

Tuesday, 25 August 2026

You are hereby summoned to attend a meeting of the **Finance & Delivery Committee** to be held in the **Council Chambers** on **Tuesday, 1 September 2026** at **7:30 PM**.

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 that the proceedings of this meeting will be streamed live to YouTube via the following link: <https://www.youtube.com/@sevenoakstowncouncil1647> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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



Town Clerk

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

Committee Members – Quorum minimum of three members

Cllr Libby Ancrum	Cllr Claire Shea (Vice Chair) – Leader
Cllr Catherine Daniell – Deputy Leader	Cllr David Skinner OBE
Cllr Dr Peter Dixon	Cllr Nigel Wightman (Chair)
Cllr Victoria Granville – Mayor	

Sevenoaks Town Council Offices,
Bradbourne Vale Road,
Sevenoaks, Kent TN13 3QG

council@sevenoakstown.gov.uk
www.sevenoakstown.gov.uk
01732 459953

PUBLIC QUESTIONS

To enable any representations or 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 from members who are unable to attend the meeting.

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 interests from members in respect of business included on the agenda.

4. MINUTES OF PREVIOUS MEETING

To approve and sign the minutes of the Finance & Delivery Committee meeting held on 20th July 2026 as a true and correct record.

5. FINANCE REPORTS: STATEMENT OF ACCOUNTS TO 31ST JULY 2026

To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31st July 2026, including:

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Fund Balances

Appendix 4 – Statutory Balance Sheet

Appendix 5 – Earmarked Reserves

Appendix 6 - Operating Income & Expenditure

5.1 Suppliers Accounts

To authorise payment of the accounts listed in the schedules for the period 1st to 31st July 2026.

5.2 Lists of Payments

To note list of payments for:

- Sevenoaks Town Council Nat West Account: 1st to 31st July 2026
- Mayor's Charity Account: 1st to 31st July 2026

5.3 Payroll Account

To confirm payments from the account listed in the schedules for the period: 1st to 31st July 2026.

5.4 Petty Cash Account

To confirm payments from the account listed in the schedules for the period: 1st to 31st July 2026.

5.5 Hospitality & Gifts

To note that no hospitality or gifts were received by councillors or staff for the period 1st to 31st July 2026

6. FINANCE REPORTS: STATEMENT OF ACCOUNTS TO 30TH JUNE 2026

To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30th June 2026, including:

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Fund Balances

Appendix 4 – Statutory Balance Sheet

Appendix 5 – Earmarked Reserves

Appendix 6 - Operating Income & Expenditure

6.1 Supplier's Accounts

To authorise payment of the accounts listed in the schedules for the period 1st to 30th June 2026.

6.2 List of Payments

To note list of payments for:

- Sevenoaks Town Council Nat West Account: 1st to 30th June 2026
- Mayor's Charity Account: 1st to 30th June 2026 - None

6.3 Payroll Account

To confirm payments from the account listed in the schedules for the period: 1st to 30th June 2026.

6.4 Petty Cash Account

To confirm payments from the account listed in the schedules for the period: 1st to 30th June 2026.

6.5 Hospitality and Gifts Register

To receive and note following Hospitality or Gifts received by Councillors or staff for the period 1st to 31st July 2026:

- Date of offer - 17.07.26
- Who to - Cllr Shea
- Accepted/Declined - Accepted
- Item - Tickets Improbable Theatre Performance at Soho Theatre
- Estimated Value - £50

7. CONCLUSION OF AUDIT 2025/26 (REPORT TO FOLLOW)

- To note conclusion of Audit, year ended 31st March 2025/2026: Completion Letter
- Certified Annual Governance and Accountability Return 2025/2026
- Notice of Conclusion of the Audit

8. RUGBY CLUB LEASE: RENT REVIEW

To consider the rent review due on 25th December 2026 of the lease of land at Knole Paddock to Sevenoaks Rugby Club.

9. ADDITIONAL LAND AT LONGSPRING WOODS

To consider the potential purchase of additional land at Longspring Woods.

10. SEVENOAKS TOWN COUNCIL RISK ASSESSMENT (CIRCULATED AS A SEPARATE

DOCUMENT)

To review Sevenoaks Town Council's Risk Assessment.

11. COMMUNITY ASSET TRANSFER - STAG COMMUNITY ARTS CENTRE (REPORT TO FOLLOW)

12. GRANT APPLICATIONS FOR CONSIDERATION

To consider grant applications received.

Note: Application forms attached, supporting papers circulated as separate document.

13. DARENT VALLEY COMMUNITY RAIL PARTNERSHIP

To note payment of the Town Council's Annual Contribution to the Darent Valley Community Rail Partnership.

13.1 Darent Valley Community Rail Partnership Annual Report 2026

To receive and note the Darent Valley Community Rail Partnership Annual Report.

13.2 Rail Safe Friendly Project Infographic

To note engagement in the project.

13.3 Darent Valley Community Rail Perception Survey 2025

To receive and note the DVCRP Perception Survey 2025.

14. MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT: BEST VALUE DUTY: CONSULTATION ON REVISED STATUTORY GUIDANCE - GOV.UK

- To receive notice that NALC has advised of the following linked MHCLG Best Value Duty consultation on revised statutory guidance (Best Value Duty: consultation on revised statutory guidance - GOV.UK).

NALC has recommended that Town Councils consider submitting a short response to consultation question 11 (paragraph 28 from the below linked guidance) which seeks feedback on the proposed characteristics of a well-run authority and indicators of potential failure in relation to Partnerships and Community Engagement:

https://assets.publishing.service.gov.uk/media/6a56544f31fb6daf31413680/Best_Value_Duty_-_draft_guidance_July_2026_.pdf

- The Committee is asked to consider delegating authority to the Chair, Vice-Chair and Town Clerk to compile a response to the consultation by the deadline of 7th October 2026.

15. CURRENT MATTERS

To receive and note updates to Current Matters

16. PRESS RELEASE

To consider any agenda item, which would be considered appropriate for a press release.

17. EXCLUSION OF PUBLIC & PRESS

To RESOLVE that, under the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public and press be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

18. CONFIDENTIAL REPORT - CAFE ON THE VINE CONCESSION (*Exempt*)

APPENDIX I — Public Documents

4. MINUTES OF PREVIOUS MEETING

2026 09 01 Agenda Item 4 - 2026-07-20 - Finance _ Delivery Committee - Draft Minutes.pdf

5. FINANCE REPORTS: STATEMENT OF ACCOUNTS TO 31ST JULY 2026

2026 09 01 Agenda Item 5 - FGP RFO report to for the year to date July 2026.pdf

2026 09 01 Agenda Item 5(i) - Income & Expenditure - July 26.pdf

2026 09 01 Agenda Item 5(ii) - Variance Analysis July 2026.pdf

2026 09 01 Agenda Item 5(iii) - Fund Balances.pdf

2026 09 01 Agenda Item 5(iv) - Balance Sheet as at 30_07_2026.pdf

2026 09 01 Agenda Item 5(v) - Earmarked Reserves (10).pdf

2026 09 01 Agenda Item 5(vi) - Income and Expenditure Account for Year Ended 31st March 2027 (2).pdf

5.1 Suppliers Accounts

2026 09 01 Agenda Item 5.1 - July Purchase Ledger.pdf

5.2 Lists of Payments

2026 09 01 Agenda Item 5.2a - July NatWest.pdf

2026 09 01 Agenda Item 5.2b - July Mayors.pdf

5.3 Payroll Account

2026 09 01 Agenda Item 5.3 - July Payroll.pdf

5.4 Petty Cash Account

2026 09 01 Agenda Item 5.4 - July Petty Cash.pdf

6. FINANCE REPORTS: STATEMENT OF ACCOUNTS TO 30TH JUNE 2026

2026 09 01 Agenda Item 6 - FGP RFO report to for the year to date June 2026.pdf

2026 09 01 Agenda Item 6(i) - Income & Expenditure.pdf

2026 09 01 Agenda Item 6(ii) - Variance Analysis June 2026.pdf

2026 09 01 Agenda Item 6(iii) - June 2026 Fund Balances.pdf

2026 09 01 Agenda Item 6(iv) - Balance Sheet as at 30_06_2026.pdf

2026 09 01 Agenda Item 6(v) - Earmarked Reserves (9).pdf

2026 09 01 Agenda Item 6(vi) - Income and Expenditure Account for Year Ended 31st March 2027 (1).pdf

6.1 Supplier's Accounts

2026 09 01 Agenda Item 6.1 - June Purchase Ledger.pdf

6.2 List of Payments

2026 09 01 Agenda Item 6.2 - June NatWest.pdf

6.3 Payroll Account

2026 09 01 Agenda Item 6.3 - June Payroll.pdf

6.4 Petty Cash Account

2026 09 01 Agenda Item 6.4 - June Petty Cash.pdf

8. RUGBY CLUB LEASE: RENT REVIEW

2026 09 01 Agenda Item 8 - Rugby Club Lease Report.pdf

9. ADDITIONAL LAND AT LONGSPRING WOODS

2026 09 01 Agenda Item 9 - Report FD 1.9.26 additional land at Longspring Wood.pdf

10. SEVENOAKS TOWN COUNCIL RISK ASSESSMENT (CIRCULATED AS A SEPARATE DOCUMENT)

2026 09 01 Agenda Item 10 - STC Risk Assessment Summary.pdf

12. GRANT APPLICATIONS FOR CONSIDERATION

2026 09 01 Agenda Item 12 - Grant Applications & History.pdf

2026 09 01 Agenda Item 12i - We Are Beams CYGNETS Proposal.pdf

2026 09 01 Agenda Item 12ii - GRANT APPLICATION FORMS FOR AGENDA.pdf

13. DARENT VALLEY COMMUNITY RAIL PARTNERSHIP

2026 09 01 Agenda item 13 - Darent Valley Community Rail Partnership - Report received from Sarah Newman.pdf

13.1 Darent Valley Community Rail Partnership Annual Report 2026

2026 09 01 Agenda Item 13i - DVCRP_Annual_Report_2026 FINAL.pdf

13.2 Rail Safe Friendly Project Infographic

Infographic.pdf

13.3 Darent Valley Community Rail Perception Survey 2025

2026 09 01 Agenda Item 13iii - DVCRP Rail Perception Surveys 2025 - written report.pdf

15. CURRENT MATTERS

2026 09 01 Agenda Item 15 - Current Matters.pdf

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th July 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/Z2obOtRmfa4>

Meeting commenced: 19:00 Meeting Concluded: 20:08

Present:

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

Cllr Dr Marilyn Canet	Substitute for	Cllr Catherine Daniell
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In attendance: Town Clerk and Senior Committee Clerk.

3 members of the public were present.

PUBLIC QUESTIONS

1. A member of the public addressed the Committee in relation to Agenda Item 8, Additional Land at Longspring Woods (*Minutes 229 & 238 refer*).
2. The meeting was adjourned from 19:29 to 19:40 (*Minute 230 below*) to enable Cllr Richard Streatfeild, Sevenoaks District Council & Kent County Council (KCC), to provide the following update:
 - KCC has approved the Kent Minerals Plan to go forward to the Inspector
 - Public Footpath SU12 will be closed for its whole length between its junction from Robyns Way and London Road from 22nd July to allow for improvements and widening to the footpath, it's expected to take 6 weeks (1st August).
 - Route 4 of the Sevenoaks Local Cycling and Walking Improvement Plan (SDC), which links Sevenoaks Station to Dunton Green Station has received government funding of £1.5m
 - Cllr Streatfeild's current case work includes 3 families submitting SEN transport appeals
 - KCC's SEND Local Area Partnership Ofsted Inspection has taken place with the report due in the Autumn
 - The KCC Crime and Disorder Committee had detailed police work in the County and relative priorities being used, with resources allocated based on levels of crime
 - Noted that the Government had announced its decision on Local Government Reorganisation Kent & Medway, moving ahead with the four unitary council model without boundary changes

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th July 2026

- Shadow elections would be held in May 2027
- There was no information yet on the election of a Kent Mayor

224 - APOLOGIES FOR ABSENCE

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

225 - REQUESTS FOR DISPENSATIONS

Noted that all Councillors who were also Stag Trustees had a pre-approved dispensation, reference Minute 239 below, regarding the Stag Community Arts Centre.

226 - DECLARATIONS OF INTEREST

There were no declarations of interest.

227 - MINUTES OF FINANCE & DELIVERY COMMITTEE - 8TH JUNE 2026

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 8th June 2026 as a true record.

228 – CHANGE TO ORDER OF AGENDA

RESOLVED: That the order of the agenda be amended to facilitate consideration of the following item on Land at Longspring Woods for the benefit of the members of public in attendance.

229 – ADDITIONAL LAND AT LONGSPRING WOODS

Councillors were mindful of the public representation at the beginning of the meeting by neighbouring residents who were keen to purchase the land.

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 had now submitted their intent to sell the second smaller parcel of Longspring Wood, located to the west of the main parcel.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th July 2026

Councillors discussed the Town Council's wish to maintain the ancient woodland in perpetuity and considered practical issues including maintenance and enabling public access to the site, together with the possibility of leasing the site to a neighbouring resident. It was suggested that Kent County Council be asked about their long-term plans for the adjacent playing field. Sensitive information regarding the valuation of the site would be shared with councillors in the confidential part of this meeting (Minute 238 below).

RESOLVED: that the Town Council continues to explore the potential purchase of the land at Longspring Woods, with a further report addressing the practical aspects outlined above to be submitted to the next meeting of this Committee.

230 - MEETING ADJOURNED 19:29 to 19:40

RESOLVED: That the meeting be adjourned to enable Cllr Richard Streatfeild, Sevenoaks District Council & Kent County Council, to provide an update (recorded at Public Question 2 above).

231 - FINANCE REPORTS - MAY 2026

231.1 Responsible Finance Officer's reports to 31st May 2026

Statement of Accounts

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

Suppliers' Accounts

- 1st to 31st May 2026, total gross invoices £388,297.49

List of Payments

- Sevenoaks Town Council Nat West Account: 1st to 31st May 2026, total £1,305,644.61
- Mayor's Charity Account: 1st to 31st May 2026 - None

Payroll Account

- 1st to 31st May 2026, total £95,812.35

Petty Cash Account

- 1st to 31st May 2026, total payments £356.14

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th July 2026

It was noted that the year-to-date position at the end of May 2026 showed a surplus of £37,718. Key variances to date included:

- Grass seed at 93.3% of annual expenditure as extra work was being undertaken to pitches and a further grant claim would be made to the Football Foundation
- Cemetery Income was £5,325 above budget year to date
- Council Offices income was favourable at £5,138 above budget year to date but the main hirer of the council chamber had not booked as many dates for this financial year

It was noted that the Multi-Use Games Area (MUGA) at the Bat & Ball Centre had been professionally cleaned and re-lined at a total cost of £7,460. It was requested that this be funded from the Council's Contingency budget, which currently stood at £72,165.

RESOLVED:

- 1) that the Management Accounts 1st to 31st May 2026 be received and accepted
- 2) to approve the allocation of £7,460 from the Contingency budget to fund the completed cleaning and re-lining works to the Multi-Use Games Area at the Bat & Ball Centre

231.2 - Hospitality and Gifts Register

RESOLVED: To note that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 31st May 2026.

232 - BANK MANDATE UPDATE

RESOLVED: 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

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

The Committee considered the recommendation from the Community Assets (Open Spaces) Committee regarding allotment rents for 2027/2028 (*Minute 204.1, CA(OS) 06.07.26 refers*).

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th July 2026

RESOLVED:

- 1) 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) 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 the increase be communicated to the tenants in September along with their renewal correspondence and invoice, with the increase effective from 1st October 2027.

234 - RUGBY CLUB LEASE

Sevenoaks Town Council had granted a lease of land at Knole Paddock to the Rugby Club for a term of 25 years expiring on 24th December 2044. It was noted that the first rent review under the Rugby Club lease was due on 25th December 2026.

RESOLVED: To defer consideration of the rent review to the next meeting of this Committee.

235 - CURRENT MATTERS

RESOLVED: To receive and note updates to current matters.

236 - PRESS RELEASE: None

237 - EXCLUSION OF PRESS AND PUBLIC

RESOLVED that under the Public Bodies (Admission of Meetings) Act 1960 the public and press be excluded for the following items by reason of the confidential nature of the business.

238 - ADDITIONAL LAND AT LONGSPRING WOODS (reference Minute 229 above)

RESOLVED: That the valuation of the additional land at Longspring Woods be received and noted.

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 20th July 2026

239 - STAG COMMUNITY ARTS CENTRE

The Committee noted the latest position in relation to negotiations with Sevenoaks District Council regarding the Town Council's Community Asset Transfer request for the Stag Freehold, including the advice received from King's Counsel, and proposed next steps.

There being no further business the Chair closed the meeting.

Signed: Dated:

Chair

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

1. Summary

As at the end of July, the year-to-date position shows a surplus of £22,042. At the same time last year the council were in a £17,742 deficit.

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

- Knole Paddock nominal has exceeded its annual budget by £1,878 due to Bourne Sport improving one pitch as a cost of £4,125. The rugby club obtained a grant for the other pitches.
- Cemetery income is approximately £12k above budget year to date.
- Establishment: Legal expenses is £15,374 over the annual budget due to the work with the Kings Counsel.
- Council Offices: Income is favourable at £4,441 above budget YTD.
- Bat and Ball Centre: Income is under budget YTD (£12k). When compared to the same time last year it is £18,000 less.
- Bat and Ball Station: The Station shows a deficit of £422 as at the end of July. At the same time last year there was a deficit of £21,683. The improvement takes into account the new concession at the Station.

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

2025/2026 - £72,165	
Muga Refurbishment	£7,460
Total Remaining	£64,705

STC have undertaken a conservation report for the war memorial at a cost of £875 – no funding has yet been allocated.

Decision Required

Members are requested to approve the allocation of £875 from the Development Fund 25/26 to fund these works.

3. Outstanding Debts

There are no outstanding debts.

4. Statutory Balance Sheet

The total assets to end of July 2026 are £2,501,412, this is a decrease of £282,148 from the end of June 2026. Revenue (general) reserves have decreased by £14,426 leaving a balance of £560,909.

Earmarked Reserves have decreased by £151,634 since June 26 leaving a balance of £1,438,983.

This includes:

- Payment received from the PLSF for £972 in relation to Greatness Pavilion.
- Payment to Longley for £113,869 - Greatness Pavilion.
- Payment received from STFC for £20k in relation to Greatness Pavilion.
- Payment of £774 in relation to the bird guard for the solar panels at the allotment site and keys for the allotment site.
- Payment to Longley for £50k in relation to landscaping at Greatness Recreation Ground.

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%) - £274,534.28.
- Standard Chartered 6 month fixed term (4.05%) - £516,048.97.
- Santander 9 month fixed term (3.95%) - £390,762.82.

6. Community Asset Transfer – The Stag

All costs associated with the legal action will be recorded transparently under Legal Costs within Cost Centre 31. These costs will impact the Council's overall year-end financial position. Once the final costs and year-end position are known, Council will determine the appropriate source of funding, which may include the year-end revenue position, contingency, earmarked reserves or other available reserves.

7. Bank Account – Virgin

Virgin Money Current Account – Virgin Money have contacted STC to state that they will be closing this account in November 2026. It has not been used for a long time and has only had £1 invested for a number of years.

8. Bank Reconciliations

To report on the bank reconciliations to be signed at this meeting.

Natwest Accounts

April 2026

Bank Account	Amount
Natwest Current Account (inc liquidity)	£1,204,178.19
Natwest Payroll Account	£1,000
Mayor's Charity Account	£9,141.68
Natwest Direct Reserve	£4,375.64
Natwest House in the Basement	£1,000
Sevenoaks Town Partnership Account	£10,448.60

May 2026

Bank Account	Amount
Natwest Current Account (inc liquidity)	£259,902.23
Natwest Payroll Account	£1,000
Mayor's Charity Account	£9,829.34
Natwest Direct Reserve	£7,736.49
Natwest House in the Basement	£1,000
Sevenoaks Town Partnership Account	£10,448.60

June 2026

Bank Account	Amount
Natwest Current Account (inc liquidity)	£298,597.25
Natwest Payroll Account	£1,000
Mayor's Charity Account	£9,850.34
Natwest Direct Reserve	£11,275.01
Natwest House in the Basement	£1,000
Sevenoaks Town Partnership Account	£10,448.60

Other bank reconciliations for April 2026

Bank Account	Amount
Handlesbanken Investment	£173.64
Handelsbanken Notice (31 Day)	£1,722.12
Nationwide Instant Saver	£2,834.53
Nationwide Instant Saver	£20.92
Virgin Money Current	£1.00
Virgin Money Notice (90 Day)	£7,759.59
HSBC Investment	£53,477.96
CCLA Public Deposit Fund	£605,000
Insignis – HSBC Tracker	£271,165
Investec (3 month fixed)	£387,152
Standard Chartered (6 month fixed term)	£516,049
Insignis Fee Reserve	£1,370

Other bank reconciliations for May 2026

Bank Account	Amount
Handlesbanken Investment	£173.95
Handelsbanken Notice (31 Day)	£1,724.29

Finance & Delivery Committee – 1st September 2026**Agenda Item 5.1**

Nationwide Instant Saver	£2,834.53
Nationwide Instant Saver	£20.92
Virgin Money Current	£1.00
Virgin Money Notice (90 Day)	£7,777.71
HSBC Investment	£53,652.08
CCLA Public Deposit Fund	£1,255,000
Insignis – HSBC Tracker	£266,967
Investec (3 month fixed)	£387,152
Standard Chartered (6 month fixed term)	£516,049
Insignis Fee Reserve	£1,177

Other bank reconciliations for June 2026

Bank Account	Amount
Handlesbanken Investment	£174.25
Handelsbanken Notice (31 Day)	£1,726.39
Nationwide Instant Saver	£2,834.53
Nationwide Instant Saver	£20.92
Virgin Money Current	£1.00
Virgin Money Notice (90 Day)	£7,795.29
HSBC Investment	£53,652.08
CCLA Public Deposit Fund	£1,005,000
Insignis – HSBC Tracker	£272,845
Standard Chartered (6 month fixed term)	£516,046
Santander (9 month fixed)	£390,763
Insignis Fee Reserve	£977

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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 Planning - General</u>											
4010 Gross Pay	2,998	3,358	360	12,731	13,432	701	40,301		27,570	31.6%	
4270 Employers Pension Contribution	106	125	19	444	500	56	1,500		1,056	29.6%	
6240 Computer/ Data Base/WP's	52	50	(2)	207	200	(7)	700		493	29.5%	
6630 Professional Fees	26	267	241	319	267	(52)	800		481	39.8%	
6730 Subscriptions	0	0	0	975	650	(325)	650		(325)	150.0%	
Planning - General :- Indirect Expenditure	3,182	3,800	618	14,675	15,049	374	43,951	0	29,276	33.4%	0
Net Expenditure	(3,182)	(3,800)	(618)	(14,675)	(15,049)	(374)	(43,951)				
<u>20 Community Bus</u>											
5525 Equipment Maintenance	0	0	0	99	0	(99)	0		(99)	0.0%	
5550 Vehicle Expenses	102	0	(102)	102	0	(102)	0		(102)	0.0%	
5700 Fuel	10	0	(10)	10	0	(10)	0		(10)	0.0%	
Community Bus :- Indirect Expenditure	112	0	(112)	211	0	(211)	0	0	(211)		0
Net Expenditure	(112)	0	112	(211)	0	211	0				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	1,360	1,000	(360)	12,478	13,822	1,344	29,120			42.9%	
1030 Electricity recharge	0	0	0	409	950	541	3,800			10.8%	
1316 Raleys Car Park Permits	8	0	(8)	1,668	1,815	147	1,809			92.2%	
1550 Insurance Claims	0	0	0	2,124	0	(2,124)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
1850 Log Sales	125	0	(125)	125	0	(125)	815			15.4%	
1853 Adopt a Tree income	0	0	0	0	0	0	108			0.0%	
1990 Other Income	0	0	0	135	96	(39)	292			46.1%	
O/ Spaces & Leisure - General :- Income	1,493	1,000	(493)	16,939	16,683	(256)	35,944			47.1%	0
4010 Gross Pay	22,409	21,187	(1,222)	78,616	84,748	6,132	254,240		175,624	30.9%	
4011 Mileage	199	0	(199)	432	0	(432)	0		(432)	0.0%	
4270 Employers Pension Contribution	1,081	1,366	285	3,971	5,464	1,493	16,430		12,459	24.2%	
5010 Vine Area General Maintenance	487	0	(487)	505	0	(505)	0		(505)	0.0%	
5013 Graffiti Removal	0	333	333	0	333	333	1,000		1,000	0.0%	
5025 Lower St Johns Toilets	868	1,250	382	3,804	5,000	1,196	15,000		11,196	25.4%	
5026 Greatness Rec Convenience	536	275	(261)	1,587	1,100	(487)	3,304		1,717	48.0%	
5030 St Nicholas Burial Ground	0	109	109	0	109	109	108		108	0.0%	
5050 Seats And Litter Bins	0	0	0	0	613	613	2,451		2,451	0.0%	
5060 Sevenoaks Common	0	1,667	1,667	600	1,667	1,067	5,000		4,400	12.0%	
5065 Tree Safety Survey	0	0	0	0	4,500	4,500	4,500		4,500	0.0%	
5070 Other Woodlands	992	1,150	158	5,216	2,300	(2,916)	4,600		(616)	113.4%	
5110 Knole Paddock & Pavilion	0	373	373	66	746	680	3,730		3,664	1.8%	
5120 Knole Paddock Pitch & Grnd Mt	4,125	222	(3,903)	4,542	888	(3,654)	2,664		(1,878)	170.5%	
5310 Miscellaneous Open Spaces	1,903	459	(1,444)	4,511	1,836	(2,675)	5,512		1,001	81.8%	
5311 Security Open Spaces	2,949	2,583	(366)	11,605	10,332	(1,273)	31,000		19,395	37.4%	
5316 Skatepark Maintenance	0	167	167	7,050	668	(6,382)	2,000		(5,050)	352.5%	7,050
5317 Raleys Car Park	0	0	0	486	458	(28)	457		(29)	106.3%	
5320 Fertilizers	0	0	0	1,546	575	(971)	2,300		754	67.2%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
5330 Grass Seed	116	1,000	884	2,916	1,000	(1,916)	3,000		84	97.2%	
5340 Plants	0	0	0	592	800	208	3,198		2,606	18.5%	
5410 Repairs & General Maintenance	108	154	46	312	616	304	1,845		1,533	16.9%	
5412 Capital Refurbishments	0	0	0	4,000	0	(4,000)	4,000		0	100.0%	
5500 Equipment Hired and New	159	514	355	1,319	2,056	737	6,175		4,856	21.4%	
5525 Equipment Maintenance	189	941	752	242	2,823	2,581	8,000		7,758	3.0%	
5550 Vehicle Expenses	680	1,000	320	2,238	4,000	1,762	14,000		11,762	16.0%	
5700 Fuel	463	524	61	2,171	2,096	(75)	6,289		4,118	34.5%	
6011 Electricity	(5,040)	583	5,623	(2,644)	2,332	4,976	7,000		9,644	(37.8%)	
6013 Cleaning	18	54	36	100	216	116	649		549	15.4%	
6014 Water	255	89	(166)	995	356	(639)	1,066		71	93.3%	
6016 Contractor Payments	0	0	0	73	0	(73)	0		(73)	0.0%	
6101 Telephone	0	13	13	0	52	52	155		155	0.0%	
6104 Mobile Telephone	20	30	10	80	120	40	362		282	22.1%	
6105 Broadband wi-fi service	29	26	(3)	115	104	(11)	319		204	36.0%	
6320 Staff Training	0	0	0	0	500	500	2,000		2,000	0.0%	
6330 Welfare/Hospitality	38	56	18	490	224	(266)	666		176	73.6%	
6635 Professional Fees Licensing	0	27	27	0	108	108	320		320	0.0%	
6730 Subscriptions	0	16	16	437	64	(373)	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	72	72	213		213	0.0%	
6900 Sundry Expenses	0	7	7	0	28	28	86		86	0.0%	
6922 Health&Safety/Risk Assessments	0	142	142	0	568	568	1,700		1,700	0.0%	
6930 Alarm Maintenance	95	316	221	95	316	221	952		857	10.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	728	0	(728)	728	800	72	3,198		2,470	22.8%	
6935 Waste Bin Disposal-Waste Bins	0	333	333	1,226	1,332	106	4,000		2,774	30.6%	
6952 Protective Clothing	95	133	38	413	532	119	1,600		1,187	25.8%	
O/ Spaces & Leisure - General :- Indirect Expenditure	33,502	37,117	3,615	140,436	142,452	2,016	427,316	0	286,880	32.9%	7,050
Net Income over Expenditure	(32,008)	(36,117)	(4,109)	(123,497)	(125,769)	(2,272)	(391,372)				
8001 plus Transfer from EMR	0	0	0	7,050	0	(7,050)	0				
Movement to/(from) Gen Reserve	(32,008)	(36,117)	(4,109)	(116,447)	(125,769)	(9,322)	(391,372)				
22 O/ Spaces & Leisure - Cemetery											
1700 Cemetery Income	9,931	6,750	(3,181)	39,987	27,000	(12,987)	81,000			49.4%	
O/ Spaces & Leisure - Cemetery :- Income	9,931	6,750	(3,181)	39,987	27,000	(12,987)	81,000			49.4%	0
4010 Gross Pay	8,350	8,970	620	33,437	35,880	2,443	107,762		74,325	31.0%	
4011 Mileage	8	0	(8)	40	0	(40)	0		(40)	0.0%	
4270 Employers Pension Contribution	692	833	141	2,779	3,332	553	10,000		7,221	27.8%	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	159		159	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	179	179	717		717	0.0%	
5410 Repairs & General Maintenance	270	107	(163)	546	428	(118)	1,298		752	42.1%	(4,910)
5500 Equipment Hired and New	27	333	307	291	1,332	1,041	4,000		3,709	7.3%	
5525 Equipment Maintenance	2,745	583	(2,162)	2,974	2,332	(642)	7,000		4,026	42.5%	
5700 Fuel	120	83	(37)	211	332	121	1,000		789	21.1%	

