed scheme would not be acceptable in planning terms due to stricter ecological and SSSI controls. STC has therefore had to revert to retaining the existing floodlight locations as well as LED light fittings due to their already having been consented in 2022. The amended proposal submitted to SDC is for new floodlight towers only, to be fitted with the current light fittings in their exact position and direction. This has removed the validation requirement for a preliminary ecological assessment, and STC is now waiting on existing elevation
	42 F&D 20.04.26			

Sevenoaks Town Council
Finance & Delivery Committee – 20th July 2026

Item	Minute No	Item	Status	Latest update
				drawings before it can submit the final amended plans. The next hurdle after the application is validated by SDC is whether it will be deemed acceptable in planning terms and granted.
10.	669 F&D 23.02.26	Local Power Plan: Partnership Working With Scan		RESOLVED: That the Committee strongly supports the idea of a potential partnership with SCAN to explore a Local Power Plan and hopes that productive conversations can take place in the future.
11.	45 F&D 20.04.26	Streetlight at Heathfield Road		Following damage by a vehicle to a streetlight column. RESOLVED: To proceed with the works from the contingency and that authority be delegated to the Town Clerk, in consultation with the Chair of the Finance & Delivery Committee, to negotiate a contribution to the further costs of replacing the streetlight with the resident within whose property the streetlight stands.
12.	46 F&D 20.04.26	Town Council Offices: Telephone Contract		RESOLVED: That the Town Council agrees a 12-month contract for the 3CX Phone System, at a cost of £208.50 per month and a one-off purchase of handsets.