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
6000 Rent & Rates	884	925	41	3,536	3,700	164	11,100		7,564	31.9%	
6011 Electricity	226	353	127	588	1,059	471	3,000		2,412	19.6%	
6013 Cleaning	25	50	25	65	200	135	600		535	10.8%	
6014 Water	0	98	98	197	392	195	1,172		975	16.8%	
6016 Contractor Payments	0	0	0	772	0	(772)	0		(772)	0.0%	
6101 Telephone	71	71	0	283	284	1	852		569	33.2%	
6104 Mobile Telephone	0	2	2	0	8	8	27		27	0.0%	
6105 Broadband wi-fi service	10	11	1	40	44	4	130		90	30.8%	
6240 Computer/ Data Base/WP's	48	79	31	191	316	125	713		522	26.8%	
6320 Staff Training	0	0	0	0	250	250	1,000		1,000	0.0%	
6330 Welfare/Hospitality	21	26	5	191	104	(87)	319		128	60.0%	
6500 Goods for Resale	0	12	12	38	48	11	135		98	27.8%	
6720 Books and Periodicals	0	0	0	0	0	0	54		54	0.0%	
6730 Subscriptions	110	0	(110)	220	213	(7)	213		(7)	103.3%	
6802 Trees Plants Turf & Fertilizer	0	0	0	775	780	5	3,120		2,345	24.9%	
6822 Roads Path & Boundaries	0	218	218	9	436	427	871		862	1.0%	
6832 Lawn/Wall of Remembrance	0	0	0	0	32	32	128		128	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	300	325	25	1,300		1,000	23.1%	
6930 Alarm Maintenance	447	151	(296)	1,040	604	(436)	1,812		772	57.4%	
6932 Cemetery Security	684	575	(109)	2,737	2,300	(437)	6,900		4,163	39.7%	
6935 Waste Bin Disposal-Waste Bins	0	133	133	366	532	166	1,600		1,234	22.9%	
6952 Protective Clothing	0	61	61	0	244	244	728		728	0.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	14,737	13,674	(1,063)	51,629	55,686	4,057	167,710	0	116,081	30.8%	(4,910)
Net Income over Expenditure	(4,806)	(6,924)	(2,118)	(11,642)	(28,686)	(17,044)	(86,710)				
8001 plus Transfer from EMR	0	0	0	(4,910)	0	4,910	0				
Movement to/(from) Gen Reserve	(4,806)	(6,924)	(2,118)	(16,552)	(28,686)	(12,134)	(86,710)				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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	0	0	0	100	0	(100)	8,977			1.1%	
O/ Spaces & Leisure- Allotment :- Income	0	0	0	100	0	(100)	10,677			0.9%	0
4010 Gross Pay	614	566	(48)	2,721	2,264	(457)	6,787		4,066	40.1%	
4270 Employers Pension Contribution	78	70	(8)	333	280	(53)	840		507	39.6%	
5410 Repairs & General Maintenance	422	0	(422)	422	0	(422)	0		(422)	0.0%	351
6002 QH Allotments Costs	(1)	0	1	566	0	(566)	0		(566)	0.0%	
6014 Water	(65)	0	65	126	253	127	1,011		885	12.4%	
6730 Subscriptions	0	0	0	0	0	0	64		64	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	76	76	76		76	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,048	636	(412)	4,167	2,873	(1,294)	8,778	0	4,611	47.5%	351
Net Income over Expenditure	(1,048)	(636)	412	(4,068)	(2,873)	1,195	1,899				
8001 plus Transfer from EMR	351	0	(351)	351	0	(351)	0				
Movement to/(from) Gen Reserve	(698)	(636)	62	(3,717)	(2,873)	844	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	1,040	1,040	1,040			0.0%	
1997 In Bloom Income	200	0	(200)	200	0	(200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	200	260	60	200	1,040	840	9,040			2.2%	0

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
6861 Public Clock Maintenance	50	0	(50)	99	183	84	732		633	13.5%	
6862 Street Lighting	269	0	(269)	2,941	2,000	(941)	9,000		6,059	32.7%	
6865 In Bloom Costs	3,389	4,418	1,029	6,790	8,395	1,605	15,022		8,232	45.2%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	3,708	4,418	710	9,830	10,578	748	24,754	0	14,924	39.7%	0
Net Income over Expenditure	(3,508)	(4,158)	(650)	(9,630)	(9,538)	92	(15,714)				
28 O/ Spaces & Leisure-Vine Cafe											
1211 Sale of Goods	6,799	0	(6,799)	24,582	0	(24,582)	0			0.0%	
1213 Event catering	183	0	(183)	183	0	(183)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	6,983	0	(6,983)	24,766	0	(24,766)	0				0
4010 Gross Pay	2,811	0	(2,811)	10,144	0	(10,144)	0		(10,144)	0.0%	
4012 Expenses	0	0	0	8	0	(8)	0		(8)	0.0%	
4270 Employers Pension Contribution	147	0	(147)	525	0	(525)	0		(525)	0.0%	
5410 Repairs & General Maintenance	532	0	(532)	532	0	(532)	0		(532)	0.0%	
5500 Equipment Hired and New	108	0	(108)	501	0	(501)	0		(501)	0.0%	
5525 Equipment Maintenance	153	0	(153)	729	0	(729)	0		(729)	0.0%	
6000 Rent & Rates	64	0	(64)	253	0	(253)	0		(253)	0.0%	
6010 Light Heat & Cleaning	9	0	(9)	79	0	(79)	0		(79)	0.0%	
6011 Electricity	823	0	(823)	948	0	(948)	0		(948)	0.0%	
6014 Water	(1,011)	0	1,011	261	0	(261)	0		(261)	0.0%	
6101 Telephone	51	0	(51)	204	0	(204)	0		(204)	0.0%	
6200 Printing & Stationery	7	0	(7)	20	0	(20)	0		(20)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6330 Welfare/Hospitality	11	0	(11)	11	0	(11)	0		(11)	0.0%	
6500 Goods for Resale	1,710	0	(1,710)	6,926	0	(6,926)	0		(6,926)	0.0%	
6505 Cafe consumables	73	0	(73)	272	0	(272)	0		(272)	0.0%	
6922 Health&Safety/Risk Assessments	103	0	(103)	712	0	(712)	0		(712)	0.0%	
6930 Alarm Maintenance	0	0	0	53	0	(53)	0		(53)	0.0%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	239	0	(239)	0		(239)	0.0%	
6976 Credit card charges	452	0	(452)	893	0	(893)	0		(893)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	6,043	0	(6,043)	23,309	0	(23,309)	0	0	(23,309)		0
Net Income over Expenditure	940	0	(940)	1,457	0	(1,457)	0				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	300	167	(133)	300	668	368	1,000			30.0%	
1211 Sale of Goods	0	0	0	175	0	(175)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	1,000	1,000	2,000	2,000	0	4,000			50.0%	
1870 Vine Club Insurance Contrib.	0	0	0	699	670	(29)	670			104.3%	
O/Spaces & Leisure-Vine Ground :- Income	300	1,167	867	3,174	3,338	164	5,670			56.0%	0
4010 Gross Pay	3,481	2,292	(1,189)	9,930	9,168	(762)	27,500		17,570	36.1%	
4270 Employers Pension Contribution	77	136	59	304	544	240	1,638		1,334	18.6%	
5010 Vine Area General Maintenance	252	222	(30)	252	888	636	2,667		2,415	9.5%	
5015 Vine Pavilion maintenance	0	0	0	0	213	213	213		213	0.0%	
5020 Vine Public Convenience	645	1,167	522	1,760	4,668	2,908	14,000		12,240	12.6%	
5340 Plants	0	0	0	67	0	(67)	0		(67)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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	84	68	(16)	84	272	188	820		736	10.3%	
5500 Equipment Hired and New	0	343	343	295	1,372	1,077	2,056		1,761	14.3%	
6011 Electricity	0	0	0	132	0	(132)	0		(132)	0.0%	
6014 Water	(59)	44	103	91	176	85	532		441	17.1%	
6635 Professional Fees Licensing	0	199	199	0	215	215	215		215	0.0%	
6868 Summer Concerts	0	1,279	1,279	845	1,279	434	3,838		2,993	22.0%	
6869 Special Events	0	0	0	0	143	143	143		143	0.0%	
6922 Health&Safety/Risk Assessments	0	42	42	300	168	(132)	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)	291	260	(31)	780		489	37.3%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,549	5,857	1,308	14,350	19,366	5,016	55,650	0	41,300	25.8%	0
Net Income over Expenditure	(4,249)	(4,690)	(441)	(11,176)	(16,028)	(4,852)	(49,980)				
30 F& G P - Bat & Ball Station											
1010 Rental Income	417	417	0	1,668	1,668	0	5,000			33.4%	
1022 Letting & Hire of Facilities	2,021	1,333	(688)	9,998	5,332	(4,666)	16,000			62.5%	
1861 Recharge Income	721	250	(471)	3,439	1,000	(2,439)	3,000			114.6%	
1990 Other Income	0	475	475	0	1,900	1,900	5,700			0.0%	
F& G P - Bat & Ball Station :- Income	3,159	2,475	(684)	15,105	9,900	(5,205)	29,700			50.9%	0
4010 Gross Pay	1,218	1,415	197	4,544	5,660	1,116	16,978		12,434	26.8%	
4270 Employers Pension Contribution	25	83	58	94	332	238	1,000		906	9.4%	
5410 Repairs & General Maintenance	464	520	56	854	2,080	1,226	6,240		5,386	13.7%	

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500 Equipment Hired and New	0	85	85	0	340	340	1,025		1,025	0.0%	
6000 Rent & Rates	550	147	(403)	2,201	588	(1,613)	1,760		(441)	125.1%	
6011 Electricity	880	750	(130)	2,903	3,000	97	9,000		6,097	32.3%	
6012 Gas	201	208	7	559	832	273	2,500		1,941	22.3%	
6013 Cleaning	502	324	(178)	1,607	1,296	(311)	3,887		2,280	41.3%	
6014 Water	(36)	54	90	263	216	(47)	650		387	40.4%	
6016 Contractor Payments	170	0	(170)	521	0	(521)	0		(521)	0.0%	
6101 Telephone	51	44	(7)	204	176	(28)	532		328	38.3%	
6241 Website Costs	0	30	30	328	120	(208)	360		32	91.0%	
6330 Welfare/Hospitality	104	0	(104)	416	0	(416)	0		(416)	0.0%	
6635 Professional Fees Licensing	0	53	53	0	212	212	640		640	0.0%	
6869 Special Events	5	0	(5)	5	0	(5)	0		(5)	0.0%	
6922 Health&Safety/Risk Assessments	0	333	333	300	666	366	1,332		1,032	22.5%	
6930 Alarm Maintenance	0	0	0	95	0	(95)	800		705	11.9%	
6931 CCTV Maintenance	0	0	0	0	0	0	280		280	0.0%	
6935 Waste Bin Disposal-Waste Bins	0	167	167	633	668	35	2,000		1,367	31.7%	
F & G P - Bat & Ball Station :- Indirect Expenditure	4,134	4,213	79	15,527	16,186	659	48,984	0	33,457	31.7%	0
Net Income over Expenditure	(975)	(1,738)	(763)	(422)	(6,286)	(5,864)	(19,284)				
31 F & G P - Establishments											
1115 Interest on Deposits	4,064	4,750	686	20,102	19,000	(1,102)	57,000			35.3%	
1230 Roadside Advertising-Charities	0	62	62	300	248	(52)	750			40.0%	
1231 Banner Income	0	67	67	270	268	(2)	800			33.8%	

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
1232 Town Crier Advertising	0	0	0	100	350	250	1,400			7.1%	
1889 Waste Sacks Income	695	0	(695)	2,940	0	(2,940)	0			0.0%	
1990 Other Income	0	0	0	(43)	0	43	0			0.0%	
F & G P - Establishments :- Income	4,759	4,879	120	23,669	19,866	(3,803)	59,950			39.5%	0
4010 Gross Pay	36,080	37,417	1,337	146,744	149,668	2,924	449,000		302,256	32.7%	
4011 Mileage	23	51	28	118	204	86	604		486	19.5%	
4012 Expenses	13	89	76	379	356	(23)	1,082		703	35.1%	
4270 Employers Pension Contribution	3,139	3,902	763	12,645	15,608	2,963	46,826		34,181	27.0%	
5500 Equipment Hired and New	123	89	(34)	280	356	76	1,066		786	26.2%	
6020 Insurance Cost	0	0	0	24,363	25,000	637	25,000		637	97.5%	
6101 Telephone	473	488	15	1,875	1,952	77	5,852		3,977	32.0%	
6200 Printing & Stationery	1,155	0	(1,155)	6,482	6,000	(482)	24,000		17,518	27.0%	
6210 Postage & Courier	0	1,250	1,250	1,429	2,500	1,071	5,000		3,571	28.6%	
6240 Computer/ Data Base/WP's	1,672	2,250	578	7,679	9,000	1,321	27,000		19,321	28.4%	
6241 Website Costs	0	300	300	500	600	100	600		100	83.3%	
6242 I.T. Infrastructure	386	693	307	1,482	2,772	1,290	8,320		6,838	17.8%	
6300 Computer Software	538	529	(9)	7,359	5,293	(2,066)	9,000		1,641	81.8%	
6315 Recruitment Costs	69	167	98	816	668	(148)	2,000		1,184	40.8%	
6320 Staff Training	490	337	(153)	882	1,348	466	4,040		3,158	21.8%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	202	355	153	2,388	1,420	(968)	4,264		1,876	56.0%	
6410 Civic Exps/Annual Reception	0	0	0	968	1,500	532	3,000		2,032	32.3%	
6415 Gifts/hospitality	59	100	41	414	400	(14)	1,200		786	34.5%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
6421 Honour Bd. Badges & Insignia	0	30	30	177	120	(57)	364		188	48.5%	
6435 Members Expenses	0	0	0	0	0	0	3,730		3,730	0.0%	
6460 Publicity & Democratic notices	411	0	(411)	1,589	400	(1,189)	1,600		11	99.3%	
6461 Banner Costs	220	133	(87)	2,177	532	(1,645)	1,600		(577)	136.1%	
6610 Audit Fees	0	0	0	0	1,000	1,000	4,500		4,500	0.0%	
6620 Legal Expenses	3,500	0	(3,500)	17,506	1,026	(16,480)	2,132		(15,374)	821.1%	
6630 Professional Fees	0	0	0	2,088	0	(2,088)	0		(2,088)	0.0%	
6635 Professional Fees Licensing	0	0	0	0	250	250	1,000		1,000	0.0%	
6710 Conference Fees & Expenses	1,195	260	(935)	2,067	1,040	(1,027)	3,120		1,053	66.3%	
6720 Books and Periodicals	0	0	0	0	0	0	416		416	0.0%	
6730 Subscriptions	1,286	315	(971)	7,154	4,968	(2,186)	7,200		46	99.4%	
6889 Waste Sacks	720	0	(720)	2,760	0	(2,760)	0		(2,760)	0.0%	
6900 Sundry Expenses	0	43	43	56	172	116	520		464	10.7%	
6922 Health&Safety/Risk Assessments	53	100	47	4,201	4,448	247	5,543		1,342	75.8%	
6975 Bank Charges	82	142	60	1,018	568	(450)	1,705		687	59.7%	
6976 Credit card charges	354	100	(254)	631	400	(231)	1,200		569	52.6%	
7010 Election Expenses	0	0	0	0	0	0	6,000		6,000	0.0%	(6,000)
7611 Contingency provision	0	(1,446)	(1,446)	0	16,596	16,596	64,705		64,705	0.0%	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	
7617 PWLB Loan Repayment	35,801	35,801	0	35,801	35,801	0	71,602		35,801	50.0%	
F & G P - Establishments :- Indirect Expenditure	88,045	83,495	(4,550)	294,026	291,966	(2,060)	796,791	0	502,765	36.9%	(6,000)
Net Income over Expenditure	(83,286)	(78,616)	4,670	(270,357)	(272,100)	(1,743)	(736,841)				
8001 plus Transfer from EMR	0	0	0	(6,000)	0	6,000	0				
Movement to/(from) Gen Reserve	(83,286)	(78,616)	4,670	(276,357)	(272,100)	4,257	(736,841)				

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
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.	345	0	(345)	345	0	(345)	5,330		4,985	6.5%	
6869 Special Events	632	2,000	1,368	4,285	8,000	3,716	12,000		7,716	35.7%	
F & G P - General :- Indirect Expenditure	977	2,000	1,023	4,630	8,000	3,370	45,330	0	40,700	10.2%	0
Net Income over Expenditure	(977)	(2,000)	(1,023)	(4,630)	(8,000)	(3,370)	(37,330)				
33 F & G P - Council Offices											
1022 Letting & Hire of Facilities	956	1,333	377	9,773	5,332	(4,441)	16,000			61.1%	
1030 Electricity recharge	480	0	(480)	480	0	(480)	0			0.0%	
F & G P - Council Offices :- Income	1,436	1,333	(103)	10,253	5,332	(4,921)	16,000			64.1%	0
4010 Gross Pay	2,723	3,750	1,027	9,994	15,000	5,006	45,000		35,006	22.2%	
4270 Employers Pension Contribution	25	231	206	94	924	830	2,772		2,678	3.4%	
5410 Repairs & General Maintenance	0	83	83	306	332	26	1,000		694	30.6%	
5500 Equipment Hired and New	132	0	(132)	132	0	(132)	0		(132)	0.0%	
6000 Rent & Rates	2,622	3,300	678	10,483	13,200	2,717	33,000		22,517	31.8%	
6010 Light Heat & Cleaning	56	83	27	507	332	(175)	1,000		493	50.7%	
6011 Electricity	0	271	271	1,372	1,084	(288)	3,245		1,873	42.3%	
6012 Gas	59	167	108	1,255	668	(587)	2,000		745	62.8%	

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
6014 Water	(477)	211	688	545	844	299	2,541		1,996	21.5%	
6016 Contractor Payments	0	0	0	693	0	(693)	0		(693)	0.0%	
6104 Mobile Telephone	0	13	13	0	52	52	156		156	0.0%	
6922 Health&Safety/Risk Assessments	5	300	295	1,142	300	(842)	958		(184)	119.2%	
6930 Alarm Maintenance	0	200	200	706	1,000	294	1,000		294	70.6%	
6935 Waste Bin Disposal-Waste Bins	0	126	126	447	504	57	1,514		1,067	29.5%	
6952 Protective Clothing	0	0	0	180	0	(180)	104		(76)	173.4%	
F & G P - Council Offices :- Indirect Expenditure	5,145	8,735	3,590	27,859	34,240	6,381	94,290	0	66,431	29.5%	0
Net Income over Expenditure	(3,709)	(7,402)	(3,693)	(17,605)	(28,908)	(11,303)	(78,290)				
<u>36 F & G P - Bat & Ball Centre</u>											
1022 Letting & Hire of Facilities	6,007	15,000	8,993	54,465	67,000	12,535	120,000			45.4%	
1030 Electricity recharge	17	0	(17)	17	125	108	500			3.4%	
1213 Event catering	0	0	0	45	0	(45)	0			0.0%	
1445 Outdoor Activities	0	18	18	14	72	58	216			6.6%	
1457 Indoor Activities	540	500	(40)	2,295	2,000	(295)	6,000			38.3%	
1990 Other Income	70	0	(70)	185	0	(185)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	6,634	15,518	8,884	57,021	69,197	12,176	126,716			45.0%	0
4010 Gross Pay	8,280	7,833	(447)	29,256	31,332	2,076	94,000		64,744	31.1%	
4270 Employers Pension Contribution	257	275	18	885	1,100	215	3,300		2,415	26.8%	
5340 Plants	0	0	0	0	0	0	205		205	0.0%	
5410 Repairs & General Maintenance	187	0	(187)	2,044	2,000	(44)	8,000		5,956	25.6%	

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500 Equipment Hired and New	0	266	266	321	532	211	1,066		745	30.1%	
5525 Equipment Maintenance	23	0	(23)	23	0	(23)	0		(23)	0.0%	
6000 Rent & Rates	588	800	212	2,352	3,200	848	8,000		5,648	29.4%	
6011 Electricity	840	1,244	404	2,865	4,976	2,111	14,924		12,059	19.2%	
6012 Gas	59	575	516	594	1,150	556	2,300		1,706	25.8%	
6013 Cleaning	542	178	(364)	937	712	(225)	2,132		1,195	44.0%	
6014 Water	479	125	(354)	208	500	292	1,500		1,292	13.9%	
6101 Telephone	51	54	3	204	216	12	649		445	31.5%	
6104 Mobile Telephone	8	20	12	33	80	47	246		213	13.6%	
6330 Welfare/Hospitality	49	44	(5)	194	176	(18)	532		338	36.5%	
6520 Refreshments for Resale	300	250	(50)	1,029	1,000	(29)	3,000		1,971	34.3%	
6635 Professional Fees Licensing	180	0	(180)	835	271	(564)	541		(294)	154.4%	
6900 Sundry Expenses	0	0	0	0	0	0	54		54	0.0%	
6922 Health&Safety/Risk Assessments	146	0	(146)	584	0	(584)	2,600		2,016	22.5%	
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	16	208	193	701	832	131	2,500		1,799	28.0%	
6952 Protective Clothing	0	0	0	16	0	(16)	250		234	6.5%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	12,005	11,872	(133)	43,084	48,077	4,993	147,009	0	103,925	29.3%	0
Net Income over Expenditure	(5,371)	3,646	9,017	13,938	21,120	7,182	(20,293)				

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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	0	0	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	740	0	(740)	740	0	(740)	10,000		9,260	7.4%	1,513
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557 Community Rail Partnership	3,000	0	(3,000)	3,000	0	(3,000)	3,000		0	100.0%	
F & G P - Grants :- Indirect Expenditure	3,740	0	(3,740)	31,240	32,000	760	70,000	0	38,760	44.6%	1,513
Net Expenditure	(3,740)	0	3,740	(31,240)	(32,000)	(760)	(70,000)				
8001 plus Transfer from EMR	0	0	0	1,513	0	(1,512)	0				
Movement to/(from) Gen Reserve	(3,740)	0	3,740	(29,728)	(32,000)	(2,272)	(70,000)				
39 F & G P - Property											
1469 O/S Ground Rents & Wayleaves	0	555	555	2,879	2,220	(659)	6,662	3,700		98.8%	
F & G P - Property :- Income	0	555	555	2,879	2,220	(659)	6,662			43.2%	0
5410 Repairs & General Maintenance	0	0	0	12	0	(12)	0		(12)	0.0%	
F & G P - Property :- Indirect Expenditure	0	0	0	12	0	(12)	0	0	(12)		0
Net Income over Expenditure	0	555	555	2,867	2,220	(647)	6,662				

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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>40 Town Team</u>											
1206 Business Awards	0	0	0	0	0	0	7,450			0.0%	
1207 Business Show	0	0	0	5,730	5,000	(730)	5,000			114.6%	
1209 Wellbeing show income	0	0	0	1,817	0	(1,817)	0			0.0%	
1350 Revenue Grant income	0	0	0	500	0	(500)	0			0.0%	
Town Team :- Income	0	0	0	8,047	5,000	(3,047)	12,450			64.6%	0
6101 Telephone	0	9	9	0	36	36	110		110	0.0%	
6200 Printing & Stationery	0	10	10	0	40	40	114		114	0.0%	
6240 Computer/ Data Base/WP's	0	70	70	0	280	280	847		847	0.0%	
6241 Website Costs	0	72	72	0	144	144	289		289	0.0%	
6244 Information Screens	0	0	0	120	250	130	1,000		880	12.0%	
6322 Business Awards	0	0	0	0	0	0	8,318		8,318	0.0%	
6323 Business Show	0	307	307	4,996	1,228	(3,768)	3,687		(1,309)	135.5%	
6326 Health & Wellness Initiative	0	0	0	2,373	0	(2,373)	0		(2,373)	0.0%	
6461 Banner Costs	0	0	0	0	207	207	827		827	0.0%	
6730 Subscriptions	0	0	0	0	0	0	603		603	0.0%	
6900 Sundry Expenses	0	67	67	95	268	173	805		710	11.8%	
7000 Reinvestment	0	71	71	0	284	284	850		850	0.0%	
Town Team :- Indirect Expenditure	0	606	606	7,584	2,737	(4,847)	17,450	0	9,866	43.5%	0
Net Income over Expenditure	0	(606)	(606)	463	2,263	1,800	(5,000)				

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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>41 Business Hub</u>											
1022 Letting & Hire of Facilities	105	117	12	413	468	56	1,406			29.3%	
1026 Hot Desking Facility	424	467	43	3,095	1,868	(1,227)	5,624			55.0%	
1029 Office Pods	1,467	1,481	14	5,515	5,924	409	17,815			31.0%	
1031 Chamber of Commerce	559	491	(68)	2,215	1,964	(251)	5,896			37.6%	
Business Hub :- Income	2,555	2,556	1	11,238	10,224	(1,014)	30,741			36.6%	0
4010 Gross Pay	763	750	(13)	2,014	3,000	986	9,000		6,986	22.4%	
4270 Employers Pension Contribution	0	22	22	38	88	50	263		225	14.6%	
5410 Repairs & General Maintenance	0	33	33	1,060	108	(952)	324		(736)	327.2%	
5500 Equipment Hired and New	0	45	45	0	180	180	541		541	0.0%	
6000 Rent & Rates	149	210	61	596	840	244	2,100		1,504	28.4%	
6010 Light Heat & Cleaning	38	0	(38)	115	0	(115)	0		(115)	0.0%	
6011 Electricity	287	0	(287)	1,414	2,250	836	9,000		7,586	15.7%	
6013 Cleaning	0	50	50	0	200	200	600		600	0.0%	
6014 Water	0	0	0	0	125	125	500		500	0.0%	
6105 Broadband wi-fi service	142	160	19	566	640	74	1,918		1,352	29.5%	
6900 Sundry Expenses	100	89	(11)	399	356	(43)	1,082		683	36.9%	
6922 Health&Safety/Risk Assessments	0	184	184	300	184	(116)	184		(116)	163.0%	
6930 Alarm Maintenance	0	0	0	209	326	117	324		115	64.5%	
6931 CCTV Maintenance	0	15	15	172	60	(112)	173		1	99.6%	
6976 Credit card charges	56	32	(24)	228	128	(100)	379		151	60.1%	
Business Hub :- Indirect Expenditure	1,534	1,590	56	7,111	8,485	1,374	26,388	0	19,277	26.9%	0
Net Income over Expenditure	1,021	966	(55)	4,126	1,739	(2,387)	4,353				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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>42</u> <u>Sevenoaks Town Mayor</u>											
1500 Fundraising	195	0	(195)	1,883	0	(1,883)	0			0.0%	
1754 Knole Tour Income	0	0	0	320	0	(320)	0			0.0%	
1755 Chevening Visit Income	0	0	0	2,016	0	(2,016)	0			0.0%	
Sevenoaks Town Mayor :- Income	195	0	(195)	4,219	0	(4,219)	0				0
6448 Mayors Allowance 2026/2027	529	0	(529)	1,821	6,044	4,223	6,044		4,223	30.1%	
6449 Mayors Car Allowance 2026/2027	0	0	0	0	2,715	2,715	2,715		2,715	0.0%	
7100 Mayoral Charity Donations	0	0	0	11,679	0	(11,679)	0		(11,679)	0.0%	6,443
7204 Knole Tour Expenditure	0	0	0	131	0	(131)	0		(131)	0.0%	
7205 Chevening Visit Expenditure	0	0	0	2,277	0	(2,277)	0		(2,277)	0.0%	
7206 Int'l Women's Day Event Exp.	0	0	0	150	0	(150)	0		(150)	0.0%	
7208 Garden Party Exp.	27	0	(27)	27	0	(27)	0		(27)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	556	0	(556)	16,085	8,759	(7,326)	8,759	0	(7,326)	183.6%	6,443
Net Income over Expenditure	(361)	0	361	(11,865)	(8,759)	3,106	(8,759)				
8001 plus Transfer from EMR	0	0	0	6,443	0	(6,443)	0				
Movement to/(from) Gen Reserve	(361)	0	361	(5,423)	(8,759)	(3,336)	(8,759)				
<u>43</u> <u>Youth Council</u>											
7555 Youth Council Support	0	0	0	18	0	(18)	500		482	3.6%	18
Youth Council :- Indirect Expenditure	0	0	0	18	0	(18)	500	0	482	3.6%	18
Net Expenditure	0	0	0	(18)	0	18	(500)				
8001 plus Transfer from EMR	0	0	0	18	0	(18)	0				
Movement to/(from) Gen Reserve	0	0	0	0	0	0	(500)				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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>50</u>	<u>Youth Cafe</u>											
1022	Letting & Hire of Facilities	248	333	85	1,370	1,332	(38)	4,000			34.3%	
1211	Sale of Goods	297	208	(89)	1,149	832	(317)	2,500			46.0%	
1350	Revenue Grant income	0	0	0	1,375	0	(1,375)	0			0.0%	
1990	Other Income	0	0	0	20	0	(20)	0			0.0%	
	Youth Cafe :- Income	545	541	(4)	3,914	2,164	(1,750)	6,500			60.2%	0
4010	Gross Pay	5,794	5,833	39	23,657	23,332	(325)	70,000		46,343	33.8%	
4270	Employers Pension Contribution	207	208	1	727	832	105	2,500		1,773	29.1%	
5410	Repairs & General Maintenance	0	89	89	415	356	(59)	1,066		651	39.0%	
5500	Equipment Hired and New	503	46	(457)	890	184	(706)	541		(349)	164.5%	
6010	Light Heat & Cleaning	13	25	12	102	100	(2)	300		198	34.1%	
6101	Telephone	51	63	12	204	252	48	757		553	26.9%	
6105	Broadband wi-fi service	33	35	2	131	140	9	416		285	31.6%	
6200	Printing & Stationery	2	18	16	120	72	(48)	213		93	56.3%	
6240	Computer/ Data Base/WP's	0	43	43	158	172	14	520		362	30.5%	
6241	Website Costs	12	53	41	48	53	5	213		165	22.5%	
6281	Furnishings,Furniture/Eqpt	0	0	0	0	134	134	535		535	0.0%	
6320	Staff Training	0	0	0	0	0	0	104		104	0.0%	
6330	Welfare/Hospitality	2	0	(2)	2	0	(2)	0		(2)	0.0%	
6340	Staff Uniforms	0	0	0	0	51	51	205		205	0.0%	
6500	Goods for Resale	278	180	(98)	1,291	720	(571)	2,163		872	59.7%	
6505	Cafe consumables	0	0	0	5	0	(5)	0		(5)	0.0%	
6635	Professional Fees Licensing	147	88	(59)	327	176	(151)	350		23	93.3%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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
6900 Sundry Expenses	4	35	31	150	140	(10)	416		266	36.0%	
6922 Health&Safety/Risk Assessments	0	100	100	20	400	380	1,200		1,180	1.7%	
6976 Credit card charges	21	0	(21)	43	0	(43)	0		(43)	0.0%	
Youth Cafe :- Indirect Expenditure	7,067	6,816	(251)	28,289	27,114	(1,175)	81,499	0	53,210	34.7%	0
Net Income over Expenditure	(6,522)	(6,275)	247	(24,375)	(24,950)	(575)	(74,999)				
60 Markets											
1017 Rental Income Sat Market	1,868	1,833	(35)	7,939	7,332	(607)	22,000			36.1%	
1018 Rental Income Wed Market	1,085	1,068	(17)	3,906	4,272	366	12,818			30.5%	
1019 Rental Income Blighs Market	1,450	1,644	194	6,050	6,576	526	19,732			30.7%	
1208 Other Events Income	0	0	0	460	0	(460)	0			0.0%	
Markets :- Income	4,403	4,545	142	18,355	18,180	(175)	54,550			33.6%	0
4010 Gross Pay	178	190	12	719	760	41	2,285		1,566	31.5%	
5410 Repairs & General Maintenance	0	0	0	0	51	51	205		205	0.0%	
5420 Saturday market charges	1,215	1,280	65	5,165	5,440	275	16,640		11,475	31.0%	
5421 Wednesday Market charges	1,490	1,240	(250)	5,365	5,270	(95)	16,120		10,755	33.3%	
5424 Vegan Market Expenditure	0	0	0	520	0	(520)	0		(520)	0.0%	
6001 Blighs Market Charges	880	792	(88)	2,860	3,168	308	9,500		6,640	30.1%	
6010 Light Heat & Cleaning	0	53	53	0	106	106	213		213	0.0%	
6011 Electricity	44	0	(44)	182	0	(182)	0		(182)	0.0%	
6460 Publicity & Democratic notices	0	0	0	300	0	(300)	0		(300)	0.0%	
6730 Subscriptions	0	0	0	0	102	102	102		102	0.0%	
Markets :- Indirect Expenditure	3,808	3,555	(253)	15,112	14,897	(215)	45,065	0	29,953	33.5%	0
Net Income over Expenditure	595	990	395	3,243	3,283	40	9,485				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

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>70</u>	<u>Precept</u>											
1995	Precept	135,341	135,340	(1)	541,362	541,360	(2)	1,624,084			33.3%	
	Precept :- Income	135,341	135,340	(1)	541,362	541,360	(2)	1,624,084			33.3%	0
	Net Income	135,341	135,340	(1)	541,362	541,360	(2)	1,624,084				
<u>91</u>	<u>Capital Infrastructure Budget</u>											
2002	Capital Grants	20,972	0	(20,972)	456,099	0	(456,099)	0			0.0%	456,099
2012	CIL income allocation	0	0	0	64,517	0	(64,517)	0			0.0%	64,517
	Capital Infrastructure Budget :- Income	20,972	0	(20,972)	520,617	0	(520,617)	0				520,617
9046	Knole Paddock/ Raleys Pitch	0	0	0	4,910	0	(4,910)	0		(4,910)	0.0%	4,910
9048	External CIL Payments	0	0	0	9,434	0	(9,434)	0		(9,434)	0.0%	9,434
9050	Capital Costs-general	857	0	(857)	19,832	0	(19,832)	0		(19,832)	0.0%	18,975
9053	Vine Area	0	0	0	3,491	0	(3,491)	0		(3,491)	0.0%	3,491
9063	New Community Centre	0	7,460	7,460	7,460	7,460	0	7,460		0	100.0%	
9065	Rugby pitch	0	0	0	4,145	0	(4,145)	0		(4,145)	0.0%	4,145
9077	QS & EA Fees - Greatness Pav	3,200	0	(3,200)	12,800	0	(12,800)	0		(12,800)	0.0%	12,800
9079	Greatness Recreation Ground	51,986	0	(51,986)	51,986	0	(51,986)	0		(51,986)	0.0%	51,986
9080	Legal Fees - Greatness Pavilio	1,162	0	(1,162)	5,468	0	(5,468)	0		(5,468)	0.0%	
9083	Building Control - Greatness	0	0	0	684	0	(684)	0		(684)	0.0%	
9085	Longley - Greatness Pavilion	113,870	0	(113,870)	740,746	0	(740,746)	0		(740,746)	0.0%	740,746
	Capital Infrastructure Budget :- Indirect Expenditure	171,074	7,460	(163,614)	860,956	7,460	(853,496)	7,460	0	(853,496)	11541.0%	846,488
	Net Income over Expenditure	(150,102)	(7,460)	142,642	(340,339)	(7,460)	332,879	(7,460)				
8001	plus Transfer from EMR	172,256	0	(172,256)	846,488	0	(846,488)	0				
8002	less Transfer to EMR	20,972	0	(20,972)	520,617	0	(520,617)	0				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 20/08/2026

Month No: 4

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	1,181	(7,460)	(50,585)	(14,468)	(7,460)	(1,034,225)	(7,460)				
Grand Totals:- Income	198,906	176,919	(21,987)	1,301,845	731,504	(570,341)	2,117,684			61.5%	
Expenditure	364,967	195,844	(169,123)	1,610,138	745,925	(864,213)	2,117,684	0	507,546	76.0%	
Net Income over Expenditure	(166,061)	(18,925)	147,136	(308,293)	(14,421)	293,872	0				
plus Transfer from EMR	172,606	0	(172,606)	850,952	0	(850,952)	0				
less Transfer to EMR	20,972	0	(20,972)	520,617	0	(520,617)	0				
Movement to/(from) Gen Reserve	(14,427)	(18,925)	(4,498)	22,042	(14,421)	(36,463)	0				

July 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	(14,675)	(15,049)	(374)	(43,951)	Subscriptions has exceeded its annual budget by £325 this includes survey monkey and the mapping software.
Community & Well Being					
Youth Council	-	-	-	(500)	

July 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	(116,447)	(125,769)	(9,322)	(391,372)	The £7,050 for the skatepark maintenance has been paid through an EMR with monies ringfenced for the skatepark. Other woodland has exceeded its annual budget by £616 due to the ongoing tree works. Knole Paddock nominal has exceeded its annual budget by £1,878 due to Bourne Sport improving one pitch as a cost of £4,125. The rugby club obtained a grant for the other pitches. Grass seed is at 97.2% 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. The electricity nominal looks odd due to an estimated reading and an investigation producing a large credit note. Subscriptions is £245 over the annual budget due to two IOG subscriptions.
Cemetery	(16,552)	(28,686)	(12,134)	(86,710)	Cemetery income is approximately £12k above budget year to date . Overall expenditure is YTD is approximately £4k under budget.
Allotments	(3,717)	(2,873)	844	1,899	The invoices for the allotments will be issued in September.
Street lighting/ general	(9,630)	(9,538)	92	(15,714)	The streetlight invoices will be issued in March 2027.
Vine Grounds	(11,176)	(16,028)	(4,852)	(49,980)	
Community Bus	(211)	-	211		The second minibus has now been purchased.
Café					
Vine Café	1,457	-	(1,457)	-	The position as at July of last year was a deficit of £6,799 against a surplus this year of £1,457. The income as at July of last year was £21,960 against £24,766 this year.
Bat & Ball Station	(422)	(6,286)	(5,864)	(19,284)	Business rates have increased this year but Lilia's Kitchen is being recharged for a 40% contribution.
Finance & Delivery					

July 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
	£	£	£	£	
Establishments	(276,357)	(272,100)	4,257	(744,301)	Banner costs is over its annual budget by £577 due to last year's invoice not being received along with no purchase order. Legal expenses is £15,374 over the annual budget due to the work with the Kings Council.
General	(4,630)	(8,000)	(3,370)	(37,330)	
Council Offices	(17,605)	(28,908)	(11,303)	(78,290)	Income is favourable at £4,441 above budget YTD. The health and safety nominal is £184 over its annual budget due to entering into a Rentokil contract. The overall expenditure is approximately £7k under budget.
Bat & Ball Centre	13,938	21,120	7,182	(20,293)	Income is under budget YTD (£12k). When compared to the same time last year it is £18,000 less. Professional Licencing is £294 over its annual budget due to increased bookings that require a music license. Overall expenditure is approximately £5k under budget YTD.
Grants	(29,728)	(32,000)	(2,272)	(70,000)	
Property	2,867	2,220	(647)	6,662	

July 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	463	2,263	1,800	(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	4,126	1,739	(2,387)	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 £736 above its annual budget due to an electrical condition report being undertaken.
Sevenoaks Town Mayor	(5,423)	(8,759)	(3,336)	(8,759)	
Youth Cafe	(24,375)	(24,950)	(575)	(74,999)	Equipment hired and new nominal is £349 above annual budget due to the purchase of a new dishwasher at a cost of £500.
Markets	3,243	3,283	40	9,485	
Precept	541,362	541,360	(2)	1,624,084	
Revenue Surplus/ (Deficit) Total	36,509		(36,509)	-	
Capital Infrastructure	(14,468)	(14,468)		-	
Total inc Capital	22,041	(14,468)	(36,509)	-	

Summary by Committee:

Planning	(14,675)	(15,049)	(374)	(43,951)
Community and Well Being	-	-	-	(500)
Vine Café	1,457	-	(1,457)	-
Bat Ball Station	(422)	(6,286)	(5,864)	(19,284)

July 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	(491,003)	(526,986)	(35,983)	(1,560,349)	
Precept	541,362	541,360	(2)	1,624,084	
Capital Infrastructure	(14,468)	(14,468)	-	(14,468)	

Sevenoaks Town Council

Statement of Fund Balances as at 31st July 2026

£ (2025/26)		S&P Rating 30/01/2026		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
38,010	<u>National Westminster Bank</u>	A+	A-2				
194,445	Business Reserve Account			14,295			
1,000	Current Account			187,424			1.46%
1,000	Payroll Account			1,000			
10,449	HITB Youth café			1,000			
15,308	Sevenoaks Town Partnership			10,449			
	Mayors Charity Account			10,066			
					224,234	9.85%	
53,478	<u>HSBC</u>	AA	A-1				
	Business money manager			53,652			1.29%
					53,652	1.20%	
173	<u>Handelsbanken</u>	AA-	A-1+				
1,720	Deposit account			174			2.20%
	35 day notice account			1,726			2.20%
					1,901	0.08%	
2,835	<u>Nationwide</u>	A+	A-1				
21	Instant Saver			2,835			0.00%
	Sevenoaks Fund Instant Saver			21			1.45%
					2,855	0.13%	
830,000	<u>CCLA</u>						
	Public Sector Deposit	AAA (Fitch only)		805,000			
					805,000	35.36%	4.30%
1	<u>Virginmoney</u>						
7,742	Current account	BBB	A-2	1			
	95 Day Notice			7,795			2.75%
					7,796	0.34%	
	Insignis Investments						
1,568	Santander (9 Months)	A-		390,763			3.70%
270,316	Insignis Earmarked Fees			977			
516,049	HSBC Tracker (31 Day Notice)	AA		272,845			3.70%
	Standard Chartered Bank (6 month)	AA-		516,049			4.05%
					1,180,634	51.86%	
460	<u>Petty Cash</u>				579	0.03%	
	<u>Cashbook suspense</u>				0	0.00%	
1,944,576					2,276,651		

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

1,065,381
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

Balance Sheet as at 30/07/2026

31st March 2026		31st March 2027		
Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Current Assets			
13,770	Debtors	16,209		
41,503	SCC Bookings Debtors	21,819		
121,023	Vat Control	181,129		
248	Allotment Ledger	0		
27,855	Prepayments	3,894		
1,711	Stock	1,711		
194,445	Nat West - Current Account	187,424		
1,000	Payroll Account	1,000		
15,308	Mayors Charity Account	10,066		
1,000	House i/t Basement Youth Cafe	1,000		
10,449	Sevenoaks Town Partnership	10,449		
460	Petty Cash	579		
173	Handelsbanken Investment	174		
1,720	Handelsbanken Notice Account	1,726		
2,835	Nationwide Instant Saver	2,835		
38,010	Natwest Investment	14,295		
1	Virgin Money Current Account	1		
53,478	HSBC Investment	53,652		
21	Nationwide Sevenoaks Fund	21		
830,000	CCLA Public Sector Deposit	805,000		
7,742	Virgin Money 90 day Notice	7,795		
1,568	Insignis Earmarked Fees	977		
270,316	HSBC Tracker (31 days Notice)	272,845		
516,049	Standard Chartered (6 Months)	516,049		
387,152	Investec (3 Months)	0		
0	Santander (9 Months)	390,763		
2,537,838			2,501,412	
	2,537,838 Total Assets			2,501,412
	Current Liabilities			
0	Allotment Ledger	21		
0	Cash Book Suspense	17		
52,532	Creditors	93,975		
1,123	Miscellaneous Creditors	101		
102,862	Accruals	98,524		

Balance Sheet as at 30/07/2026

31st March 2026			31st March 2027		
52,041	Receipts in Advance	292,246			
3,690	Receipt in Advance-Cemetery	2,386			
9,328	Damage Deposit	6,004			
560	Key Deposit	569			
6,700	QH Allotment Key deposits	6,910			
817	BV Allotment key deposits	767			
229,652			501,520		
2,308,185	Total Assets Less Current Liabilities		1,999,892		
Represented By					
538,867	Revenue Reserve		560,909		
1,769,318	Earmarked Reserves		1,438,983		
2,308,185			1,999,892		

The above statement represents fairly the financial position of the Authority as at 30/07/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Income</u>	<u>Expenditure</u>	<u>Closing Balance</u>
312	Temp Staff Reserve	4,000.00	0.00	0.00	4,000.00
313	Youth Council Reserve	1,226.70	0.00	18.00	1,208.70
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	1,512.50	3,268.75
324	Development Fund 2025/2026	6,567.83	0.00	3,491.46	3,076.37
328	Non-annual commitments reserve	14,700.00	6,000.00	0.00	20,700.00
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	456,099.05	753,546.29	107,366.24
339	Capital Receipts Quaker Hall	45,860.17	0.00	2,363.42	43,496.75
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	69,427.47	87,437.29	289,991.31
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	6,442.68	0.00
376	Mayor's Regalia Reserve	4,670.99	0.00	0.00	4,670.99
		1,769,318.37	531,526.52	861,861.64	1,438,983.25

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st March 2027

31st March 2026		31st March 2027
	Operating Income	
51,040	O/ Spaces & Leisure - General	16,939
82,321	O/ Spaces & Leisure - Cemetery	39,987
9,994	O/ Spaces & Leisure- Allotment	100
12,498	Open Spaces-Street Lighting/Ge	200
39,270	O/ Spaces & Leisure-Vine Cafe	24,766
5,130	O/Spaces & Leisure-Vine Ground	3,174
41,300	F& G P - Bat & Ball Station	15,105
98,915	F & G P - Establishments	23,669
10,673	F & G P - General	0
25,474	F & G P - Council Offices	10,253
153,840	F & G P - Bat & Ball Centre	57,021
6,579	F & G P - Property	2,879
14,290	Town Team	8,047
26,878	Business Hub	11,238
18,889	Sevenoaks Town Mayor	4,219
20,826	Youth Cafe	3,914
56,234	Markets	18,355
1,545,147	Precept	541,362
2,282,563	Capital Infrastructure Budget	520,617
4,501,858	Total Income	1,301,845
	Running Costs	
41,117	Planning - General	14,675
4,730	Community Bus	211
366,916	O/ Spaces & Leisure - General	140,436
157,263	O/ Spaces & Leisure - Cemetery	51,629
9,493	O/ Spaces & Leisure- Allotment	4,167
30,005	Open Spaces-Street Lighting/Ge	9,830
68,449	O/ Spaces & Leisure-Vine Cafe	23,309
50,122	O/Spaces & Leisure-Vine Ground	14,350
88,820	F& G P - Bat & Ball Station	15,527
833,424	F & G P - Establishments	294,026
51,068	F & G P - General	4,630
55,720	F & G P - Council Offices	27,859
171,686	F & G P - Bat & Ball Centre	43,084
62,633	F & G P - Grants	31,240
0	F & G P - Property	12
17,059	Town Team	7,584
26,096	Business Hub	7,111
22,149	Sevenoaks Town Mayor	16,085
0	Youth Council	18
126	BID	0
91,469	Youth Cafe	28,289
41,661	Markets	15,112
1,443,125	Capital Infrastructure Budget	860,956
3,633,131	Total Expenditure	1,610,138

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st March 2027

31st March 2026		31st March 2027
	General Fund Analysis	
533,825	Opening Balance	538,867
4,501,858	Plus : Income for Year	1,301,845
5,035,683		1,840,711
3,633,131	Less : Expenditure for Year	1,610,138
1,402,552		230,573
863,685	Transfers TO / FROM Reserves	(330,335)
538,867	Closing Balance	560,909

Purchase Ledger for Month No 4

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
22/07/2026	22/7	39980	3PB BARRISTERS	3PB001	3,500.00	700.00	4,200.00	6620	31	3,500.00	Community Asset Tfr Stag
31/07/2026	11260	40011	ADADEMY CONSULTING	ACA001	3,200.00	640.00	3,840.00	9077	91	3,200.00	QS & Employers Agent Fees
30/07/2026	7185	40034	ANTIQUE BRONZE	ANT003	856.77	171.36	1,028.13	9050	91	856.77	Conservation Report War Mem
15/07/2026	15/07/26	39950	BANKLINE	BANKL01	81.85	0.00	81.85	6975	31	81.85	bank chgs
02/07/2026	45494016	39847	BIDFOOD	BID001	182.80	11.19	193.99	6500	28	182.80	Goods for resale
16/07/2026	45774441	39929	BIDFOOD	BID001	186.02	18.64	204.66	6500	28	186.02	Goods for resale
23/07/2026	45888439	39975	BIDFOOD	BID001	189.02	18.50	207.52	6500	28	189.02	goods for resale
30/07/2026	46003666	40008	BIDFOOD	BID001	159.01	20.97	179.98	6500	28	159.01	goods for resale
27/07/2026	0239564	40086	BOOKER	BOOK001	43.54	2.14	45.68	6500	28	32.86	goods for resale
								6505	28	10.68	consumables
01/07/2026	4050	39921	BOURNE SPORT	BOU002	4,125.00	825.00	4,950.00	5120	21	4,125.00	Rootzone supply & spread
30/06/2026	262063801	40035	BP FUEL	BPF001	140.85	28.17	169.02	5700	21	78.83	fuel
								5700	22	62.02	fuel
14/07/2026	262071597	39973	BP FUEL	BPF001	185.99	37.20	223.19	5700	21	128.33	fuel
								5700	22	57.66	fuel
21/07/2026	262073848	39972	BP FUEL	BPF001	43.98	0.00	43.98	5700	21	43.98	fuel
28/07/2026	262075415	40027	BP FUEL	BPF001	113.98	22.80	136.78	5700	21	113.98	fuel
31/07/2026	262080367	40077	BP FUEL	BPF001	25.88	0.00	25.88	5700	20	10.33	fuel
								5700	21	15.55	fuel
06/07/2026	SVO/380465	39939	BREWERS	BREW001	84.11	16.82	100.93	5410	29	84.11	maint equip
06/07/2026	SVO/380466	39996	BREWERS	BREW001	11.48	2.30	13.78	5010	21	11.48	Paint equip
14/07/2026	SVO/380501	39995	BREWERS	BREW001	80.79	16.16	96.95	5010	21	80.79	Paint equip
14/07/2026	SVO/380502	39993	BREWERS	BREW001	13.50	2.70	16.20	5010	21	13.50	Paint equip
14/07/2026	SVO/380503	39992	BREWERS	BREW001	19.98	4.00	23.98	5010	21	19.98	Paint equip
14/07/2026	SVO/380504	39994	BREWERS	BREW001	51.65	10.33	61.98	5010	21	51.65	Paint equip
20/07/2026	SVO/380548	40029	BREWERS	BREW001	39.15	7.83	46.98	5010	29	39.15	paint equip
20/07/2026	SVO/380549	40028	BREWERS	BREW001	73.32	14.66	87.98	5010	29	73.32	paint equip
20/07/2026	SVO/380550	40030	BREWERS	BREW001	13.21	2.64	15.85	5010	29	13.21	paint equip

Purchase Ledger for Month No 4

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
20/07/2026	SVO/380551	40031	BREWERS	BREW001	18.30	3.66	21.96	5010	29	18.30	paint equip
28/07/2026	SVO/380598	40081	BREWERS	BREW001	91.21	18.24	109.45	5010	21	91.21	pain equip
08/07/2026	8/7	39912	MAYOR OF BROMLEY	BRO003	76.00	0.00	76.00	6448	42	76.00	Bromley's Afternoon Tea 8/9
08/07/2026	8/7REV	39924	MAYOR OF BROMLEY	BRO003	-76.00	0.00	-76.00	6448	42	-76.00	Mayor Of Bromley Afternoon Tea
01/07/2026	2004153993	39846	CJS PLANTS	CJS001	2,635.00	527.00	3,162.00	6865	26	2,635.00	Jul floral maint
06/07/2026	1016683	39971	CLEARMASTERS	CLE004	270.00	54.00	324.00	5410	22	270.00	Septic tank empty
31/07/2026	INV-D-12445	40013	CLOUDY GROUP	CLO001	947.50	189.50	1,137.00	6730	31	947.50	Cloudy IT subs 2026/27
09/06/2026	CC26166	39936	COMPANY OF CRITTERS	COM006	302.10	0.00	302.10	6869	32	302.10	Animal stall at event
06/07/2026	156962	39954	CONNECTAPHONE	CON001	561.69	112.34	674.03	6101	50	50.98	Jun telephone chg
								6101	22	51.01	Jun telephone chg
								6101	28	50.98	Jun telephone chg
								6101	36	51.04	Jun telephone chg
								6101	30	50.98	Jun telephone chg
								6101	31	306.70	Jun telephone chg
31/07/2026	I70220	40062	COUNTRY STYLE RECYCL	COU001	84.02	16.80	100.82	6935	36	15.50	Jul bin collection chg
								6935	29	68.52	Jul bin collection chg
29/07/2026	29/7	40006	MAYOR OF DARTFORD	DAR002	60.00	0.00	60.00	6448	42	60.00	Dartford Turkish Night 20/8
26/06/2026	952715	40099	ERNEST DOE	DOE001	1,943.31	388.64	2,331.95	5525	22	1,943.31	Fix excavator fault
03/07/2026	953179	39942	ERNEST DOE	DOE001	359.97	71.98	431.95	5525	22	359.97	JCB service
06/07/2026	953336	39922	ERNEST DOE	DOE001	151.99	30.40	182.39	5525	21	151.99	Gardening Equip maint
24/07/2026	4057	40005	EASY-GATE LTD	EASY001	1,047.00	209.40	1,256.40	5310	21	1,047.00	Gate for Buckhurst
06/07/2026	000028804776	39907	EDF ENERGY	EDF002	1,075.21	215.05	1,290.26	6011	36	1,075.21	June electric chg
06/07/2026	000028797468	39908	EDF ENERGY	EDF003	44.48	2.22	46.70	6011	60	44.48	June electric chg
03/07/2026	000028759932	39905	EDF ENERGY	EDF004	286.81	14.34	301.15	6011	41	286.81	June electric chg
16/07/2026	000028925669	39944	EDF ENERGY	EDF005	823.48	164.69	988.17	6011	28	823.48	Electric chg 1/4-16/7
16/07/2026	000028925477	39938	EDF ENERGY	EDF006	488.88	24.44	513.32	5025	21	488.88	Electric chg 1/4-6/7
21/07/2026	000028937767	39974	EDF ENERGY	EDF007	456.61	22.83	479.44	5020	29	456.61	Electric chg 1/4-6/7
03/07/2026	000028776331	39904	EDF ENERGY	EDF008	49.88	2.49	52.37	6861	26	49.88	Apr-June electric chg
03/07/2026	000028761987	39906	EDF ENERGY	EDF009	110.36	5.52	115.88	6011	22	110.36	June electric chg

Purchase Ledger for Month No 4

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
31/07/2026	000029033514	40064	EDF ENERGY	EDF009	115.21	5.76	120.97	6011	22	115.21	Jul electric chg
01/07/2026	000028677745	39903	EDF ENERGY	EDF011	879.63	175.92	1,055.55	6011	30	879.63	June electric chg
24/10/2025	000025527662	40089	EDF ENERGY	EDF012	-4,452.98	-890.59	-5,343.57	6011	21	-4,452.98	Electric credit 14/1/25-13/4/2
24/10/2025	000025527667	40090	EDF ENERGY	EDF012	-880.22	-176.04	-1,056.26	6011	21	-880.22	Electric credit 14/4/25-13/7/2
23/07/2026	000028959191	40021	EDF ENERGY	EDF012	293.56	58.71	352.27	6011	21	293.56	Electric chg 14/6-13/7
31/07/2026	137857	40023	ATLAS FM/EMPRISE SVS	EMP001	684.35	136.87	821.22	6932	22	684.35	Jul lock up chg
31/07/2026	137858	40024	ATLAS FM/EMPRISE SVS	EMP001	1,768.86	353.77	2,122.63	5311	21	1,768.86	Jul lock up chg Pointoise
31/07/2026	137859	40022	ATLAS FM/EMPRISE SVS	EMP001	1,179.86	235.97	1,415.83	5311	21	1,179.86	Jul lock up chg H.Street
27/03/2026	742604	39951	EVERFLOW WATER	EVE002	-57.31	0.00	-57.31	6002	23	-14.78	water credit
								5025	21	-20.51	water credit
								6014	33	-20.51	water credit
								6014	36	401.55	water credit
								6014	30	-87.36	water credit
								6014	21	-38.33	water credit
								6014	28	-163.39	water credit
								6014	29	-38.23	water credit
								6014	23	-75.75	water credit
21/07/2026	5762177	39976	EVERFLOW WATER	EVE002	-856.20	0.00	-856.20	6002	23	14.19	water chg 19/8-18/9
								5025	21	20.58	water chg 19/8-18/9
								6014	33	-456.88	water chg 19/8-18/9
								6014	36	77.80	water chg 19/8-18/9
								6014	30	51.10	water chg 19/8-18/9
								6014	21	293.48	water chg 19/8-18/9
								6014	28	-847.24	water chg 19/8-18/9
								6014	29	-20.35	water chg 19/8-18/9
								6014	23	11.12	water chg 19/8-18/9
16/07/2026	CASV308451	39999	EXPRESS FACTORS	EXPR001	39.72	7.94	47.66	5525	22	24.64	maint equip
								5410	21	15.08	maint equip
29/07/2026	29/7	40020	MAYOR OF FAVERSHAM	FAV001	70.00	0.00	70.00	6448	42	70.00	Faversham Hop Festival 5/9

Purchase Ledger for Month No 4

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
14/07/2026	INV601163	39997	GAZA TIMBER	GAZA001	15.17	3.04	18.21	5410	36	10.22	Maint equip
								5010	21	4.95	Maint equip
21/07/2026	INV601657	40076	GAZA TIMBER	GAZA001	23.86	4.77	28.63	5500	21	23.86	maint equip
22/07/2026	INV-023232	40082	GLORIOUS GAZEBOS	GLOR001	345.25	69.05	414.30	6491	32	345.25	Gazebo Hire deposit
30/07/2026	116395	40080	GODFREYS	GOD001	82.47	16.49	98.96	5700	21	82.47	fuel
13/07/2026	104881	39930	HERBERT & WARD	HAW001	126.00	7.00	133.00	6500	28	91.00	goods for resale
								6505	28	35.00	consumables
21/07/2026	105075	39964	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Jul coffee mach rental
31/07/2026	31316	40063	HELIOCENTRIX	HELI001	1,945.84	389.17	2,335.01	6240	31	1,559.80	Jul IT support chg
								6242	31	386.04	Jul IT support chg
31/07/2026	T4105	40069	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Jul wifi chg
								6101	22	11.48	Jul wifi chg
								6105	41	141.50	Jul wifi chg
								6105	22	10.00	Jul wifi chg
								6105	21	28.69	Jul wifi chg
								6105	50	32.82	Jul wifi chg
17/07/2026	002459	39933	HGS	HGS001	-73.19	-14.64	-87.83	6013	36	-73.19	cleaning eq
09/06/2026	072597	39934	HGS	HGS001	318.68	63.74	382.42	6013	36	318.68	cleaning eq
29/06/2026	2009153149	39845	HM LAND REGISTRY	HML001	7.00	0.00	7.00	6630	11	7.00	Portal Reg View
13/07/2026	0197346	39932	HOLLYBUSH LAUNDRY	HOL002	60.00	0.00	60.00	6013	36	60.00	Tablecloth laundry
22/07/2026	1330455	39957	HOLLYBUSH LAUNDRY	HOL002	48.00	0.00	48.00	6013	36	48.00	Hollybush laundry
16/07/2026	16/7	39979	ICCM	ICCM001	110.00	0.00	110.00	6730	22	110.00	A.C ICCM subs 2026/27
23/07/2026	9000309489	39968	KENT COUNTY COUNCIL	KCC002	145.00	0.00	145.00	6865	26	145.00	Streetlighting attachments
01/07/2026	256135	39851	KCC KCS	KCC003	31.98	6.40	38.38	6200	31	31.98	stationery
09/07/2026	261247	39941	KCC KCS	KCC003	72.68	14.54	87.22	6330	21	10.49	first aid equip
								6330	22	10.49	first aid equip
								5410	21	51.70	paint
16/07/2026	265884	39949	KCC KCS	KCC003	27.80	5.56	33.36	6200	31	27.80	stationery
21/07/2026	269209	39977	KCC KCS	KCC003	85.56	17.11	102.67	6200	31	85.56	stationery

Purchase Ledger for Month No 4

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
22/07/2026	269951	39978	KCC KCS	KCC003	52.75	10.55	63.30	6200	31	52.75	stationery
24/07/2026	270679	39967	KCC KCS	KCC003	47.20	9.44	56.64	6010	41	38.35	cleaning eq
								6200	31	8.85	stationery
24/07/2026	270680	40033	KCC KCS	KCC003	42.97	8.59	51.56	6013	21	17.99	cleaning equip
								6013	22	24.98	cleaning equip
25/07/2026	270821	40032	KCC KCS	KCC003	32.90	6.58	39.48	6330	21	10.97	first aid equip
								6330	22	10.96	first aid equip
								6330	28	10.97	first aid equip
31/07/2026	162431	40025	LANDSCAPE SUPPLY CO	LAND001	206.36	41.27	247.63	6952	21	82.97	uniform
								5500	21	123.39	Gardening equip
22/07/2026	4394	39960	LAV HIRE LTD	LAV001	330.00	66.00	396.00	6869	32	330.00	Toilet hire for events
03/07/2026	36	39893	LILIAS KITCHEN	LIL001	470.25	0.00	470.25	6520	36	300.00	Catering expense Tea Dance
								6016	30	170.25	Catering expense Mosaic School
25/06/2026	06982GR	39935	LOCUM LOCKS	LOC003	350.60	70.12	420.72	5410	23	350.60	Keys for allotments
21/07/2026	06995GR	39969	LOCUM LOCKS	LOC003	70.99	14.20	85.19	5410	23	70.99	padlock repair
15/07/2026	3485	39959	LONGLEY GROUP	LON002	113,869.67	22,773.93	136,643.60	9085	91	113,869.67	Greatness Pavilion Refurb
30/07/2026	3491	40009	LONGLEY GROUP	LON002	50,000.00	10,000.00	60,000.00	9079	91	50,000.00	Landscaping at Greatness
24/07/2026	24/7	40002	MAYOR OF MAIDSTONE	MAI001	20.00	0.00	20.00	6448	42	20.00	Maidstone Summer Party 5/8
04/07/2026	0000973073	39892	MAWS FINE FOODS	MAW001	65.00	0.00	65.00	6500	28	65.00	Goods for resale
22/07/2026	0000976412	39965	MAWS FINE FOODS	MAW001	94.59	0.00	94.59	6500	28	94.59	goods for resale
31/07/2026	MHC/37046	40071	MAY HARRIS	MAY001	357.44	71.49	428.93	5020	29	357.44	Jul cleaning chg
31/07/2026	MHC/37046A	40074	MAY HARRIS	MAY001	357.44	71.49	428.93	5025	21	357.44	Jul cleaning chg
31/07/2026	MHC/37046B	40075	MAY HARRIS	MAY001	357.44	71.49	428.93	6013	30	357.44	Jul cleaning chg
31/07/2026	MHC/37046C	40073	MAY HARRIS	MAY001	357.43	71.49	428.92	5026	21	357.43	Jul cleaning chg
30/07/2026	M-344054	40018	NEW HADEN PUMPS	NEW001	450.00	90.00	540.00	5410	30	450.00	Pump service
28/07/2026	UKSPS00199055	40016	NEXUDUS SL	NEX001	99.84	19.97	119.81	6900	41	99.84	Hub booking chg Aug
16/07/2026	3380943	39947	NISBETS	NIS001	25.29	5.05	30.34	6013	36	25.29	cleaning eq
06/07/2026	33743680	39913	NISBETS	NIS001	68.56	13.71	82.27	6013	30	68.56	cleaning eq
07/07/2026	33751485	39914	NISBETS	NIS001	56.37	11.27	67.64	6010	33	56.37	cleaning eq

Purchase Ledger for Month No 4

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
14/07/2026	33792693	39948	NISBETS	NIS001	54.96	10.99	65.95	6013	36	54.96	cleaning eq
14/07/2026	33792694	39945	NISBETS	NIS001	75.77	15.15	90.92	6013	30	75.77	cleaning eq
15/07/2026	33801145	39946	NISBETS	NIS001	21.22	4.24	25.46	6013	36	21.22	cleaning eq
30/07/2026	33887092	40019	NISBETS	NIS001	41.49	8.29	49.78	5500	28	41.49	water filter
28/07/2026	28/JUL26/GEO	40015	ONECARD	ONE002	3,602.19	404.02	4,006.21	5010	21	186.00	gulley covers
								5010	29	108.10	Vine cricket net
								6460	31	399.88	QR Code Generator subs
								6460	31	8.99	Mayoral prints
								6460	31	2.50	Mayoral portrait
								6865	26	30.43	plant labels
								5500	28	66.64	fans
								5500	50	503.33	Dishwasher
								5500	33	132.00	crates for office move
								5500	31	56.75	Leaflet holders
								6730	31	95.00	Amazon Prime subs
								6730	31	173.00	NW Exam fee
								6730	31	54.00	Chat GPT subs
								6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad
								6101	31	8.34	Youth Work mobile
								6240	31	3.54	plug
								6240	31	3.29	keyboard paint
								6240	31	10.83	Software design subs
								6500	28	65.46	Goods for resale
								6500	28	144.69	Goods for resale
								6500	28	32.12	Goods for resale
								6500	28	-22.50	Goods for resale
								6500	28	92.00	Goods for resale
								6500	28	30.50	Goods for resale

Purchase Ledger for Month No 4

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	66.44	Goods for resale
								6500	50	51.65	Goods for resale
								6500	50	1.35	Goods for resale
								6500	28	49.91	Goods for resale
								6500	28	31.33	Goods for resale
								6500	28	-2.80	Goods for resale
								6500	50	77.02	Goods for resale
								6500	50	16.08	Goods for resale
								6500	28	65.25	Goods for resale
								6500	28	76.29	Goods for resale
								6500	28	52.17	Goods for resale
								6500	28	34.95	Goods for resale
								6500	50	45.17	Goods for resale
								6500	50	20.12	Goods for resale
								6315	31	69.09	Job advertising fee
								6635	50	146.67	PVSL 2026/27
								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
								6010	28	2.25	cleaning equip
								6010	50	12.62	cleaning equip
								6010	28	0.96	cleaning equip
								6010	28	3.75	cleaning equip
								6505	28	4.75	consumables
								6505	28	1.37	consumables
								6241	50	12.00	website maintenance
								6200	31	5.82	Laminating pouches
								6200	50	1.87	stationery

Purchase Ledger for Month No 4

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
								6922	33	4.99	key log book
								5525	21	37.49	drill battery
								7208	42	26.64	Paper lanterns
								6330	31	46.50	Meeting sandwiches
								6330	31	16.50	Meeting food
								6330	31	87.54	Meeting sandwiches
								6300	31	203.53	Adobe subscription
								6869	30	5.00	Table signs Chatty cafe
								6013	36	35.18	Floor cleaner
								6013	36	50.32	Floor cleaner
								6900	50	4.17	battery
28/07/2026	28/JUL26/GEOCOR40037		ONECARD	ONE002	26.64	5.33	31.97	5500	31	26.64	Paper lanterns
28/07/2026	28/JUL26/GEOREV40036		ONECARD	ONE002	-26.64	-5.33	-31.97	7208	42	-26.64	Paper lanterns
28/07/2026	28/JUL26/LIN	40014	ONECARD	ONE002	203.65	3.83	207.48	6710	31	5.55	conference train fare
								6710	31	7.00	conference taxi
								6710	31	18.70	conference train fare
								6630	11	19.13	survey subs
								6240	31	90.41	Fireflies plan
								6240	31	3.86	Fireflies plan
								6415	31	59.00	Get well flowers Cllr O.H
28/07/2026	28/JUL26GEO/COR40039		ONECARD	ONE002	26.64	5.33	31.97	7208	42	26.64	paper lanterns
28/07/2026	28/JUL26GEOREV 40038		ONECARD	ONE002	-26.64	-5.33	-31.97	5500	31	-26.64	paper lanterns
13/07/2026	15170	39991	PARKERS	PARK001	116.16	0.00	116.16	5330	21	116.16	Grass seed 20kg
17/07/2026	100225	40000	PLAYSAFETY	PLAY001	821.70	164.34	986.04	5310	21	821.70	Play Area Inspections
23/07/2026	44622	39956	PREMIER ALARMS	PREM001	1,986.00	0.00	1,986.00	9079	91	1,986.00	TV System installation 50% dep
23/07/2026	44622COR	40041	PREMIER ALARMS	PREM001	1,986.00	0.00	1,986.00	9079	91	1,986.00	CCTV installation 50% dep
23/07/2026	44622REV	40040	PREMIER ALARMS	PREM001	-1,986.00	0.00	-1,986.00	9079	91	-1,986.00	TV System installation 50% dep
01/07/2026	235777	39920	PREMIER ALARMS	PREM001	447.11	89.42	536.53	6930	22	447.11	Alarm system annual renewal
31/07/2026	236159	40070	PREMIER ALARMS	PREM001	95.00	19.00	114.00	6930	21	95.00	False alarm reset

Purchase Ledger for Month No 4

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
02/07/2026	288580	39919	PROVENDER	PRO002	92.67	18.53	111.20	5500	22	12.50	Watering can
								6865	26	80.17	plants
09/07/2026	INV-00051423	39983	PSTAX	PST001	450.00	90.00	540.00	6320	31	450.00	VAT Course for G.E & E.R
22/07/2026	INV-00052429	39982	PSTAX	PST001	40.00	8.00	48.00	6320	31	40.00	VAT course for G.E & E.R
17/06/2026	17/6	39966	PWLB	PUBL001	35,800.76	0.00	35,800.76	7617	31	35,800.76	PWBL repayment
21/07/2026	100896	39937	REPOSS LTD	REP001	33.34	6.67	40.01	5525	28	33.34	Monthly till support
30/07/2026	30.07.2026	40010	SAMSARA SPORT	SAM002	740.00	0.00	740.00	7552	38	740.00	Skateboarding Sessions Jul/Aug
06/07/2026	2014169711	39970	SCREWFIX	SCREW001	66.65	13.33	79.98	5500	31	66.65	Thermometer
26/06/2026	2102871	39931	SDC	SDC001	180.00	0.00	180.00	6635	36	180.00	Premises licence
06/07/2026	2103617	40012	SDC	SDC001	3,000.00	0.00	3,000.00	7557	38	3,000.00	DVCRP Contribution 2026/27
06/07/2026	2103634	39911	SDC	SDC001	942.50	0.00	942.50	6200	31	942.50	Brochure Of Paintings x 250
08/07/2026	2103656	39909	SDC	SDC001	2,705.58	0.00	2,705.58	5421	60	1,490.36	Jul Market Rent
								5420	60	1,215.22	Jul Market Rent
08/07/2026	2103682	39910	SDC	SDC001	728.00	145.60	873.60	6934	21	728.00	Dog Bin Emptying Apr-Jun
28/07/2026	2104295	40003	SDC	SDC001	720.00	0.00	720.00	6889	31	720.00	Waste sacks
29/07/2026	29/7	40007	SDC CHAIRMAN	SDC003	74.00	0.00	74.00	6448	42	74.00	SDC Chairman Pizza day 12/8
14/07/2026	9303999397	39940	SETON	SET001	53.15	10.63	63.78	6922	31	53.15	Asbestos signs
01/07/2026	GAC69265	39852	SETYRES	SETY001	23.34	4.66	28.00	5525	36	23.34	tyre
10/07/2026	GAC69384	39989	SETYRES	SETY001	55.00	11.00	66.00	5550	21	55.00	Tyre
14/07/2026	93090	40083	SGE	SGE001	15.05	3.01	18.06	5410	21	3.28	maint equip
								6952	21	11.77	gloves
22/07/2026	1852	39961	SG PLUMBING AND HEAT	SGP001	481.23	96.25	577.48	5020	29	481.23	water heater installation
22/07/2026	1853	39962	SG PLUMBING AND HEAT	SGP001	178.26	35.65	213.91	5026	21	178.26	Toilet repair
14/07/2026	BK226795-3	39981	SLCC	SLCC001	550.00	85.00	635.00	6710	31	550.00	L.L National Conference
27/07/2026	BK227058-1	40004	SLCC	SLCC001	550.00	85.00	635.00	6710	31	550.00	National Conference G.J
09/07/2026	IV04650729	39952	SSE	SSE001	269.33	13.47	282.80	6862	26	269.33	Electric chg Jun
01/07/2026	1/07	39849	SWANLEY TOWN COUNCIL	SWA002	96.00	0.00	96.00	6448	42	96.00	Swanley's 1812 Night 28/8
01/07/2026	1/7	39848	SWANLEY TOWN COUNCIL	SWA002	39.00	0.00	39.00	6448	42	39.00	Swanley's Quiz 18/7
14/07/2026	INV-000540	39927	JS TAYLOR	TAYL001	140.00	0.00	140.00	5410	36	140.00	Electrical work

Purchase Ledger for Month No 4

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
14/07/2026	INV-000541	39928	JS TAYLOR	TAYL001	490.00	0.00	490.00	5410	28	490.00	Electrical work
07/07/2026	7/7	40091	MAYOR OF TONBRIDGE	TON001	-10.00	0.00	-10.00	6448	42	-10.00	Quiz Night refund
17/07/2026	17/8	40092	MAYOR OF TONBRIDGE	TON001	-20.00	0.00	-20.00	6448	42	-20.00	Quiz Night refund
22/07/2026	22/7	39984	TOWN CRIER	TOW001	51.00	0.00	51.00	6865	26	51.00	TC Appearance Fee In Bloom
13/07/2026	1047367836	39998	TRAVIS PERKINS	TRA005	14.94	2.99	17.93	5410	21	14.94	Maint equip
15/07/2026	1047526971	40001	TRAVIS PERKINS	TRA005	30.61	6.12	36.73	5500	21	11.84	Tub
								5010	21	18.77	Maint equip
17/07/2026	1047674499	39990	TRAVIS PERKINS	TRA005	34.15	6.83	40.98	5310	21	34.15	maint equip
24/07/2026	1048121275	40078	TRAVIS PERKINS	TRA005	22.79	4.56	27.35	5410	21	22.79	maint equip
26/06/2026	20916347	39955	TRACKER	TRA006	416.66	83.34	500.00	5525	22	416.66	vehicle batteries
03/07/2026	20989347	39963	TRACKER	TRA006	624.99	125.01	750.00	5550	21	624.99	vehicle batteries
30/07/2026	INV-7133	40079	TREE ABILITY	TREE001	992.00	198.40	1,190.40	5070	21	992.00	Millpond Wood Tree Work
14/07/2026	2634	39953	ULTRALITE	ULTRA001	440.00	88.00	528.00	6865	26	220.00	Banner install & remove
								6461	31	220.00	Banner install & remove
02/07/2026	I-0427923	39925	UNITED GAS AND POWER	UNI002	-302.79	-15.14	-317.93	6012	30	-302.79	Apr-May gas refund
06/07/2026	I-0434768	39923	UNITED GAS AND POWER	UNI002	504.26	25.21	529.47	6012	30	504.26	Apr-Jun gas chg
06/07/2026	I-0434830	39916	UNITED GAS AND POWER	UNI003	59.24	2.96	62.20	6012	36	59.24	June gas chg
06/07/2026	I-0434909	39915	UNITED GAS AND POWER	UNI004	58.51	2.93	61.44	6012	33	58.51	June gas chg
04/07/2026	JUNE	39894	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	June market set up chg
31/07/2026	3040726	40084	WARNERS SOLICITORS	WARN001	1,162.00	232.40	1,394.40	9080	91	1,162.00	Greatness Pavilion legal fees
30/06/2026	442630582	39985	WORLDPAY	WOR001	71.80	10.71	82.51	6976	31	71.80	Jun card trans chg
30/06/2026	442800867	39986	WORLDPAY	WOR001	10.34	0.57	10.91	6976	50	10.34	Jun card trans chg
30/06/2026	442863805	39987	WORLDPAY	WOR001	217.04	17.37	234.41	6976	28	217.04	Jun card trans chg
30/06/2026	442886071	39988	WORLDPAY	WOR001	71.65	0.07	71.72	6976	31	71.65	Jun card trans chg
31/07/2026	448884771	40067	WORLDPAY	WOR001	234.93	17.70	252.63	6976	28	234.93	Jul card trans chg
31/07/2026	448934460	40066	WORLDPAY	WOR001	120.18	0.05	120.23	6976	31	120.18	Jul card trans chg
31/07/2026	449007831	40068	WORLDPAY	WOR001	10.93	0.69	11.62	6976	50	10.93	Jul card trans chg
31/07/2026	449041028	40065	WORLDPAY	WOR001	70.01	10.68	80.69	6976	31	70.01	Jul card trans chg
01/07/2026	WM12736512	39850	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Jun card trans chg

Purchase Ledger for Month No 4

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
02/07/2026	WM12749105	39918	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	June card trans chg
TOTAL INVOICES					257,419.49	41,008.82	298,428.31			257,419.49	

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
01/07/2026	Sevenoaks District Council	DD02JUL	884.00		July Business Rates chg
01/07/2026	Sevenoaks District Council	DD02JUL26	2,622.00		July Business Rates chg
01/07/2026	Sevenoaks District Council	DD04/JUL26	588.00		July Business Rates chg
01/07/2026	Sevenoaks District Council	DD05JUL26	64.00		July Business Rates chg
01/07/2026	Sevenoaks District Council	DD06JUL26	149.00		July Business Rates chg
01/07/2026	Sevenoaks District Council	DD07/JUL26	550.00		July Business Rates chg
01/07/2026	Reach PLC	DD01JUL26	16.90		Jul Sev Chronicle chg
01/07/2026	Youth Cafe	1380/BREV	-1.65		milk
01/07/2026	Youth Cafe	1380/BCORR	1.65		milk
01/07/2026	Payroll A/c	DD1/7	5,057.38		June L&G Tfr
02/07/2026	BACS P/L Pymnt Page 7301	BACS Pymnt	18,634.11		BACS P/L Pymnt Page 7301
03/07/2026	Petty Cash	002016	356.58		Petty cash top up
06/07/2026	Nexodus S.L	DD08	119.86		Jul Hub booking chg
06/07/2026	NATWEST ONE CARD	DD09	4,106.75		Onecard June Lin
07/07/2026	HM Land Registry	DD11	7.00		Portal Reg View
07/07/2026	BP Fuel	DD10	189.42		fuel
09/07/2026	BACS P/L Pymnt Page 7304	BACS Pymnt	39,802.41		BACS P/L Pymnt Page 7304
09/07/2026	EDF ENERGY - Knole Paddock	DD12	220.24		Purchase Ledger DDR Payment
13/07/2026	United Gas And Power - Offices	DD14	61.44		June gas chg
13/07/2026	United Gas & Power - Bat & Bal	DD15	38.54		June gas chg
13/07/2026	United Gas & Power - Bat & Bal	DD13	211.54		Apr-May gas refund
15/07/2026	NatWest Bankline	bln	81.85		bank chgs
15/07/2026	Public Works Loan Board	DD16	35,800.76		PWBL repayment
15/07/2026	Connectaphone	DD17	674.03		Jun telephone chg
21/07/2026	WorldPay	DD18	10.91		Jun card trans chg
21/07/2026	WorldPay	DD19	234.41		Jun card trans chg
21/07/2026	WorldPay	DD20	82.51		Jun card trans chg
21/07/2026	WorldPay	DD21	71.72		Jun card trans chg
21/07/2026	Reposs Ltd	DD22	40.01		Monthly till support
21/07/2026	BP Fuel	DD23	223.19		fuel
22/07/2026	WorldPay	DD24	11.94		June card trans chg
22/07/2026	EDF ENERGY - B&B Station	DD25	1,055.55		June electric chg
23/07/2026	BACS P/L Pymnt Page 7312	BACS Pymnt	14,011.87		BACS P/L Pymnt Page 7312
23/07/2026	BACS P/L Pymnt Page 7316	BACS Pymnt	1,986.00		BACS P/L Pymnt Page 7316
23/07/2026	SSE	DD26	282.80		Electric chg Jun
24/07/2026	Petty Cash	002017	338.95		Petty cash top up
24/07/2026	EDF ENERGY - Cemetery	DD57	115.88		June electric chg
24/07/2026	EDF Energy - Business Hub	DD28	301.15		June electric chg
24/07/2026	Payroll A/c	BACS24/7	67,161.57		July Salaries Tfr
27/07/2026	EDF Energy - Bat and Ball Cent	DD29	1,290.26		June electric chg
27/07/2026	EDF Energy - High Street Marke	DD30	46.70		June electric chg
27/07/2026	Payroll A/c	BACS27/7	29,543.69		July HMRC/KCC Tfr
28/07/2026	Country Style Recycling	DD31	130.68		June Bin collection chg

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
28/07/2026	BP Fuel	DD32	43.98		fuel
30/07/2026	BACS P/L Pymnt Page 7317	BACS Pymnt	149,182.74		BACS P/L Pymnt Page 7317
30/07/2026	S.R	BACS30/7	30.00		Allot key refund
30/07/2026	Payroll A/c	DD30/7	5,270.21		July L&G Tfr
Total Payments			<u>381,702.53</u>		

Mayors Charity Account

List of Payments made between 01/07/2026 and 31/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
17/07/2026	BACS P/L Pymnt Page 7336	BACS Pymnt	-30.00		BACS P/L Pymnt Page 7336
Total Payments			<u>-30.00</u>		

Receipts for Month 4				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: 01/07/2026		5,057.38						
DD1/7	Nat West - Current Account	5,057.38			201		5,057.38	June L&G Tfr
Banked: 24/07/2026		67,161.57						
BACS24/7	Nat West - Current Account	67,161.57			201		67,161.57	July Salaries Tfr
Banked: 27/07/2026		29,543.69						
BACS27/7	Nat West - Current Account	29,543.69			201		29,543.69	July HMRC/KCC Tfr
Banked: 30/07/2026		5,270.21						
DD30/7	Nat West - Current Account	5,270.21			201		5,270.21	July L&G Tfr
Total Receipts for Month		107,032.85	0.00	0.00			107,032.85	
Cashbook Totals		108,032.85	0.00	0.00			108,032.85	

Payments for Month 4				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>
01/07/2026	Legal & General	DD1/7	5,057.38			516		5,057.38	June Legal & General payment
24/07/2026	Employees	BACS24/7	67,001.57			520		67,001.57	July Salaries Payments
24/07/2026	Councillors	BACS24/7-	160.00			520		160.00	July Allowances Payment
27/07/2026	HMRC/KCC	BACS27/7	29,543.69			515		25,147.21	July HMRC Payment
						516	0	4,396.48	July KCC Payment
30/07/2026	Legal & General	DD30/7	5,270.21			516		5,270.21	July Legal & General Payment
Total Payments for Month			107,032.85	0.00	0.00			107,032.85	
Balance Carried Fwd			1,000.00						
Cashbook Totals			108,032.85	0.00	0.00			108,032.85	

Receipts for Month 4				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		403.42					403.42	
Banked:03/07/2026		356.58						
002016	Nat West - Current Account	356.58			201		356.58	Petty cash top up
Banked:24/07/2026		338.95						
002017	Nat West - Current Account	338.95			201		338.95	Petty cash top up
Total Receipts for Month		695.53	0.00	0.00			695.53	
Cashbook Totals		1,098.95	0.00	0.00			1,098.95	

Date: 25/08/2026

Sevenoaks Town Council

Page: 2

Time: 09:12

Cashbook 6

User: M.BABBAGE

Petty Cash

For Month No: 4

Payments for Month 4

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>
01/07/2026	Open Spaces	1379	29.01			6865	26	29.01	Plants
01/07/2026	Open Spaces	1380/A	40.65		6.78	6865	26	33.87	Plants
01/07/2026	Youth Cafe	1380/B	1.65			6330	50	1.65	milk
01/07/2026	Youth Cafe	1380/BREV	-1.65			6330	50	-1.65	milk
01/07/2026	Youth Cafe	1380/BCOR	1.95			6330	50	1.95	milk
03/07/2026	Establishments	1381	1.65			6330	31	1.65	milk
06/07/2026	Bat and Ball Centre	1382/A	43.97		7.33	5410	36	36.64	maint equip
06/07/2026	Bat and Ball Station	1382/B	16.96		2.82	5410	30	14.14	maint equip
07/07/2026	Community Bus	1383	12.00			5550	20	12.00	minibus wash
09/07/2026	Open Spaces	1384	6.60			6865	26	6.60	In Bloom parking
16/07/2026	Open Spaces	1385	26.00		4.33	5025	21	21.67	key
16/07/2026	Vine Cafe	1386	50.00		8.33	5410	28	41.67	key
20/07/2026	Bat and Ball Centre	1387/A	1.86		0.31	6013	36	1.55	cleaning equip
20/07/2026	Bat and Ball Centre	1387/B	4.30			6330	36	4.30	refreshments
20/07/2026	Cemetery	1388	14.00			5500	22	14.00	thermometer
22/07/2026	Community Bus	1389	90.00			5550	20	90.00	minibus valet
23/07/2026	Establishments	1390	64.23			6710	31	64.23	Green Flag Awards expenses
23/07/2026	Vine Cafe	1391/A	60.31			6500	28	60.31	goods for resale
23/07/2026	Vine Cafe	1391/B	1.59			6010	28	1.59	cleaning equip
23/07/2026	Vine Cafe	1391/C	20.95			6505	28	20.95	consumables
23/07/2026	Vine Cafe	1391/D	6.99			6200	28	6.99	stationery
29/07/2026	Open Spaces	1392/A	16.99			6330	21	16.99	refreshments
29/07/2026	Open Spaces	1392/B	10.00		1.66	5010	21	8.34	maint equip

Total Payments for Month

520.01

0.00

31.56

488.45

Balance Carried Fwd

578.94

Cashbook Totals

1,098.95

0.00

31.56

1,067.39

Sevenoaks Town Council
Finance Officer's Report
Financial report for the period ended 30th June 2026

1. Summary

As at the end of June, the year-to-date position shows a surplus of £36,469.

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

- Cemetery income is approximately £10k above budget year to date.
- Bat and Ball Station has a surplus of £553.
- Establishment: Legal expenses is £11,874 over the annual budget due to the work with the Kings Counsel.
- Council Offices: Income is favourable at £4,818 above budget YTD. The main Chamber hirer has not booked as many dates for this financial year.

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

2025/2026 - £72,165	
Muga Refurbishment	£7,460
Total Remaining	£64,705

3.0 Quarterly Net Comparisons

Cost Centre	June 2025 (Actual)	June 2026 (Actual)	Budget YTD
Planning	-£11,256	-£11,493	-£11.249
Open Spaces & Leisure – General	-£75,239	-£84,438	-£89,652

Cemetery	-£12,966	-£11,745	-£21,762
Allotments	-£2,970	-£3,019	-£2,237
Street Lighting	-£1,620	-£6,122	-£5,380
Vine Café	£672	£517	
Vine Ground	-£8,265	-£6,927	-£11,338
Bat & Ball Station	-£16,595	£553	-£4,548
Establishments	-£187,734	-£193,071	-£193,484
F&P General	-£4,290	-£3,652	-£6,000
F&P Council Offices	-£8,355	-£13,896	-£21,506
Bat & Ball Centre	£17,465	£19,308	£17,474
Town Team	£4,705	£463	£2,869
Business Hub	-£455	£3,106	£773
HitB	-£17,914	-£17,853	-£18,675

3. Outstanding Debts

There are no outstanding debts.

4. Statutory Balance Sheet

The total assets to end of June 2026 are £2,783,560, this is a decrease of £182,997 from the end of May 2026. Revenue (general) reserves have decreased by £1,250 leaving a balance of £575,335.

Earmarked Reserves have decreased by £75,119 since May 26 leaving a balance of £1,590,617.

This includes:

- Payment for Dartford Road Crossing totalling £16,962.
- Payment from the skatepark maintenance fund totalling £7,050.
- Payment received from the FF for £60,649 in relation to Greatness Pavilion.
- Payment received from the PLSF for £19,950 in relation to Greatness Pavilion.
- Payment to Longley for £152,675 - Greatness Pavilion.

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%) - £273,674.27.
- Standard Chartered 6 month fixed term (4.05%) - £516,048.97.
- Santander 9 month fixed term (3.95%) - £390,762.82.

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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	3,295	3,358	63	9,733	10,074	341	40,301		30,568	24.2%	
4270 Employers Pension Contribution	115	125	10	337	375	38	1,500		1,163	22.5%	
6240 Computer/ Data Base/WP's	52	50	(2)	155	150	(5)	700		545	22.1%	
6630 Professional Fees	19	0	(19)	293	0	(293)	800		507	36.6%	
6730 Subscriptions	0	650	650	975	650	(325)	650		(325)	150.0%	
Planning - General :- Indirect Expenditure	<u>3,481</u>	<u>4,183</u>	<u>702</u>	<u>11,493</u>	<u>11,249</u>	<u>(244)</u>	<u>43,951</u>	<u>0</u>	<u>32,458</u>	<u>26.1%</u>	<u>0</u>
Net Expenditure	<u>(3,481)</u>	<u>(4,183)</u>	<u>(702)</u>	<u>(11,493)</u>	<u>(11,249)</u>	<u>244</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	1,014	11,118	12,822	1,704	29,120			38.2%	
1030 Electricity recharge	409	950	541	409	950	541	3,800			10.8%	
1316 Raleys Car Park Permits	73	0	(73)	1,659	1,815	156	1,809			91.7%	
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 28/07/2026

Month No: 3

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	67	48	(19)	135	96	(39)	292			46.1%	
O/ Spaces & Leisure - General :- Income	447	1,909	1,462	15,445	15,683	238	35,944			43.0%	0
4010 Gross Pay	19,209	21,187	1,978	56,208	63,561	7,353	254,240		198,032	22.1%	
4011 Mileage	180	0	(180)	233	0	(233)	0		(233)	0.0%	
4270 Employers Pension Contribution	998	1,366	368	2,889	4,098	1,209	16,430		13,541	17.6%	
5010 Vine Area General Maintenance	18	0	(18)	18	0	(18)	0		(18)	0.0%	
5013 Graffiti Removal	0	0	0	0	0	0	1,000		1,000	0.0%	
5020 Vine Public Convenience	(357)	0	357	0	0	0	0		0	0.0%	
5025 Lower St Johns Toilets	420	1,250	830	2,936	3,750	814	15,000		12,064	19.6%	
5026 Greatness Rec Convenience	365	275	(90)	1,051	825	(226)	3,304		2,253	31.8%	
5030 St Nicholas Burial Ground	0	0	0	0	0	0	108		108	0.0%	
5050 Seats And Litter Bins	0	613	613	0	613	613	2,451		2,451	0.0%	
5060 Sevenoaks Common	600	0	(600)	600	0	(600)	5,000		4,400	12.0%	
5065 Tree Safety Survey	0	4,500	4,500	0	4,500	4,500	4,500		4,500	0.0%	
5070 Other Woodlands	720	0	(720)	4,224	1,150	(3,074)	4,600		376	91.8%	
5110 Knole Paddock & Pavilion	0	373	373	66	373	307	3,730		3,664	1.8%	
5120 Knole Paddock Pitch & Grnd Mt	170	222	53	417	666	249	2,664		2,247	15.7%	
5310 Miscellaneous Open Spaces	2,341	459	(1,882)	2,608	1,377	(1,231)	5,512		2,904	47.3%	
5311 Security Open Spaces	2,854	2,583	(271)	8,656	7,749	(907)	31,000		22,344	27.9%	
5316 Skatepark Maintenance	0	167	167	7,050	501	(6,549)	2,000		(5,050)	352.5%	7,050
5317 Roleys Car Park	486	458	(28)	486	458	(28)	457		(29)	106.3%	
5320 Fertilizers	0	575	575	1,546	575	(971)	2,300		754	67.2%	
5330 Grass Seed	0	0	0	2,800	0	(2,800)	3,000		200	93.3%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
5340 Plants	485	800	315	592	800	208	3,198		2,606	18.5%	
5410 Repairs & General Maintenance	54	154	100	205	462	257	1,845		1,640	11.1%	
5412 Capital Refurbishments	4,000	0	(4,000)	4,000	0	(4,000)	4,000		0	100.0%	
5500 Equipment Hired and New	20	514	494	1,160	1,542	382	6,175		5,015	18.8%	
5525 Equipment Maintenance	45	941	896	53	1,882	1,829	8,000		7,947	0.7%	
5550 Vehicle Expenses	72	1,000	928	1,558	3,000	1,442	14,000		12,442	11.1%	
5700 Fuel	795	524	(271)	1,708	1,572	(136)	6,289		4,581	27.2%	
6011 Electricity	2,395	583	(1,812)	2,395	1,749	(646)	7,000		4,605	34.2%	
6013 Cleaning	0	54	54	82	162	80	649		567	12.6%	
6014 Water	140	89	(51)	739	267	(472)	1,066		327	69.4%	
6016 Contractor Payments	0	0	0	73	0	(73)	0		(73)	0.0%	
6101 Telephone	0	13	13	0	39	39	155		155	0.0%	
6104 Mobile Telephone	20	30	10	60	90	30	362		302	16.6%	
6105 Broadband wi-fi service	29	26	(3)	86	78	(8)	319		233	27.0%	
6320 Staff Training	0	500	500	0	500	500	2,000		2,000	0.0%	
6330 Welfare/Hospitality	11	56	45	452	168	(284)	666		214	67.8%	
6635 Professional Fees Licensing	0	27	27	0	81	81	320		320	0.0%	
6730 Subscriptions	0	16	16	437	48	(389)	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	54	54	213		213	0.0%	
6900 Sundry Expenses	0	7	7	0	21	21	86		86	0.0%	
6922 Health&Safety/Risk Assessments	0	142	142	0	426	426	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%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
6934 Waste Bin Collection-Dog Bins	0	800	800	0	800	800	3,198		3,198	0.0%	
6935 Waste Bin Disposal-Waste Bins	356	333	(23)	1,226	999	(227)	4,000		2,774	30.6%	
6952 Protective Clothing	154	133	(21)	319	399	80	1,600		1,281	19.9%	
O/ Spaces & Leisure - General :- Indirect Expenditure	36,578	40,788	4,210	106,934	105,335	(1,599)	427,316	0	320,382	25.0%	7,050
Net Income over Expenditure	(36,131)	(38,879)	(2,748)	(91,488)	(89,652)	1,836	(391,372)				
8001 plus Transfer from EMR	0	0	0	7,050	0	(7,050)	0				
Movement to/(from) Gen Reserve	(36,131)	(38,879)	(2,748)	(84,438)	(89,652)	(5,214)	(391,372)				
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	11,232	6,750	(4,482)	30,056	20,250	(9,806)	81,000			37.1%	
O/ Spaces & Leisure - Cemetery :- Income	11,232	6,750	(4,482)	30,056	20,250	(9,806)	81,000			37.1%	0
4010 Gross Pay	8,384	8,970	586	25,087	26,910	1,823	107,762		82,675	23.3%	
4011 Mileage	11	0	(11)	32	0	(32)	0		(32)	0.0%	
4270 Employers Pension Contribution	715	833	118	2,088	2,499	411	10,000		7,912	20.9%	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	159		159	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	179	179	0	179	179	717		717	0.0%	
5410 Repairs & General Maintenance	240	107	(133)	276	321	45	1,298		1,022	21.3%	(4,910)
5500 Equipment Hired and New	0	333	333	265	999	734	4,000		3,735	6.6%	
5525 Equipment Maintenance	0	583	583	229	1,749	1,520	7,000		6,771	3.3%	
5700 Fuel	51	83	32	91	249	158	1,000		909	9.1%	
6000 Rent & Rates	884	925	41	2,652	2,775	123	11,100		8,448	23.9%	

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
6011 Electricity	147	353	206	362	706	344	3,000		2,638	12.1%	
6013 Cleaning	0	50	50	40	150	110	600		560	6.7%	
6014 Water	0	98	98	197	294	97	1,172		975	16.8%	
6016 Contractor Payments	0	0	0	772	0	(772)	0		(772)	0.0%	
6101 Telephone	71	71	0	212	213	1	852		640	24.9%	
6104 Mobile Telephone	0	2	2	0	6	6	27		27	0.0%	
6105 Broadband wi-fi service	10	11	1	30	33	3	130		100	23.1%	
6240 Computer/ Data Base/WP's	48	79	31	143	237	94	713		570	20.1%	
6320 Staff Training	0	250	250	0	250	250	1,000		1,000	0.0%	
6330 Welfare/Hospitality	0	26	26	170	78	(92)	319		149	53.3%	
6500 Goods for Resale	0	12	12	38	36	(2)	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	749	780	31	775	780	5	3,120		2,345	24.9%	
6822 Roads Path & Boundaries	0	0	0	9	218	209	871		862	1.0%	
6832 Lawn/Wall of Remembrance	0	32	32	0	32	32	128		128	0.0%	
6922 Health&Safety/Risk Assessments	300	0	(300)	300	325	25	1,300		1,000	23.1%	
6930 Alarm Maintenance	56	151	95	593	453	(140)	1,812		1,219	32.7%	
6932 Cemetery Security	684	575	(109)	2,053	1,725	(328)	6,900		4,847	29.8%	
6935 Waste Bin Disposal-Waste Bins	116	133	17	366	399	33	1,600		1,234	22.9%	
6952 Protective Clothing	0	61	61	0	183	183	728		728	0.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,467	14,697	2,230	36,892	42,012	5,120	167,710	0	130,818	22.0%	(4,910)
Net Income over Expenditure	(1,235)	(7,947)	(6,712)	(6,835)	(21,762)	(14,927)	(86,710)				
8001 plus Transfer from EMR	(4,910)	0	4,910	(4,910)	0	4,910	0				
Movement to/(from) Gen Reserve	(6,145)	(7,947)	(1,802)	(11,745)	(21,762)	(10,017)	(86,710)				

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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	10	0	(10)	100	0	(100)	8,977			1.1%	
O/ Spaces & Leisure- Allotment :- Income	10	0	(10)	100	0	(100)	10,677			0.9%	0
4010 Gross Pay	741	566	(175)	2,107	1,698	(409)	6,787		4,680	31.1%	
4270 Employers Pension Contribution	92	70	(22)	255	210	(45)	840		585	30.3%	
6002 QH Allotments Costs	14	0	(14)	566	0	(566)	0		(566)	0.0%	
6014 Water	17	253	236	190	253	63	1,011		821	18.8%	
6730 Subscriptions	0	0	0	0	0	0	64		64	0.0%	
6922 Health&Safety/Risk Assessments	0	76	76	0	76	76	76		76	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	864	965	101	3,119	2,237	(882)	8,778	0	5,659	35.5%	0
Net Income over Expenditure	(854)	(965)	(111)	(3,019)	(2,237)	782	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	780	780	1,040			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	260	260	0	780	780	9,040			0.0%	0
6861 Public Clock Maintenance	0	183	183	49	183	134	732		683	6.7%	
6862 Street Lighting	305	0	(305)	2,672	2,000	(672)	9,000		6,328	29.7%	
6865 In Bloom Costs	3,353	3,093	(260)	3,401	3,977	576	15,022		11,621	22.6%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	3,658	3,276	(382)	6,122	6,160	38	24,754	0	18,632	24.7%	0
Net Income over Expenditure	(3,658)	(3,016)	642	(6,122)	(5,380)	742	(15,714)				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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	7,853	0	(7,853)	17,783	0	(17,783)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	7,853	0	(7,853)	17,783	0	(17,783)	0				0
4010 Gross Pay	2,451	0	(2,451)	7,333	0	(7,333)	0		(7,333)	0.0%	
4012 Expenses	8	0	(8)	8	0	(8)	0		(8)	0.0%	
4270 Employers Pension Contribution	127	0	(127)	378	0	(378)	0		(378)	0.0%	
5500 Equipment Hired and New	388	0	(388)	393	0	(393)	0		(393)	0.0%	
5525 Equipment Maintenance	152	0	(152)	575	0	(575)	0		(575)	0.0%	
6000 Rent & Rates	64	0	(64)	189	0	(189)	0		(189)	0.0%	
6010 Light Heat & Cleaning	47	0	(47)	71	0	(71)	0		(71)	0.0%	
6011 Electricity	0	0	0	124	0	(124)	0		(124)	0.0%	
6014 Water	798	0	(798)	1,272	0	(1,272)	0		(1,272)	0.0%	
6101 Telephone	51	0	(51)	153	0	(153)	0		(153)	0.0%	
6200 Printing & Stationery	3	0	(3)	13	0	(13)	0		(13)	0.0%	
6500 Goods for Resale	2,148	0	(2,148)	5,216	0	(5,216)	0		(5,216)	0.0%	
6505 Cafe consumables	47	0	(47)	199	0	(199)	0		(199)	0.0%	
6922 Health&Safety/Risk Assessments	103	0	(103)	609	0	(609)	0		(609)	0.0%	
6930 Alarm Maintenance	0	0	0	53	0	(53)	0		(53)	0.0%	
6935 Waste Bin Disposal-Waste Bins	72	0	(72)	239	0	(239)	0		(239)	0.0%	
6976 Credit card charges	0	0	0	441	0	(441)	0		(441)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	6,459	0	(6,459)	17,266	0	(17,266)	0	0	(17,266)		0
Net Income over Expenditure	1,393	0	(1,393)	517	0	(517)	0				

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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	501	501	1,000			0.0%	
1211 Sale of Goods	0	0	0	175	0	(175)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	1,000	0	(1,000)	2,000	1,000	(1,000)	4,000			50.0%	
1870 Vine Club Insurance Contrib.	699	670	(29)	699	670	(29)	670			104.3%	
O/Spaces & Leisure-Vine Ground :- Income	1,699	837	(862)	2,874	2,171	(703)	5,670			50.7%	0
4010 Gross Pay	2,235	2,292	57	6,449	6,876	427	27,500		21,051	23.5%	
4270 Employers Pension Contribution	78	136	58	227	408	181	1,638		1,411	13.8%	
5010 Vine Area General Maintenance	0	222	222	0	666	666	2,667		2,667	0.0%	
5015 Vine Pavilion maintenance	0	0	0	0	213	213	213		213	0.0%	
5020 Vine Public Convenience	757	1,167	410	1,115	3,501	2,386	14,000		12,885	8.0%	
5340 Plants	0	0	0	67	0	(67)	0		(67)	0.0%	
5410 Repairs & General Maintenance	0	68	68	0	204	204	820		820	0.0%	
5500 Equipment Hired and New	0	343	343	295	1,029	734	2,056		1,761	14.3%	
6011 Electricity	0	0	0	132	0	(132)	0		(132)	0.0%	
6014 Water	62	44	(18)	149	132	(17)	532		383	28.1%	
6635 Professional Fees Licensing	0	16	16	0	16	16	215		215	0.0%	
6868 Summer Concerts	595	0	(595)	845	0	(845)	3,838		2,993	22.0%	
6869 Special Events	0	0	0	0	143	143	143		143	0.0%	
6922 Health&Safety/Risk Assessments	0	42	42	300	126	(174)	500		200	60.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	748		748	0.0%	
6935 Waste Bin Disposal-Waste Bins	86	65	(21)	223	195	(28)	780		557	28.6%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,812	4,395	583	9,800	13,509	3,709	55,650	0	45,850	17.6%	0
Net Income over Expenditure	(2,113)	(3,558)	(1,445)	(6,927)	(11,338)	(4,411)	(49,980)				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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	1,251	1,251	0	5,000			25.0%	
1022 Letting & Hire of Facilities	3,734	1,333	(2,401)	7,977	3,999	(3,978)	16,000			49.9%	
1861 Recharge Income	998	250	(748)	2,718	750	(1,968)	3,000			90.6%	
1990 Other Income	0	475	475	0	1,425	1,425	5,700			0.0%	
F&G P - Bat & Ball Station :- Income	5,149	2,475	(2,674)	11,946	7,425	(4,521)	29,700			40.2%	0
4010 Gross Pay	1,160	1,415	255	3,326	4,245	919	16,978		13,652	19.6%	
4270 Employers Pension Contribution	23	83	60	69	249	180	1,000		931	6.9%	
5410 Repairs & General Maintenance	0	520	520	390	1,560	1,170	6,240		5,850	6.3%	
5500 Equipment Hired and New	0	85	85	0	255	255	1,025		1,025	0.0%	
6000 Rent & Rates	550	147	(403)	1,651	441	(1,210)	1,760		109	93.8%	
6011 Electricity	996	750	(246)	2,023	2,250	227	9,000		6,977	22.5%	
6012 Gas	126	208	82	357	624	267	2,500		2,143	14.3%	
6013 Cleaning	390	324	(66)	1,105	972	(133)	3,887		2,782	28.4%	
6014 Water	70	54	(16)	299	162	(137)	650		351	46.0%	
6016 Contractor Payments	321	0	(321)	351	0	(351)	0		(351)	0.0%	
6101 Telephone	51	44	(7)	153	132	(21)	532		379	28.7%	
6241 Website Costs	0	30	30	328	90	(238)	360		32	91.0%	
6330 Welfare/Hospitality	104	0	(104)	312	0	(312)	0		(312)	0.0%	
6635 Professional Fees Licensing	0	53	53	0	159	159	640		640	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	300	333	33	1,332		1,032	22.5%	
6930 Alarm Maintenance	95	0	(95)	95	0	(95)	800		705	11.9%	
6931 CCTV Maintenance	0	0	0	0	0	0	280		280	0.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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	340	167	(173)	633	501	(132)	2,000		1,367	31.7%	
F & G P - Bat & Ball Station :- Indirect Expenditure	4,224	3,880	(344)	11,393	11,973	580	48,984	0	37,591	23.3%	0
Net Income over Expenditure	925	(1,405)	(2,330)	553	(4,548)	(5,101)	(19,284)				
31 F & G P - Establishments											
1115 Interest on Deposits	8,270	4,750	(3,520)	16,038	14,250	(1,788)	57,000			28.1%	
1230 Roadside Advertising-Charities	60	62	2	300	186	(114)	750			40.0%	
1231 Banner Income	0	67	67	270	201	(69)	800			33.8%	
1232 Town Crier Advertising	100	0	(100)	100	350	250	1,400			7.1%	
1889 Waste Sacks Income	817	0	(817)	2,245	0	(2,245)	0			0.0%	
1990 Other Income	0	0	0	(43)	0	43	0			0.0%	
F & G P - Establishments :- Income	9,246	4,879	(4,367)	18,910	14,987	(3,923)	59,950			31.5%	0
4010 Gross Pay	37,787	37,417	(370)	110,664	112,251	1,587	449,000		338,336	24.6%	
4011 Mileage	44	51	7	95	153	58	604		509	15.7%	
4012 Expenses	42	89	47	366	267	(99)	1,082		716	33.9%	
4270 Employers Pension Contribution	3,205	3,902	697	9,506	11,706	2,200	46,826		37,320	20.3%	
5500 Equipment Hired and New	67	89	22	156	267	111	1,066		910	14.7%	
6020 Insurance Cost	0	0	0	24,363	25,000	637	25,000		637	97.5%	
6101 Telephone	473	488	15	1,402	1,464	62	5,852		4,450	24.0%	
6200 Printing & Stationery	367	6,000	5,633	5,326	6,000	674	24,000		18,674	22.2%	
6210 Postage & Courier	1,429	0	(1,429)	1,429	1,250	(179)	5,000		3,571	28.6%	
6240 Computer/ Data Base/WP's	2,218	2,250	32	6,007	6,750	743	27,000		20,993	22.2%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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	147	300	153	500	300	(200)	600		100	83.3%	
6242 I.T. Infrastructure	365	693	328	1,096	2,079	983	8,320		7,224	13.2%	
6300 Computer Software	1,040	529	(511)	6,821	4,764	(2,057)	9,000		2,179	75.8%	
6315 Recruitment Costs	390	167	(223)	747	501	(246)	2,000		1,253	37.3%	
6320 Staff Training	0	337	337	392	1,011	619	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	502	355	(147)	2,185	1,065	(1,120)	4,264		2,079	51.3%	
6410 Civic Exps/Annual Reception	0	0	0	968	1,500	532	3,000		2,032	32.3%	
6415 Gifts/hospitality	252	100	(152)	355	300	(55)	1,200		845	29.5%	
6421 Honour Bd. Badges & Insignia	0	30	30	177	90	(87)	364		188	48.5%	
6435 Members Expenses	0	0	0	0	0	0	3,730		3,730	0.0%	
6460 Publicity & Democratic notices	903	400	(503)	1,178	400	(778)	1,600		422	73.6%	
6461 Banner Costs	192	133	(59)	1,957	399	(1,558)	1,600		(357)	122.3%	
6610 Audit Fees	0	500	500	0	1,000	1,000	4,500		4,500	0.0%	
6620 Legal Expenses	12,000	0	(12,000)	14,006	1,026	(12,980)	2,132		(11,874)	656.9%	
6630 Professional Fees	425	0	(425)	2,088	0	(2,088)	0		(2,088)	0.0%	
6635 Professional Fees Licensing	0	250	250	0	250	250	1,000		1,000	0.0%	
6710 Conference Fees & Expenses	133	260	127	872	780	(92)	3,120		2,248	27.9%	
6720 Books and Periodicals	0	0	0	0	0	0	416		416	0.0%	
6730 Subscriptions	783	138	(645)	5,868	4,653	(1,215)	7,200		1,332	81.5%	
6889 Waste Sacks	2,040	0	(2,040)	2,040	0	(2,040)	0		(2,040)	0.0%	
6900 Sundry Expenses	0	43	43	56	129	73	520		464	10.7%	
6922 Health&Safety/Risk Assessments	0	100	100	4,148	4,348	200	5,543		1,395	74.8%	
6975 Bank Charges	370	142	(228)	936	426	(510)	1,705		769	54.9%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
6976 Credit card charges	10	100	90	277	300	23	1,200		923	23.1%	
7010 Election Expenses	0	0	0	0	0	0	6,000		6,000	0.0%	(6,000)
7611 Contingency provision	0	6,014	6,014	0	18,042	18,042	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	65,185	60,877	(4,308)	205,981	208,471	2,490	804,251	0	598,270	25.6%	(6,000)
Net Income over Expenditure	(55,939)	(55,998)	(59)	(187,071)	(193,484)	(6,413)	(744,301)				
8001 plus Transfer from EMR	(6,000)	0	6,000	(6,000)	0	6,000	0				
Movement to/(from) Gen Reserve	(61,939)	(55,998)	5,941	(193,071)	(193,484)	(413)	(744,301)				
<u>32 F & G P - General</u>											
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	445	2,000	1,555	3,652	6,000	2,348	12,000		8,348	30.4%	
F & G P - General :- Indirect Expenditure	445	2,000	1,555	3,652	6,000	2,348	45,330	0	41,678	8.1%	0
Net Income over Expenditure	(445)	(2,000)	(1,555)	(3,652)	(6,000)	(2,348)	(37,330)				

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
33 F & G P - Council Offices											
1022 Letting & Hire of Facilities	1,013	1,333	320	8,817	3,999	(4,818)	16,000			55.1%	
F & G P - Council Offices :- Income	1,013	1,333	320	8,817	3,999	(4,818)	16,000			55.1%	0
4010 Gross Pay	2,256	3,750	1,494	7,271	11,250	3,979	45,000		37,729	16.2%	
4270 Employers Pension Contribution	23	231	208	69	693	624	2,772		2,703	2.5%	
5410 Repairs & General Maintenance	47	83	36	306	249	(57)	1,000		694	30.6%	
6000 Rent & Rates	2,622	3,300	678	7,861	9,900	2,039	33,000		25,139	23.8%	
6010 Light Heat & Cleaning	162	83	(79)	451	249	(202)	1,000		549	45.1%	
6011 Electricity	1,372	271	(1,101)	1,372	813	(559)	3,245		1,873	42.3%	
6012 Gas	550	167	(383)	1,197	501	(696)	2,000		803	59.8%	
6014 Water	203	211	8	1,023	633	(390)	2,541		1,518	40.2%	
6016 Contractor Payments	0	0	0	693	0	(693)	0		(693)	0.0%	
6104 Mobile Telephone	0	13	13	0	39	39	156		156	0.0%	
6922 Health&Safety/Risk Assessments	697	0	(697)	1,137	0	(1,137)	958		(179)	118.7%	
6930 Alarm Maintenance	706	800	94	706	800	94	1,000		294	70.6%	
6935 Waste Bin Disposal-Waste Bins	108	126	18	447	378	(69)	1,514		1,067	29.5%	
6952 Protective Clothing	180	0	(180)	180	0	(180)	104		(76)	173.4%	
F & G P - Council Offices :- Indirect Expenditure	8,928	9,035	107	22,714	25,505	2,791	94,290	0	71,576	24.1%	0
Net Income over Expenditure	(7,915)	(7,702)	213	(13,896)	(21,506)	(7,610)	(78,290)				

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
36 F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	14,902	15,000	98	48,458	52,000	3,542	120,000			40.4%	
1030 Electricity recharge	0	125	125	0	125	125	500			0.0%	
1213 Event catering	25	0	(25)	45	0	(45)	0			0.0%	
1445 Outdoor Activities	14	18	4	14	54	40	216			6.6%	
1457 Indoor Activities	575	500	(75)	1,755	1,500	(255)	6,000			29.3%	
1990 Other Income	52	0	(52)	115	0	(115)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	15,569	15,643	74	50,387	53,679	3,292	126,716			39.8%	0
4010 Gross Pay	6,963	7,833	870	20,976	23,499	2,523	94,000		73,024	22.3%	
4270 Employers Pension Contribution	210	275	65	629	825	196	3,300		2,671	19.1%	
5340 Plants	0	0	0	0	0	0	205		205	0.0%	
5410 Repairs & General Maintenance	1,847	2,000	153	1,857	2,000	143	8,000		6,143	23.2%	
5500 Equipment Hired and New	321	0	(321)	321	266	(55)	1,066		745	30.1%	
6000 Rent & Rates	588	800	212	1,764	2,400	636	8,000		6,236	22.1%	
6011 Electricity	1,041	1,244	203	2,025	3,732	1,707	14,924		12,899	13.6%	
6012 Gas	16	0	(16)	535	575	40	2,300		1,765	23.3%	
6013 Cleaning	1	178	177	395	534	139	2,132		1,737	18.5%	
6014 Water	(21)	125	146	(271)	375	646	1,500		1,771	(18.1%)	
6101 Telephone	51	54	3	153	162	9	649		496	23.6%	
6104 Mobile Telephone	8	20	12	25	60	35	246		221	10.2%	
6330 Welfare/Hospitality	56	44	(12)	145	132	(13)	532		387	27.3%	
6520 Refreshments for Resale	0	250	250	729	750	21	3,000		2,271	24.3%	
6635 Professional Fees Licensing	0	271	271	655	271	(384)	541		(114)	121.2%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
6900 Sundry Expenses	0	0	0	0	0	0	54		54	0.0%	
6922 Health&Safety/Risk Assessments	146	0	(146)	438	0	(438)	2,600		2,162	16.8%	
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	260	208	(52)	685	624	(61)	2,500		1,815	27.4%	
6952 Protective Clothing	0	0	0	16	0	(16)	250		234	6.5%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	11,488	13,302	1,814	31,079	36,205	5,126	147,009	0	115,930	21.1%	0
Net Income over Expenditure	4,080	2,341	(1,739)	19,308	17,474	(1,834)	(20,293)				
<u>38 F & G P - Grants</u>											
7500 Local Organisations Grants	0	0	0	500	0	(500)	24,000		23,500	2.1%	
7502 Sevenoaks Summer Festival	0	0	0	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%	1,513
7556 Stag Community Arts Centre	0	27,000	27,000	27,000	27,000	0	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	0	27,000	27,000	27,500	32,000	4,500	70,000	0	42,500	39.3%	1,513
Net Expenditure	0	(27,000)	(27,000)	(27,500)	(32,000)	(4,500)	(70,000)				
8001 plus Transfer from EMR	1,513	0	(1,512)	1,513	0	(1,512)	0				
Movement to/(from) Gen Reserve	1,512	(27,000)	(28,512)	(25,988)	(32,000)	(6,012)	(70,000)				

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
39 F & G P - Property											
1469 O/S Ground Rents & Wayleaves	938	555	(383)	2,879	1,665	(1,214)	6,662	3,700		98.8%	
F & G P - Property :- Income	938	555	(383)	2,879	1,665	(1,214)	6,662			43.2%	0
5410 Repairs & General Maintenance	0	0	0	12	0	(12)	0		(12)	0.0%	
F & G P - Property :- Indirect Expenditure	0	0	0	12	0	(12)	0	0	(12)		0
Net Income over Expenditure	938	555	(383)	2,867	1,665	(1,202)	6,662				
40 Town Team											
1206 Business Awards	0	0	0	0	0	0	7,450			0.0%	
1207 Business Show	0	5,000	5,000	5,730	5,000	(730)	5,000			114.6%	
1209 Wellbeing show income	0	0	0	1,817	0	(1,817)	0			0.0%	
1350 Revenue Grant income	0	0	0	500	0	(500)	0			0.0%	
Town Team :- Income	0	5,000	5,000	8,047	5,000	(3,047)	12,450			64.6%	0
6101 Telephone	0	9	9	0	27	27	110		110	0.0%	
6200 Printing & Stationery	0	10	10	0	30	30	114		114	0.0%	
6240 Computer/ Data Base/WP's	0	70	70	0	210	210	847		847	0.0%	
6241 Website Costs	0	0	0	0	72	72	289		289	0.0%	
6244 Information Screens	120	250	130	120	250	130	1,000		880	12.0%	
6322 Business Awards	0	0	0	0	0	0	8,318		8,318	0.0%	
6323 Business Show	3,845	307	(3,538)	4,996	921	(4,075)	3,687		(1,309)	135.5%	
6326 Health & Wellness Initiative	285	0	(285)	2,373	0	(2,373)	0		(2,373)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
6461 Banner Costs	0	207	207	0	207	207	827		827	0.0%	
6730 Subscriptions	0	0	0	0	0	0	603		603	0.0%	
6900 Sundry Expenses	0	67	67	95	201	106	805		710	11.8%	
7000 Reinvestment	0	71	71	0	213	213	850		850	0.0%	
Town Team :- Indirect Expenditure	4,250	991	(3,259)	7,584	2,131	(5,453)	17,450	0	9,866	43.5%	0
Net Income over Expenditure	(4,250)	4,009	8,259	463	2,869	2,406	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	0	117	117	308	351	44	1,406			21.9%	
1026 Hot Desking Facility	966	467	(499)	2,672	1,401	(1,271)	5,624			47.5%	
1029 Office Pods	1,467	1,481	14	4,048	4,443	395	17,815			22.7%	
1031 Chamber of Commerce	559	491	(68)	1,656	1,473	(183)	5,896			28.1%	
Business Hub :- Income	2,992	2,556	(436)	8,683	7,668	(1,015)	30,741			28.2%	0
4010 Gross Pay	184	750	566	1,251	2,250	999	9,000		7,749	13.9%	
4270 Employers Pension Contribution	0	22	22	38	66	28	263		225	14.6%	
5410 Repairs & General Maintenance	0	21	21	1,060	75	(985)	324		(736)	327.2%	
5500 Equipment Hired and New	0	45	45	0	135	135	541		541	0.0%	
6000 Rent & Rates	149	210	61	447	630	183	2,100		1,653	21.3%	
6010 Light Heat & Cleaning	0	0	0	77	0	(77)	0		(77)	0.0%	
6011 Electricity	468	2,250	1,782	1,127	2,250	1,123	9,000		7,873	12.5%	
6013 Cleaning	0	50	50	0	150	150	600		600	0.0%	
6014 Water	0	125	125	0	125	125	500		500	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6105 Broadband wi-fi service	142	160	19	425	480	56	1,918		1,494	22.1%	
6900 Sundry Expenses	100	89	(11)	300	267	(33)	1,082		782	27.7%	
6922 Health&Safety/Risk Assessments	300	0	(300)	300	0	(300)	184		(116)	163.0%	
6930 Alarm Maintenance	0	163	163	209	326	117	324		115	64.5%	
6931 CCTV Maintenance	0	15	15	172	45	(127)	173		1	99.6%	
6976 Credit card charges	61	32	(29)	172	96	(76)	379		207	45.4%	
Business Hub :- Indirect Expenditure	1,404	3,932	2,528	5,578	6,895	1,317	26,388	0	20,810	21.1%	0
Net Income over Expenditure	1,588	(1,376)	(2,964)	3,106	773	(2,333)	4,353				
42 Sevenoaks Town Mayor											
1500 Fundraising	27	0	(27)	1,688	0	(1,688)	0			0.0%	
1754 Knole Tour Income	0	0	0	320	0	(320)	0			0.0%	
1755 Chevening Visit Income	0	0	0	2,016	0	(2,016)	0			0.0%	
Sevenoaks Town Mayor :- Income	27	0	(27)	4,024	0	(4,024)	0				0
6448 Mayors Allowance 2026/2027	356	0	(356)	1,292	6,044	4,752	6,044		4,752	21.4%	
6449 Mayors Car Allowance 2026/2027	0	0	0	0	2,715	2,715	2,715		2,715	0.0%	
7100 Mayoral Charity Donations	5,839	0	(5,839)	11,679	0	(11,679)	0		(11,679)	0.0%	6,443
7204 Knole Tour Expenditure	0	0	0	131	0	(131)	0		(131)	0.0%	
7205 Chevening Visit Expenditure	0	0	0	2,277	0	(2,277)	0		(2,277)	0.0%	
7206 Int'l Women's Day Event Exp.	0	0	0	150	0	(150)	0		(150)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	6,195	0	(6,195)	15,529	8,759	(6,770)	8,759	0	(6,770)	177.3%	6,443
Net Income over Expenditure	(6,168)	0	6,168	(11,505)	(8,759)	2,746	(8,759)				
8001 plus Transfer from EMR	604	0	(604)	6,443	0	(6,443)	0				
Movement to/(from) Gen Reserve	(5,565)	0	5,565	(5,062)	(8,759)	(3,697)	(8,759)				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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>43</u> <u>Youth Council</u>											
7555 Youth Council Support	18	0	(18)	18	0	(18)	500		482	3.6%	18
Youth Council :- Indirect Expenditure	18	0	(18)	18	0	(18)	500	0	482	3.6%	18
Net Expenditure	(18)	0	18	(18)	0	18	(500)				
8001 plus Transfer from EMR	18	0	(18)	18	0	(18)	0				
Movement to/(from) Gen Reserve	0	0	0	0	0	0	(500)				
<u>50</u> <u>Youth Cafe</u>											
1022 Letting & Hire of Facilities	424	333	(91)	1,122	999	(123)	4,000			28.1%	
1211 Sale of Goods	189	208	19	853	624	(229)	2,500			34.1%	
1350 Revenue Grant income	375	0	(375)	1,375	0	(1,375)	0			0.0%	
1990 Other Income	0	0	0	20	0	(20)	0			0.0%	
Youth Cafe :- Income	988	541	(447)	3,370	1,623	(1,747)	6,500			51.8%	0
4010 Gross Pay	6,627	5,833	(794)	17,863	17,499	(364)	70,000		52,137	25.5%	
4270 Employers Pension Contribution	193	208	15	520	624	104	2,500		1,980	20.8%	
5410 Repairs & General Maintenance	54	89	35	415	267	(148)	1,066		651	39.0%	
5500 Equipment Hired and New	17	46	29	387	138	(249)	541		154	71.4%	
6010 Light Heat & Cleaning	11	25	14	90	75	(15)	300		210	29.9%	
6101 Telephone	51	63	12	153	189	36	757		604	20.2%	
6105 Broadband wi-fi service	33	35	2	98	105	7	416		318	23.7%	
6200 Printing & Stationery	74	18	(56)	118	54	(64)	213		95	55.4%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
6240 Computer/ Data Base/WP's	0	43	43	158	129	(29)	520		362	30.5%	
6241 Website Costs	12	0	(12)	36	0	(36)	213		177	16.9%	
6281 Furnishings,Furniture/Eqpt	0	134	134	0	134	134	535		535	0.0%	
6320 Staff Training	0	0	0	0	0	0	104		104	0.0%	
6340 Staff Uniforms	0	51	51	0	51	51	205		205	0.0%	
6500 Goods for Resale	301	180	(121)	1,013	540	(473)	2,163		1,150	46.8%	
6505 Cafe consumables	2	0	(2)	5	0	(5)	0		(5)	0.0%	
6635 Professional Fees Licensing	180	0	(180)	180	88	(92)	350		170	51.4%	
6900 Sundry Expenses	74	35	(39)	146	105	(41)	416		270	35.0%	
6922 Health&Safety/Risk Assessments	0	100	100	20	300	280	1,200		1,180	1.7%	
6976 Credit card charges	0	0	0	21	0	(21)	0		(21)	0.0%	
Youth Cafe :- Indirect Expenditure	7,629	6,860	(769)	21,223	20,298	(925)	81,499	0	60,276	26.0%	0
Net Income over Expenditure	(6,641)	(6,319)	322	(17,853)	(18,675)	(822)	(74,999)				
60 Markets											
1017 Rental Income Sat Market	1,868	1,833	(35)	6,071	5,499	(572)	22,000			27.6%	
1018 Rental Income Wed Market	868	1,068	200	2,821	3,204	383	12,818			22.0%	
1019 Rental Income Blighs Market	1,250	1,644	394	4,600	4,932	332	19,732			23.3%	
1208 Other Events Income	0	0	0	460	0	(460)	0			0.0%	
Markets :- Income	3,986	4,545	559	13,952	13,635	(317)	54,550			25.6%	0
4010 Gross Pay	178	190	12	541	570	29	2,285		1,744	23.7%	
5410 Repairs & General Maintenance	0	51	51	0	51	51	205		205	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
5420 Saturday market charges	1,215	1,280	65	3,949	4,160	211	16,640		12,691	23.7%	
5421 Wednesday Market charges	1,192	1,240	48	3,875	4,030	155	16,120		12,245	24.0%	
5424 Vegan Market Expenditure	0	0	0	520	0	(520)	0		(520)	0.0%	
6001 Blighs Market Charges	1,100	792	(308)	1,980	2,376	396	9,500		7,520	20.8%	
6010 Light Heat & Cleaning	0	0	0	0	53	53	213		213	0.0%	
6011 Electricity	46	0	(46)	138	0	(138)	0		(138)	0.0%	
6460 Publicity & Democratic notices	0	0	0	300	0	(300)	0		(300)	0.0%	
6730 Subscriptions	0	0	0	0	102	102	102		102	0.0%	
Markets :- Indirect Expenditure	3,732	3,553	(179)	11,303	11,342	39	45,065	0	33,762	25.1%	0
Net Income over Expenditure	254	992	738	2,649	2,293	(356)	9,485				
<u>70 Precept</u>											
1995 Precept	135,340	135,340	(0)	406,021	406,020	(1)	1,624,084			25.0%	
Precept :- Income	135,340	135,340	(0)	406,021	406,020	(1)	1,624,084			25.0%	0
Net Income	135,340	135,340	(0)	406,021	406,020	(1)	1,624,084				
<u>91 Capital Infrastructure Budget</u>											
2002 Capital Grants	95,600	0	(95,600)	435,127	0	(435,127)	0			0.0%	435,127
2012 CIL income allocation	0	0	0	64,517	0	(64,517)	0			0.0%	64,517
Capital Infrastructure Budget :- Income	95,600	0	(95,600)	499,645	0	(499,645)	0				499,645
9046 Knole Paddock/ Raleys Pitch	0	0	0	4,910	0	(4,910)	0		(4,910)	0.0%	4,910

Detailed Income & Expenditure by Phased Budget Heading 28/07/2026

Month No: 3

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
9048 External CIL Payments	9,434	0	(9,434)	9,434	0	(9,434)	0		(9,434)	0.0%	9,434
9050 Capital Costs-general	17,386	0	(17,386)	18,975	0	(18,975)	0		(18,975)	0.0%	18,975
9053 Vine Area	0	0	0	3,491	0	(3,491)	0		(3,491)	0.0%	3,491
9063 New Community Centre	7,460	0	(7,460)	7,460	0	(7,460)	0		(7,460)	0.0%	
9065 Rugby pitch	0	0	0	4,145	0	(4,145)	0		(4,145)	0.0%	4,145
9077 QS & EA Fees - Greatness Pav	3,200	0	(3,200)	9,600	0	(9,600)	0		(9,600)	0.0%	6,400
9080 Legal Fees - Greatness Pavilio	0	0	0	4,306	0	(4,306)	0		(4,306)	0.0%	
9083 Building Control - Greatness	684	0	(684)	684	0	(684)	0		(684)	0.0%	
9085 Longley - Greatness Pavilion	152,675	0	(152,675)	626,877	0	(626,877)	0		(626,877)	0.0%	626,877
Capital Infrastructure Budget :- Indirect Expenditure	190,839	0	(190,839)	689,882	0	(689,882)	0	0	(689,882)		674,232
Net Income over Expenditure	(95,239)	0	95,239	(190,237)	0	190,237	0				
8001 plus Transfer from EMR	182,695	0	(182,695)	674,232	0	(674,232)	0				
8002 less Transfer to EMR	95,600	0	(95,600)	499,645	0	(499,645)	0				
Movement to/(from) Gen Reserve	(8,144)	0	(183,055)	(15,649)	0	(983,640)	0				
Grand Totals:- Income	292,087	182,623	(109,464)	1,102,939	554,585	(548,354)	2,117,684			52.1%	
Expenditure	371,656	199,734	(171,922)	1,245,171	550,081	(695,090)	2,117,684	0	872,513	58.8%	
Net Income over Expenditure	(79,569)	(17,111)	62,458	(142,232)	4,504	146,736	0				
plus Transfer from EMR	173,919	0	(173,919)	678,345	0	(678,345)	0				
less Transfer to EMR	95,600	0	(95,600)	499,645	0	(499,645)	0				
Movement to/(from) Gen Reserve	(1,250)	(17,111)	(15,861)	36,469	4,504	(31,965)	0				

June 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	(11,493)	(11,249)	244	(43,951)	Subscriptions has exceeded its annual budget by £325 this includes survey monkey and the mapping software.
Community & Well Being					
Youth Council	-	-	-	(500)	

June 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	(84,438)	(89,652)	(5,214)	(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	(11,745)	(21,762)	(10,017)	(86,710)	Cemetery income is approximately £10k above budget year to date . Overall expenditure is YTD is approximately £5k under budget.
Allotments	(3,019)	(2,237)	782	1,899	The invoices for the allotments will be issued in September.
Street lighting/ general	(6,122)	(5,380)	742	(15,714)	The streetlight invoices will be issued in March 2027.
Vine Grounds	(6,927)	(11,338)	(4,411)	(49,980)	
Community Bus	(99)	-	99		This is the original minibus.
Café					
Vine Café	517	-	(517)	-	The position as at June of last year was a surplus of £672 against a surplus this year of £517. The income as at June of last year was £16,431 against £17,783 this year.
Bat & Ball Station	553	(4,548)	(5,101)	(19,284)	Business rates have increased this year but Lilia's Kitchen is being recharged for a 40% contribution.
Finance & Delivery					
Establishments	(193,071)	(193,484)	(413)	(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 £357 due to last year's invoice not being received along with no purchase order. Legal expenses is £11,874 over the annual budget due to the work with the Kings Council.

June 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	(3,652)	(6,000)	(2,348)	(37,330)	
Council Offices	(13,896)	(21,506)	(7,610)	(78,290)	Income is favourable at £4,818 above budget YTD. The main Chamber hirer has not booked as many dates for this financial year. The health and safety nominal is £179 over its annual budget due to entering into a Rentokil contract.
Bat & Ball Centre	19,308	17,474	(1,834)	(20,293)	Income is slightly under budget YTD (£3,500) Professional Licencing is £114 over its annual budget due to increased bookings that require a music license. Overall expenditure is approximately £5k under budget YTD.
Grants	(25,988)	(32,000)	(6,012)	(70,000)	
Property	2,867	1,665	(1,202)	6,662	

June 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	463	2,869	2,406	(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	3,106	773	(2,333)	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 £736 above its annual budget due to an electrical condition report being undertaken.
Sevenoaks Town Mayor	(5,062)	(8,759)	(3,697)	(8,759)	
Youth Cafe	(17,853)	(18,675)	(822)	(74,999)	
Markets	2,649	2,293	(356)	9,485	
Precept	406,021	406,020	(1)	1,624,084	
Revenue Surplus/ (Deficit) Total	52,120	4,504	(47,616)	-	
Capital Infrastructure	(15,649)	-	15,649	-	
Total inc Capital	36,471	4,504	(47,616)	-	

Summary by Committee:

Planning	(11,493)	(11,249)	244	(43,951)
Community and Well Being	-	-	-	(500)
Vine Café	517	-	(517)	-
Bat Ball Station	553	(4,548)	(5,101)	(19,284)

June 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	(343,380)	(385,719)	(42,339)	(1,560,349)	
Precept	406,021	406,020	(1)	1,624,084	
Capital Infrastructure	(15,649)	-	15,649	-	

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				
	<u>National Westminster Bank</u>	A+	A-2				
14,946	Business Reserve Account			11,275			
150,662	Current Account			298,597			1.46%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
10,449	Sevenoaks Town Partnership			10,449			
7,306	Mayors Charity Account			9,850			
					332,171	12.85%	
	<u>HSBC</u>	AA	A-1				
52,637	Business money manager			53,652			1.29%
					53,652	1.20%	
	<u>Handelsbanken</u>	AA-	A-1+				
170	Deposit account			174			2.20%
1,689	35 day notice account			1,726			2.20%
					1,901	0.07%	
	<u>Nationwide</u>	A+	A-1				
2,835	Instant Saver			2,835			0.00%
21	Sevenoaks Fund Instant Saver			21			1.45%
					2,855	0.11%	
	<u>CCLA</u>						
560,000	Public Sector Deposit	AAA (Fitch only)		1,005,000			
					1,005,000	38.89%	4.30%
	<u>Virginmoney</u>						
1	Current account	BBB	A-2	1			
7,524	95 Day Notice			7,795			3.20%
					7,796	0.30%	
	Insignis Investments						
	Santander (9 Months)	A-		390,763			3.70%
507	Insignis Earmarked Fees			977			
259,590	HSBC Tracker (31 Day Notice)	AA		272,845			3.70%
376,041	Standard Chartered Bank (6 month)	AA-		516,049			4.05%
					1,180,634	45.68%	
949	<u>Petty Cash</u>				403	0.02%	
	<u>Cashbook suspense</u>				0	0.00%	
1,447,327					2,584,413		

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

1,373,534
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

Balance Sheet as at 30/06/2026

31st March 2026

31st March 2027

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Current Assets			
13,770	Debtors	14,284		
41,503	SCC Bookings Debtors	34,641		
121,023	Vat Control	143,698		
248	Allotment Ledger	38		
27,855	Prepayments	4,775		
1,711	Stock	1,711		
194,445	Nat West - Current Account	298,597		
1,000	Payroll Account	1,000		
15,308	Mayors Charity Account	9,850		
1,000	House i/t Basement Youth Cafe	1,000		
10,449	Sevenoaks Town Partnership	10,449		
460	Petty Cash	403		
173	Handelsbanken Investment	174		
1,720	Handelsbanken Notice Account	1,726		
2,835	Nationwide Instant Saver	2,835		
38,010	Natwest Investment	11,275		
1	Virgin Money Current Account	1		
53,478	HSBC Investment	53,652		
21	Nationwide Sevenoaks Fund	21		
830,000	CCLA Public Sector Deposit	1,005,000		
7,742	Virgin Money 90 day Notice	7,795		
1,568	Insignis Earmarked Fees	977		
270,316	HSBC Tracker (31 days Notice)	272,845		
516,049	Standard Chartered (6 Months)	516,049		
387,152	Investec (3 Months)	0		
0	Santander (9 Months)	390,763		
2,537,838			2,783,560	
2,537,838	Total Assets			2,783,560
	Current Liabilities			
52,532	Creditors	64,587		
1,123	Miscellaneous Creditors	101		
102,862	Accruals	99,410		
0	Superannuation Due	5,057		
52,041	Receipts in Advance	429,996		

Balance Sheet as at 30/06/2026

31st March 2026		31st March 2027	
3,690	Receipt in Advance-Cemetery	2,386	
9,328	Damage Deposit	7,794	
560	Key Deposit	569	
6,700	QH Allotment Key deposits	6,940	
817	BV Allotment key deposits	767	
229,652		617,607	
2,308,185	Total Assets Less Current Liabilities	2,165,953	
Represented By			
538,867	Revenue Reserve	575,335	
1,769,318	Earmarked Reserves	1,590,618	
2,308,185		2,165,953	

The above statement represents fairly the financial position of the Authority as at 30/06/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date :

Signed :
Responsible
Financial

Date :

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Income</u>	<u>Expenditure</u>	<u>Closing Balance</u>
312	Temp Staff Reserve	4,000.00	0.00	0.00	4,000.00
313	Youth Council Reserve	1,226.70	0.00	18.00	1,208.70
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	1,512.50	3,268.75
324	Development Fund 2025/2026	6,567.83	0.00	3,491.46	3,076.37
328	Non-annual commitments reserve	14,700.00	6,000.00	0.00	20,700.00
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	435,127.05	633,276.62	206,663.91
339	Capital Receipts Quaker Hall	45,860.17	0.00	2,012.82	43,847.35
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	69,427.47	35,451.29	341,977.31
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	6,442.68	0.00
376	Mayor's Regalia Reserve	4,670.99	0.00	0.00	4,670.99
		1,769,318.37	510,554.52	689,255.37	1,590,617.52

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st March 2027

31st March 2026		31st March 2027
	Operating Income	
51,040	O/ Spaces & Leisure - General	15,445
82,321	O/ Spaces & Leisure - Cemetery	30,056
9,994	O/ Spaces & Leisure- Allotment	100
12,498	Open Spaces-Street Lighting/Ge	0
39,270	O/ Spaces & Leisure-Vine Cafe	17,783
5,130	O/Spaces & Leisure-Vine Ground	2,874
41,300	F& G P - Bat & Ball Station	11,946
98,915	F & G P - Establishments	18,910
10,673	F & G P - General	0
25,474	F & G P - Council Offices	8,817
153,840	F & G P - Bat & Ball Centre	50,387
6,579	F & G P - Property	2,879
14,290	Town Team	8,047
26,878	Business Hub	8,683
18,889	Sevenoaks Town Mayor	4,024
20,826	Youth Cafe	3,370
56,234	Markets	13,952
1,545,147	Precept	406,021
2,282,563	Capital Infrastructure Budget	499,645
4,501,858	Total Income	1,102,939
	Running Costs	
41,117	Planning - General	11,493
4,730	Community Bus	99
366,916	O/ Spaces & Leisure - General	106,934
157,263	O/ Spaces & Leisure - Cemetery	36,892
9,493	O/ Spaces & Leisure- Allotment	3,119
30,005	Open Spaces-Street Lighting/Ge	6,122
68,449	O/ Spaces & Leisure-Vine Cafe	17,266
50,122	O/Spaces & Leisure-Vine Ground	9,800
88,820	F& G P - Bat & Ball Station	11,393
833,424	F & G P - Establishments	205,981
51,068	F & G P - General	3,652

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st March 2027

31st March 2026		31st March 2027
55,720	F & G P - Council Offices	22,714
171,686	F & G P - Bat & Ball Centre	31,079
62,633	F & G P - Grants	27,500
0	F & G P - Property	12
17,059	Town Team	7,584
26,096	Business Hub	5,578
22,149	Sevenoaks Town Mayor	15,529
0	Youth Council	18
126	BID	0
91,469	Youth Cafe	21,223
41,661	Markets	11,303
1,443,125	Capital Infrastructure Budget	689,882
3,633,131	Total Expenditure	1,245,171
General Fund Analysis		
533,825	Opening Balance	538,867
4,501,858	Plus : Income for Year	1,102,939
5,035,683		1,641,806
3,633,131	Less : Expenditure for Year	1,245,171
1,402,552		396,635
863,685	Transfers TO / FROM Reserves	(178,701)
538,867	Closing Balance	575,335

Purchase Ledger for Month No 3

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
30/06/2026	472312	39887	3PB BARRISTERS	3PB001	4,250.00	850.00	5,100.00	6620	31	4,250.00	Stag Asset Transfer Fees
30/06/2026	472312A	39888	3PB BARRISTERS	3PB001	7,750.00	1,550.00	9,300.00	6620	31	7,750.00	Stag Asset Transfer Fees
30/06/2026	11238	39879	ADADEMY CONSULTING	ACA001	3,200.00	640.00	3,840.00	9077	91	3,200.00	QS & Employers Agent Fee
10/06/2026	10/6/26	39798	DEBRA ALCHORN	ALC001	50.00	0.00	50.00	5500	31	50.00	50 dinner plates
10/06/2026	29464	39770	AMETHYST	AME002	748.76	149.75	898.51	6802	22	748.76	plants
10/06/2026	29465	39769	AMETHYST	AME002	421.35	84.27	505.62	5340	21	421.35	plants
01/06/2026	001B	39757	ANTHONY CHARLES WILL	ANT001	120.00	0.00	120.00	6244	40	120.00	Qrtly info screen chg
15/06/2026	CD-244495556	39797	ANGEL WATERLOGIC	ANWA001	2.10	0.42	2.52	6330	36	2.10	Water dispenser surcharge
08/06/2026	2026077	39789	ASDO	ASD001	83.33	16.67	100.00	6710	31	83.33	ASDO conference L.L
11/06/2026	26242	39781	ATCM	ATCM01	665.00	133.00	798.00	6730	31	665.00	ATCM subs 2026/27
15/06/2026	15/6/26	39782	BANKLINE	BANKL01	95.60	0.00	95.60	6975	31	95.60	bank chg
11/06/2026	45073565	39786	BIDFOOD	BID001	428.62	43.48	472.10	6500	28	428.62	goods for resale
11/06/2026	45073571	39787	BIDFOOD	BID001	86.12	12.07	98.19	6500	28	60.65	goods for resale
								6010	28	25.47	cleaning equip
26/06/2026	45380636	39882	BIDFOOD	BID001	355.96	59.84	415.80	6500	28	355.96	Goods for resale
08/06/2026	0234850	39785	BOOKER	BOOK001	50.46	9.58	60.04	6500	28	50.46	goods for resale
23/06/2026	0357081	39820	BOOKER	BOOK001	142.70	14.06	156.76	6500	28	117.75	Goods for resale
								6505	28	24.95	consumables
30/06/2026	0357514	39883	BOOKER	BOOK001	12.90	0.00	12.90	6500	28	12.90	Goods for resale
30/06/2026	252361	39899	BOURNE SPORT	BOU002	169.50	33.90	203.40	5120	21	169.50	Surrey Loam 25KG
27/05/2026	262051390	39833	BP FUEL	BPF001	244.73	0.00	244.73	5700	21	244.73	fuel
31/05/2026	262056334	39832	BP FUEL	BPF001	45.78	9.16	54.94	5700	21	45.78	fuel
09/06/2026	262058394	39775	BP FUEL	BPF001	254.84	50.97	305.81	5700	21	254.84	fuel
16/06/2026	262059914	39834	BP FUEL	BPF001	50.82	10.17	60.99	5700	22	50.82	fuel
23/06/2026	262062144	39840	BP FUEL	BPF001	147.16	29.44	176.60	5700	21	147.16	fuel
30/06/2026	262063802	39867	BP FUEL	BPF001	6.40	0.00	6.40	5700	21	6.40	fuel
30/06/2026	262068251	39900	BP FUEL	BPF001	14.00	0.00	14.00	5700	21	14.00	fuel
22/06/2026	SVO/380226	39902	BREWERS	BREW001	35.28	7.06	42.34	5410	50	35.28	Maint equip

Purchase Ledger for Month No 3

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	81535	39889	BRODEX TRIDENT	BROT001	300.00	60.00	360.00	6922	22	300.00	Legionella Risk Assessment
19/05/2026	81758	39891	BRODEX TRIDENT	BROT001	300.00	60.00	360.00	6922	33	300.00	Legionella Risk Assessment
19/05/2026	81759	39890	BRODEX TRIDENT	BROT001	300.00	60.00	360.00	6922	41	300.00	Legionella Risk Assessment
01/06/2026	2004153992	39836	CJS PLANTS	CJS001	2,635.00	527.00	3,162.00	6865	26	2,635.00	June floral maint
12/06/2026	38934	39815	CLEVERLEY SPENCER	CLE003	240.00	48.00	288.00	5410	22	240.00	Remove & refix headstone
12/06/2026	156847	39784	CONNECTAPHONE	CON001	562.06	112.41	674.47	6101	50	50.98	May telephone chg
								6101	22	50.98	May telephone chg
								6101	28	50.98	May telephone chg
								6101	36	51.11	May telephone chg
								6101	30	50.98	May telephone chg
								6101	31	307.03	May telephone chg
30/06/2026	164579	39861	COUNTRY STYLE RECYCL	COU001	108.90	21.78	130.68	6935	36	23.25	June Bin collection chg
								6935	29	85.65	June Bin collection chg
15/05/2026	950655	39773	ERNEST DOE	DOE001	5.85	1.17	7.02	5525	21	5.85	maint equip
02/06/2026	00028317240	39748	EDF ENERGY	EDF002	1,041.47	208.29	1,249.76	6011	36	1,041.47	May electric chg
08/06/2026	000028453524	39780	EDF ENERGY	EDF003	46.32	2.32	48.64	6011	60	46.32	May electric chg
03/06/2026	000028342310	39750	EDF ENERGY	EDF004	468.06	93.61	561.67	6011	41	468.06	May electric chg
03/06/2026	000028344576	39751	EDF ENERGY	EDF009	147.10	7.36	154.46	6011	22	147.10	May electric chg
03/06/2026	000028360445	39749	EDF ENERGY	EDF010	1,372.28	274.46	1,646.74	6011	33	1,372.28	May electric chg
01/06/2026	000028242482	39747	EDF ENERGY	EDF011	995.99	199.19	1,195.18	6011	30	995.99	May electric chg
13/06/2026	000028521344	39804	EDF ENERGY	EDF012	441.08	88.21	529.29	6011	21	441.08	Electric chg 22/10-10/12
13/06/2026	000028521347	39803	EDF ENERGY	EDF012	253.29	50.66	303.95	6011	21	253.29	Electric chg 11/12-13/01
13/06/2026	000028521351	39802	EDF ENERGY	EDF012	222.62	44.53	267.15	6011	21	222.62	Electric chg 14/1-3/2
13/06/2026	000028521353	39801	EDF ENERGY	EDF012	815.52	163.10	978.62	6011	21	815.52	Electric chg 4/2-13/4
18/06/2026	000028547989	39800	EDF ENERGY	EDF012	346.61	69.32	415.93	6011	21	346.61	Electric chg 14/4-13/5
18/06/2026	000028547991	39799	EDF ENERGY	EDF012	316.14	63.23	379.37	6011	21	316.14	Electric chg 14/5-13/6
22/06/2026	INV-1862	39837	EGM	EGM001	282.65	56.53	339.18	6952	33	180.31	staff uniform
								6952	21	102.34	staff uniform
30/06/2026	136659	39874	ATLAS FM/EMPRISE SVS	EMP001	684.35	136.87	821.22	6932	22	684.35	June lock up chg

Purchase Ledger for Month No 3

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
30/06/2026	136660	39872	ATLAS FM/EMPRISE SVS	EMP001	1,711.80	342.36	2,054.16	5311	21	1,711.80	June lock up chg Pointoise
30/06/2026	136661	39873	ATLAS FM/EMPRISE SVS	EMP001	1,141.80	228.36	1,370.16	5311	21	1,141.80	June lock up chg H.Street
24/06/2026	SI-4396	39839	ENLIGHTENED SOLAR	ENL001	423.50	84.70	508.20	9050	91	423.50	Birdguard supp & install QH
19/06/2026	5655029	39805	EVERFLOW WATER	EVE002	1,303.29	0.00	1,303.29	6002	23	14.19	Water chg 19/7-18/8
								5025	21	20.58	Water chg 19/7-18/8
								6014	33	202.70	Water chg 19/7-18/8
								6014	36	-20.61	Water chg 19/7-18/8
								6014	30	69.55	Water chg 19/7-18/8
								6014	21	139.73	Water chg 19/7-18/8
								6014	28	798.38	Water chg 19/7-18/8
								6014	29	61.50	Water chg 19/7-18/8
								6014	23	17.27	Water chg 19/7-18/8
25/06/2026	CASV304079	39876	EXPRESS FACTORS	EXPR001	11.31	2.26	13.57	5410	21	4.28	maint equip
								5550	21	7.03	maint equip
25/06/2026	CASV304080	39877	EXPRESS FACTORS	EXPR001	8.56	1.71	10.27	5410	21	8.56	maint equip
01/06/2026	3958/4449/13	39818	FLASHPARK	FLASH001	486.00	97.20	583.20	5317	21	486.00	Flashpark warning signs
09/06/2026	INV-0007	39779	FOUR FRYS LTD	FOU002	1,360.00	0.00	1,360.00	6323	40	1,360.00	Marketing materiels
12/06/2026	12/06	39790	FRIENDS FOR FAMILIES	FRI003	18.00	0.00	18.00	7555	43	18.00	Youth Council Charity
								313		-18.00	Youth Council Charity
								8001	43	18.00	Youth Council Charity
08/06/2026	INV598829	39772	GAZA TIMBER	GAZA001	10.43	2.08	12.51	5410	21	10.43	maint equip
18/06/2026	112158	39886	GODFREYS	GOD001	82.48	16.49	98.97	5700	21	82.48	fuel
10/06/2026	2733	39788	THE GREEN LABEL COMP	GRE002	172.14	34.43	206.57	6865	26	172.14	Window stickers
26/05/2026	103998A	39778	HERBERT & WARD	HAW001	9.00	0.00	9.00	6500	28	9.00	goods for resale
24/06/2026	104591	39828	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	June coffee machine rental
29/06/2026	31006	39844	HELIOCENTRIX	HELI001	231.72	46.34	278.06	6240	31	231.72	Docking monitor
30/06/2026	31099	39843	HELIOCENTRIX	HELI001	318.75	63.75	382.50	6240	31	318.75	IT support chg
30/06/2026	31131	39842	HELIOCENTRIX	HELI001	1,924.49	384.90	2,309.39	6240	31	1,559.80	June IT support chg
								6242	31	364.69	June IT support chg

Purchase Ledger for Month No 3

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
30/06/2026	T4068	39901	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Jun wifi chg
								6101	22	11.48	Jun wifi chg
								6105	41	141.50	Jun wifi chg
								6105	22	10.00	Jun wifi chg
								6105	21	28.69	Jun wifi chg
								6105	50	32.82	Jun wifi chg
30/06/2026	3345	39864	HOB MECHANICAL SERVI	HOB001	615.00	123.00	738.00	5410	36	615.00	Air con repair
30/06/2026	30/6/26	39860	INFORMATION COMMISS	ICO	47.00	0.00	47.00	6730	31	47.00	ICO subs 2026/27
02/04/2026	STC-260402	39897	JONAHS WAIL	JOWA001	595.00	0.00	595.00	6868	29	595.00	Music performance 19/7
22/06/2026	1009523	39895	KALL KWIK	KALL001	1,793.00	145.80	1,938.80	6865	26	436.00	Event leaflets
								6461	31	192.00	Events banners
								6323	40	262.00	Event leaflets
								6460	31	903.00	Events leaflets
17/06/2026	9000287208	39794	KENT COUNTY COUNCIL	KCC002	16,962.35	0.00	16,962.35	9050	91	16,962.35	Dartford Rd, Zebra crossing
02/06/2026	238971	39746	KCC KCS	KCC003	52.20	10.44	62.64	6200	31	52.20	stationery
10/06/2026	243503	39776	KCC KCS	KCC003	141.43	28.29	169.72	6010	33	109.98	cleaning equip
								6200	31	31.45	stationery
25/06/2026	252466	39884	KCC KCS	KCC003	29.98	6.00	35.98	6935	21	29.98	bin bags
30/06/2026	254349	39866	KCC KCS	KCC003	31.60	6.32	37.92	6935	21	31.60	bin bags
30/06/2026	254350	39878	KCC KCS	KCC003	33.80	6.76	40.56	6200	31	33.80	stationery
07/06/2026	33	39756	LILIAS KITCHEN	LIL001	320.60	0.00	320.60	6016	30	320.60	catering expenses
02/06/2026	2026/530	39754	LISTENING ROOM	LIST001	200.00	0.00	200.00	6326	40	200.00	PA and technical assistance
18/06/2026	778754	39896	LISTER WILDER	LIST002	39.33	7.87	47.20	5525	21	39.33	Maint equip
09/06/2026	3456	39766	LONGLEY GROUP	LON002	152,675.09	30,535.02	183,210.11	9085	91	152,675.09	Sevenoaks Pavilion Refurb
26/06/2026	INV-0344	39825	MAMMOTH SIGNS AND GR	MAM001	385.00	77.00	462.00	5500	28	385.00	Cafe On The Vine sign
05/06/2026	249221	39741	MANAGED TECHNOLOGY	MAN002	232.09	46.42	278.51	6200	31	232.09	print chgs
03/06/2026	0000967078	39744	MAWS FINE FOODS	MAW001	93.69	0.00	93.69	6500	28	93.69	goods for resale
17/06/2026	0000969668	39811	MAWS FINE FOODS	MAW001	65.00	0.00	65.00	6500	28	65.00	Goods for resale
30/06/2026	MHC/36772	39868	MAY HARRIS	MAY001	399.83	79.97	479.80	5020	29	399.83	June cleaning chg

Purchase Ledger for Month No 3

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
30/06/2026	MHC/36772A	39869	MAY HARRIS	MAY001	399.83	79.97	479.80	5025	21	399.83	June cleaning chg
30/06/2026	MHC/36772B	39871	MAY HARRIS	MAY001	364.59	72.92	437.51	6013	30	364.59	June cleaning chg
30/06/2026	MHC/36772C	39870	MAY HARRIS	MAY001	364.58	72.92	437.50	5026	21	364.58	June cleaning chg
01/04/2026	INV31646	39841	MIDAS WASTE	MID001	141.45	28.29	169.74	6935	30	141.45	Apr bin collection chg
30/06/2026	INV33292	39858	MIDAS WASTE	MID001	103.30	20.66	123.96	6935	30	103.30	June Bin collection chg
30/06/2026	INV33293	39857	MIDAS WASTE	MID001	176.72	35.34	212.06	6935	36	176.72	June Bin collection chg
30/06/2026	INV33294	39855	MIDAS WASTE	MID001	72.20	14.44	86.64	6935	28	72.20	June Bin collection chg
30/06/2026	INV33295	39854	MIDAS WASTE	MID001	116.32	23.26	139.58	6935	22	116.32	June Bin collection chg
30/06/2026	INV33296	39853	MIDAS WASTE	MID001	20.00	4.00	24.00	6326	40	20.00	Bin collection chg
30/06/2026	INV33297	39856	MIDAS WASTE	MID001	293.98	58.79	352.77	6935	21	293.98	June Bin collection chg
30/06/2026	INV33298	39859	MIDAS WASTE	MID001	108.40	21.68	130.08	6935	33	108.40	June Bin collection chg
01/06/2026	INV-2271	39745	MULBERRY LOCAL	MUL001	231.75	46.35	278.10	6610	31	231.75	Final internal audit
15/06/2026	433340/0	39808	NATIONAL LEAFLET CO	NAT010	1,413.81	282.00	1,695.81	6210	31	1,413.81	Town Crier delivery chg
28/06/2026	UKSPS00196738	39826	NEXUDUS SL	NEX001	99.88	19.98	119.86	6900	41	99.88	Jul Hub booking chg
11/06/2026	33600163	39783	NISBETS	NIS001	44.96	8.99	53.95	6010	33	44.96	cleaning equip
17/06/2026	33636221	39810	NISBETS	NIS001	320.67	64.13	384.80	5500	36	320.67	Crockery set
30/06/2026	0001/00225829	39865	OBM	OBM001	11.25	2.25	13.50	5010	21	11.25	maint equip
28/06/2026	28/JUN26/GEO	39821	ONECARD	ONE002	3,350.89	197.85	3,548.74	6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad
								6101	31	8.34	Youth Work mobile
								6500	28	76.24	Goods for resale
								6500	28	56.21	Goods for resale
								6500	28	6.60	Goods for resale
								6500	28	47.92	Goods for resale
								6500	28	-2.43	Goods for resale
								6500	28	24.64	Goods for resale
								6500	28	66.46	Goods for resale
								6500	50	49.66	Goods for resale
								6500	50	35.45	Goods for resale

Purchase Ledger for Month No 3

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	46.57	Goods for resale
								6500	50	12.67	Goods for resale
								6500	28	80.07	Goods for resale
								6500	28	67.99	Goods for resale
								6500	50	28.08	Goods for resale
								6500	50	17.71	Goods for resale
								6500	28	46.06	Goods for resale
								6500	28	37.29	Goods for resale
								6500	28	-4.00	Goods for resale
								6500	28	39.95	Goods for resale
								6500	28	48.67	Goods for resale
								6500	50	47.06	Goods for resale
								6500	50	34.95	Goods for resale
								6500	28	95.99	Goods for resale
								6500	28	88.92	Goods for resale
								6500	28	-1.63	Goods for resale
								6500	28	24.25	Goods for resale
								6500	28	22.46	Goods for resale
								6240	31	4.16	plug
								6240	31	10.83	Software design subs
								6315	31	390.40	Job advertising fee
								6241	31	147.47	Vine Café website domain
								6241	50	12.00	website maintenance
								9083	91	608.00	Planning Application service
								9083	91	75.83	Planning Application service
								6710	31	10.00	Building Resilience conference
								6010	28	12.25	cleaning equip
								6010	50	5.62	cleaning equip
								6010	33	7.49	duster

Purchase Ledger for Month No 3

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
								6010	50	5.83	cleaning equip
								6010	28	5.58	cleaning equip
								6010	28	1.87	cleaning equip
								6505	50	1.83	consumables
								6505	28	4.75	consumables
								6323	40	12.00	Business Show advertising
								6323	40	12.00	Business Show advertising
								6323	40	9.85	Business Show advertising
								5500	31	17.49	Assorted tumblers
								5500	50	16.57	Dart pieces
								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
								6013	30	13.71	Cleaning equip
								6013	30	3.32	Cleaning equip
								6013	30	8.32	Cleaning equip
								6635	50	180.00	TV License 2025/26
								6448	42	50.00	Cllr O Hara C.O.C Soiree
								6330	31	34.50	Council meeting sandwich order
								6330	31	34.50	Council meeting sandwich order
								6200	50	73.91	Ink cartridges
								6200	31	17.24	stationery
								6869	32	99.12	Gorilla costume for events
								6869	32	45.99	Boules set
								6730	31	54.00	Chat GPT subs
								6900	50	5.42	batteries
								6300	31	203.53	Adobe subscription
28/06/2026	28/JUN26/LIN	39822	ONECARD	ONE002	546.77	11.24	558.01	6630	11	18.82	Survey subscription

Purchase Ledger for Month No 3

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
								6240	31	89.08	Feb Fireflies plan
								6240	31	3.85	Feb Fireflies plan
								6330	31	351.91	Stag Director retirement meal
								299	0	5.99	payment error
								6710	31	39.70	conference train ticket
								6865	26	37.42	plants
23/06/2026	23/6	39819	PATRICIA	PAT001	64.11	12.82	76.93	5340	21	64.11	Plants
09/06/2026	00371196	39813	PERFECT CUISINE CATE	PER001	2,175.00	0.00	2,175.00	6323	40	2,175.00	Business Show Catering
18/06/2026	PS9072	39827	PRESSFORD SAFETY SER	PRE001	1,196.00	239.20	1,435.20	5410	36	1,196.00	Safetylines testing
01/06/2026	234714	39752	PREMIER ALARMS	PREM001	706.35	141.27	847.62	6930	33	706.35	Annual alarm maint
05/06/2026	235084	39774	PREMIER ALARMS	PREM001	56.49	11.30	67.79	6930	22	56.49	alarm battery
15/06/2026	235177	39881	PREMIER ALARMS	PREM001	95.00	19.00	114.00	6930	30	95.00	Alarm maint call out
02/06/2026	22670077	39824	RENTOKIL	RENT001	396.71	79.34	476.05	6922	33	396.71	Rodent pest proofing
21/06/2026	100402	39829	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till support
01/06/2026	288083	39863	SAGE	SAGE001	502.08	100.42	602.50	6300	31	502.08	Sage qrtly subs
18/06/2026	2013776449	39885	SCREWFIX	SCREW001	39.99	0.00	39.99	6952	21	39.99	boots
03/06/2026	2102407	39796	SDC	SDC001	1,320.00	0.00	1,320.00	6889	31	1,320.00	Waste sacks
03/06/2026	2102422	39755	SDC	SDC001	660.00	0.00	660.00	6889	31	660.00	waste sacks x30
15/06/2026	2102477	39777	SDC	SDC001	2,407.51	0.00	2,407.51	5421	60	1,192.29	June market rent
								5420	60	1,215.22	June market rent
17/06/2026	2102503	39795	SDC	SDC001	-660.00	0.00	-660.00	6889	31	-660.00	Waste sacks credit
25/06/2026	2102547	39880	SDC	SDC001	720.00	0.00	720.00	6889	31	720.00	waste sacks
17/06/2026	JUL25CILSB	39812	SDC	SDC001	7,348.83	0.00	7,348.83	9048	91	7,348.83	Dartford Road Crossing CIL
23/06/2026	JUL25CILSB/2	39814	SDC	SDC001	2,084.99	0.00	2,084.99	9048	91	2,084.99	Dartford Road Crossing CIL
05/06/2026	GAC69058	39771	SETYRES	SETY001	65.00	13.00	78.00	5550	21	65.00	Tyre repair
01/06/2026	579002022	39767	SEVENOAKS FLORIST	SEV009	252.07	50.43	302.50	6415	31	252.07	Flowers for events
01/06/2026	01/06/26	39753	CITIZENS ADVICE	SEV025	5,839.30	0.00	5,839.30	7100	42	5,839.30	Mayor's Fundraising Donation
30/04/2026	000548	39791	SGE	SGE001	48.00	9.60	57.60	5310	21	48.00	maint equip
18/06/2026	92802	39831	SGE	SGE001	16.37	3.27	19.64	6952	21	11.77	gloves

Purchase Ledger for Month No 3

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
								5410	21	4.60	maint equip
18/06/2026	92806	39830	SGE	SGE001	1.68	0.33	2.01	5310	21	1.68	maint equip
30/06/2026	92950	39898	SGE	SGE001	6.73	1.35	8.08	5010	21	6.73	Maint equip
25/06/2026	INV-1775	39835	SPORTSMARK	SPO002	7,460.00	1,492.00	8,952.00	9063	91	7,460.00	MUGA court refurb
10/06/2026	IV04545075	39809	SSE	SSE001	304.70	15.24	319.94	6862	26	304.70	May electric chg
30/06/2026	8668	39862	STAG	STAG002	300.00	60.00	360.00	6869	32	300.00	Cinema Hire 28/6
12/06/2026	OP/I129074	39823	SUTCLIFFE PLAY	SUTC001	2,290.85	458.18	2,749.03	5310	21	2,290.85	Buckhurst play equip
22/06/2026	22/6	39806	SWANLEY TOWN COUNCIL	SWA002	26.00	0.00	26.00	6448	42	26.00	Swanley Town Council donation
18/06/2026	18/6	39807	MAYOR OF TONBRIDGE	TON001	80.00	0.00	80.00	6448	42	80.00	Mayor of Tonbridge Quiz 7/7
01/06/2026	1/6/26	39758	TOWN CRIER	TOW001	65.02	0.00	65.02	6326	40	65.02	Town Crier appearance fee
26/06/2026	1046346511	39875	TRAVIS PERKINS	TRA005	18.20	3.64	21.84	5410	21	18.20	maint equip
15/06/2026	INV-7048	39817	TREE ABILITY	TREE001	720.00	144.00	864.00	5070	21	720.00	Tree work - Pontoise Play Area
15/06/2026	INV-7049	39816	TREE ABILITY	TREE001	600.00	120.00	720.00	5060	21	600.00	Tree work - Windmill Cottage
05/06/2026	A-0133291	39759	UNITED GAS AND POWER	UNI002	125.58	6.28	131.86	6012	30	125.58	May gas chg
03/06/2026	A-0133293	39760	UNITED GAS AND POWER	UNI003	-271.38	-54.28	-325.66	6012	36	-271.38	May gas credit
05/06/2026	I-0423279	39761	UNITED GAS AND POWER	UNI003	287.62	14.38	302.00	6012	36	287.62	Apr-May gas chg
03/06/2026	I-0416213	39763	UNITED GAS AND POWER	UNI004	-406.27	-81.25	-487.52	6012	33	-406.27	Apr-May gas chg
05/06/2026	I-0423281	39762	UNITED GAS AND POWER	UNI004	956.63	191.33	1,147.96	6012	33	956.63	Apr-May gas chg
03/06/2026	MAY2026	39742	V.C HANDYMAN	VCH001	1,100.00	220.00	1,320.00	6001	60	1,100.00	May market set up chg
16/06/2026	3039710	39793	WARNERS SOLICITORS	WARN001	425.00	85.00	510.00	6630	31	425.00	Bat & Ball Lease advice
01/06/2026	WM12725203	39743	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	May card trans chg
TOTAL INVOICES					263,375.07	42,955.78	306,330.85			263,375.07	

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
01/06/2026	Reach PLC	DD01/JUN26	16.90		Sev Chonicle subs
01/06/2026	Sevenoaks District Council	DD02/JUN26	884.00		June Business Rates chg
01/06/2026	Sevenoaks District Council	DD03/JUN26	2,622.00		June Business Rates chg
01/06/2026	Sevenoaks District Council	DD04/JUN26	588.00		June Business Rates chg
01/06/2026	Sevenoaks District Council	DD05/JUN26	64.00		June Business Rates chg
01/06/2026	Sevenoaks District Council	DD06/JUN26	149.00		June Business Rates chg
01/06/2026	Sevenoaks District Council	DD07/JUN26	550.00		June Business Rates chg
01/06/2026	South East Water - now Water C	DD08	197.34		water chg 12/11-9/5
02/06/2026	BACS P/L Pymnt Page 7277	BACS Pymnt	1,363.20		BACS P/L Pymnt Page 7277
03/06/2026	BP Fuel	DD09	244.73		fuel
04/06/2026	Nexodus S.L	DD10	119.62		May Hub booking chg
04/06/2026	NATWEST ONE CARD	DD11	4,793.31		Geo Onecard May
08/06/2026	BP Fuel	DD12	68.94		fuel
09/06/2026	Natwest Investment	correction	12.11		0813 Correction Stripe
11/06/2026	BACS P/L Pymnt Page 7279	BACS Pymnt	210,374.61		BACS P/L Pymnt Page 7279
11/06/2026	United Gas & Power - Bat & Bal	DD13	131.86		May gas chg
11/06/2026	United Gas And Power - Offices	DD14	660.44		Apr-May gas chg
12/06/2026	Petty Cash	002014	164.99		Petty cash top up
12/06/2026	Petty Cash	002015	200.00		Petty cash top up
15/06/2026	NatWest Bankline	bln	95.60		bank chg
15/06/2026	Connectaphone	DD15	674.47		May telephone chg
16/06/2026	BP Fuel	DD17	305.81		fuel
16/06/2026	Midas Waste	DD16	169.74		Apr bin collection chg
18/06/2026	BACS P/L Pymnt Page 7286	BACS Pymnt	12,273.52		BACS P/L Pymnt Page 7286
18/06/2026	BACS P/L Pymnt Page 7289	BACS Pymnt	510.00		BACS P/L Pymnt Page 7289
18/06/2026	WorldPay	DD18	11.94		May card trans chg
19/06/2026	WorldPay	DD19	11.66		May card trans chg
19/06/2026	WorldPay	DD20	305.73		May card trans chg
19/06/2026	WorldPay	DD21	38.64		May card trans chg
19/06/2026	WorldPay	DD22	38.64		May card trans chg
19/06/2026	WorldPay	DD21A	37.30		May card trans chg
22/06/2026	EDF ENERGY - B&B Station	DD24	1,195.18		May electric chg
22/06/2026	EDF Energy - High Street Marke	DD25	48.16		Apr electric chg
22/06/2026	Reposs Ltd	DD23	38.11		Monthly till support
23/06/2026	EDF Energy - Bat and Ball Cent	DD26	1,249.76		May electric chg
23/06/2026	BP Fuel	DD27	60.99		fuel
24/06/2026	SSE	DD28	319.94		May electric chg
24/06/2026	EDF ENERGY - Cemetery	DD29	154.46		May electric chg
24/06/2026	EDF Energy - Business Hub	DD30	561.67		May electric chg
25/06/2026	Payroll A/c	BACS25/6	63,842.72		June Salaries Tfr
26/06/2026	Payroll A/c	BACS26/6	28,822.24		June HMRC/KCC Tfr
29/06/2026	BACS P/L Pymnt Page 7293	BACS Pymnt	24,474.33		BACS P/L Pymnt Page 7293
29/06/2026	BACS P/L Pymnt Page 7296	BACS Pymnt	9,433.82		BACS P/L Pymnt Page 7296

List of Payments made between 01/06/2026 and 30/06/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
29/06/2026	EDF ENERGY - Offices	DD31	1,646.74		May electric chg
29/06/2026	Everflow Water	DD32	1,303.29		Water chg 19/7-18/8
29/06/2026	EDF Energy - High Street Marke	DD33	48.64		May electric chg
30/06/2026	Midas Waste	DD34	86.64		Bin collection chg May
30/06/2026	Midas Waste	DD35	96.00		Bin collection chg
30/06/2026	Midas Waste	DD36	123.96		Bin collection chg May
30/06/2026	Midas Waste	DD37	123.96		Bin collection chg May
30/06/2026	Midas Waste	DD38	124.14		Bin collection chg May
30/06/2026	Midas Waste	DD39	153.29		Bin collection chg May
30/06/2026	Midas Waste	DD40	318.36		Bin collection chg May
30/06/2026	Country Style Recycling	DD42	100.82		May glass collection
30/06/2026	BP Fuel	DD41	176.60		fuel
30/06/2026	NatWest	BNKCHRGs	75.00		NatWest Q1 Bank Charges
Total Payments			<u>372,256.92</u>		

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,000.00					1,000.00	
Banked: 25/06/2026		63,842.72						
BACS25/6	Nat West - Current Account	63,842.72			201		63,842.72	June Salaries Tfr
Banked: 26/06/2026		28,822.24						
BACS26/6	Nat West - Current Account	28,822.24			201		28,822.24	June HMRC/KCC Tfr
Total Receipts for Month		92,664.96	0.00	0.00			92,664.96	
Cashbook Totals		93,664.96	0.00	0.00			93,664.96	

Payments for Month 3				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>
25/06/2026	Employees	BACS25/6	63,682.72			520		63,682.72	June Salaries
25/06/2026	Councillors	BACS25/6-	160.00			520		160.00	June Allowances
26/06/2026	HMRC/KCC	BACS26/6	28,822.24			515		24,341.29	June HMRC
						516	0	4,480.95	June KCC
Total Payments for Month			92,664.96	0.00	0.00			92,664.96	
Balance Carried Fwd			1,000.00						
Cashbook Totals			93,664.96	0.00	0.00			93,664.96	

Receipts for Month 3				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		635.86					635.86	
Banked:12/06/2026		164.99						
002014	Nat West - Current Account	164.99			201		164.99	Petty cash top up
Banked:12/06/2026		200.00						
002015	Nat West - Current Account	200.00			201		200.00	Petty cash top up
Total Receipts for Month		364.99	0.00	0.00			364.99	
Cashbook Totals		1,000.85	0.00	0.00			1,000.85	

Payments for Month 3

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>
01/06/2026	Youth Cafe	1359/A	15.12		2.52	6500	50	12.60	goods for resale
01/06/2026	Youth Cafe	1359/B	29.60			6900	50	29.60	Art materials
01/06/2026	Youth Cafe	1359/C	9.92		1.66	6900	50	8.26	Art materials
05/06/2026	Vine Cafe	1360/A	68.38			6500	28	68.38	goods for resale
05/06/2026	Vine Cafe	1360/B	3.00		0.50	5500	28	2.50	Tumblers
05/06/2026	Establishments	1362/A	9.95			6210	31	9.95	postage
05/06/2026	Youth Cafe	1361	19.14			5410	50	19.14	maint equip
05/06/2026	Youth Cafe	1362/B	28.75		4.79	6900	50	23.96	Girls Night expenses
08/06/2026	Establishments	1363	39.99		6.67	5410	33	33.32	maint equip
08/06/2026	Town Team	1364	17.00		2.83	6323	40	14.17	M.R B.Show gift
12/06/2026	Bat and Ball Centre	1366/A	9.44			6330	36	9.44	refreshments
12/06/2026	Bat and Ball Centre	1366/B	6.58		1.10	5410	36	5.48	Maint equip
12/06/2026	Bat and Ball Centre	1366/C	1.24		0.21	6013	36	1.03	cleaning equip
15/06/2026	Open Spaces	1367/A	47.84			6865	26	47.84	plants
15/06/2026	Open Spaces	1367/B	23.98		4.00	5500	21	19.98	paving brush
15/06/2026	Bat and Ball Centre	1368	37.00		6.17	5410	36	30.83	plants
17/06/2026	Youth Cafe	1369/A	8.62		1.44	6900	50	7.18	Art materials
17/06/2026	Open Spaces	1369/B	11.27		1.88	6865	26	9.39	Plants
17/06/2026	Youth Cafe	1369/C	15.99			6500	50	15.99	goods for resale
19/06/2026	Open Spaces	1370/A	11.34			6330	21	11.34	refreshments
19/06/2026	Open Spaces	1370/B	9.00		1.50	5410	21	7.50	key
22/06/2026	Open Spaces	1371/A	10.48		1.75	6865	26	8.73	plants
22/06/2026	Open Spaces	1371/B	6.50			6865	26	6.50	plants
22/06/2026	Establishments	1372	3.20			4012	31	3.20	parking
22/06/2026	Establishments	1373	22.35			6330	31	22.35	refreshments
22/06/2026	Establishments	1373/REV	-22.35			6330	31	-22.35	refreshments
22/06/2026	Establishments	1373/CORR	12.35			6330	31	12.35	refreshments
23/06/2026	Establishments	1374	3.30			6330	31	3.30	refreshments
25/06/2026	Establishments	1375	5.70			6210	31	5.70	postage
25/06/2026	Establishments	1376	14.88			6330	31	14.88	refreshments
26/06/2026	Vine Cafe	1377/A	59.23			6500	28	59.23	goods for resale
26/06/2026	Vine Cafe	1377/B	5.97		1.00	6500	28	4.97	goods for resale
26/06/2026	Vine Cafe	1377/C	1.60			6010	28	1.60	cleaning equip
26/06/2026	Vine Cafe	1377/D	3.00		0.50	6200	28	2.50	stationery
26/06/2026	Vine Cafe	1377/E	21.29		3.55	6505	28	17.74	consumables
26/06/2026	Vine Cafe	1377/F	10.03		1.67	4012	28	8.36	fuel
30/06/2026	Establishments	1378	16.75		2.79	5410	33	13.96	maint equip
Total Payments for Month			597.43	0.00	46.53			550.90	
Balance Carried Fwd			403.42						
Cashbook Totals			1,000.85	0.00	46.53			954.32	

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.

4. Recommendation

Members are requested to:

- Note that the first rent review under the Rugby Club lease is due on 25 December 2026.
- To consider rent and comparison to other similar sports clubs

**Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026**

Additional Land at Longspring Woods

This item was deferred from the Finance & Delivery Committee 8th June 2026 & 20th July 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. Since the previous meetings additional information has been considered relating to the long term lease for the adjacent land which should provide protection against potential development.

RECOMMENDED: Sevenoaks Town Council does not purchase the land.

LCRS 6. Overall risk summary

Sevenoaks Town Council

Assessment year: 2026

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let graz	Allotments Admi	21	21	0	
Bus Shelters	Power to provide and maintain shelters	OSL manager	6	6	0	
Cafes	Powers to provide	Cafe Manager/	8	8	0	
Car Parks	Powers to provide	OSL manager	14	12	0	
Cemeteries/Churchyards	Power to provide Power to acquire and maintain	OSL manager	21	21	0	
Clocks	Power to provide public clocks	OSL manager	5	5	0	
Code of Conduct	Duty to adopt a code of conduct	Clerk	2	2	0	
Commons and Common Pastures	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	OSL manager	17	16	0	
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives.	Clerk	16	16	0	
Computing	Power to facilitate discharge of any function	Clerk	4	4	0	
Council Meetings	Power to meet	Clerk	4	4	0	
Council Property and Documents	Duty to disclose documents and to adopt publication scheme	Responsible Fin	4	4	0	
Crime Prevention - CCTV	Powers to spend money on crime detection and prevention measures.	Clerk	10	10	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	Clerk	1	1	0	
Drainage	Power to deal with ponds and ditches	OSL manager	7	7	0	

LCRS 6. Overall risk summary

Sevenoaks Town Council

Assessment year: 2026

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Employment of Staff	Duty to Appoint	Clerk	8	8	0	
Entertainment and the arts	Provision of entertainment and support of the arts	Facilities Manag	14	12	0	
Financial Management	Duty to ensure responsibility for financial affairs	Responsible Fin	15	15	1	
GDPR	Duty to comply with the regulations.	Clerk	23	23	0	
Gifts	Power to accept gifts	Clerk	1	1	0	
Investments	Power to participate in schemes of collective investment	Responsible Fin	4	4	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land	Clerk	13	13	0	
Litter	Power to provide receptacles. Power to take enforcement action against those that litter.	OSL manager	7	5	0	
Markets	Power to establish or acquire by agreement markets within their area and provide a market place and market buildings.	Markets/ OSL Cl	16	16	0	
Meeting of the Council	Duty to meet	Clerk	4	4	0	
Newsletters	Power to provide information relating to matters affecting local government	Clerk	7	7	0	
Open spaces	Power to acquire land and maintain	OSL manager	13	13	0	
Planning & Development Control	Rights of consultation	Planning Clerk	1	1	0	
Play Areas	Power to provide	OSL manager	4	4	0	
Provision of Office Accommodation	Power to provide	Clerk	6	6	0	

LCRS 6. Overall risk summary

Sevenoaks Town Council

Assessment year: 2026

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Provision of Website/Internet Access	Power to provide 'free resource'	Clerk	2	2	0	
Public buildings and Village hall	Power to provide buildings for offices and for public meetings and assemblies	Clerk	16	16	0	
Public Conveniences	Power to provide	OSL manager	10	10	0	
Shelters & Seats	Power to provide	Clerk	6	6	0	
Skatepark	Power to provide	Responsible Fin	5	5	0	
Street/Footway Lighting	Power to light roads and public places	Deputy Clerk	8	8	0	
Town and Country Planning	Right to be notified of planning applications	Planning Clerk	3	3	0	
Village Signs	Power to erect (with Highway Authority approval)	OSL manager	3	3	0	
War memorials	Power to maintain, repair, protect and alter war memorials	OSL manager	3	3	0	
Web Sites	Power for councils to have their own websites	Clerk	19	19	0	

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Completed by:		Overall totals/s cores	351	344	1	

Date:

Position:

How to complete:

1. Review each area and the number of uncontrolled risks.
2. Decide which area is at most risk and should be actioned firstly mark this as number one.
3. Repeat on all areas until all uncontrolled areas are allocated.

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Grant Applications Received

1. Budget – Grants to Local Voluntary Organisations 2026/27

Each year the Town Council agrees a budget for grants to local voluntary or charitable organisations which provide services to residents within the Parish of Sevenoaks Town. Local community groups are invited to submit applications in August & January of each financial year, for consideration by this Committee.

The budget for Grants to Local Community Groups 2026/27 and the balance to date is shown below:

Grants Budget	2026/27 Budget £	2026/27 Balance £
Local Organisation Grants <i>Of which Play Days £2,000 (Theatre Shows)</i>	24,000	21,500
Sevenoaks Summer Festival	5,000	5,000
Twinning Support	1,000	£1,000
Youth Outreach	11,512	£7,902
Stag	27,000	0
Community Rail Partnership	3,000	0
Total	71,512	35,402

2. We Are Beams - Request to Repurpose Grant Award

At the meeting of this Committee held on 23rd February 2026, a grant of £1,584 was awarded to We Are Beams for the hire costs of the House in the Basement for family advice clinics, one day a week for 36 weeks.

On 12th August, We Are Beams advised that with regret they would be cancelling their remaining bookings for House in the Basement:

“Over recent months it has been harder and harder to secure funding to cover salary costs for running our Advice Service here at Beams. This is fairly typical for all that work in the Charity Sector, where securing core funding is a huge challenge. As a result of these difficulties, we have had to take some very difficult decisions which have included some redundancies and a reduction of hours across the team. The impact on service delivery has meant that we need to reorganise things a little to ensure we are able to still deliver support to as many families as possible across the North Kent area but that will mean that we can no longer run the sessions at House in the Basement.

**Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026**

We respectfully ask whether you would be happy for the remaining funding that was secured for the hall hire costs could be relocated towards running our six-week Cygnet Parenting Programme that will also be supporting families within Sevenoaks.

The programme helps parents to better understand autism, develop practical strategies and feel more confident in supporting their children at home and in the wider community. The demand for the Cygnet Parenting Programme continues to be very high, so being able to put the remaining funding towards the programme would make a real difference to the families we support.

Please find some further information about the Cygnet Parenting Programme attached.”

RECOMMENDATION: The Committee is asked to consider the request from We Are Beams to repurpose the remaining unused £1,100 of the grant award towards supporting the Cygnet Parenting Programme, ring fenced for families resident in the Sevenoaks Town Council Parish.

3. Grants Subsidies for Free Room Hire

Sevenoaks Town Council offers grants subsidies on room hires at its venues to local organisations and for activities benefiting the local community. The free room hires are considered on an individual basis on request.

At the meeting of this Committee held on 8th June 2026, Councillors agreed the list of organisations approved to receive grant subsidies for free room hire in 2026/27.

RECOMMENDATION: The Committee is asked to consider adding Sevenoaks Society to the approved list, to receive one free room hire per year.

4. Grant Applications for Consideration by this Committee

Applications received from Sevenoaks Sea Cadets and Sevenoaks Three Arts Young Musician of the Year will be considered for an award from the Youth Outreach Budget by the Youth Services Committee at its meeting on Wednesday 23rd September 2026.

This Committee is requested to consider the following grant applications received.

Application forms are attached. Complete pack including application forms and background documents will be circulated separately due to the size of the document.

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Grant Ref No	Organisation Name & Charity Reg No	Purpose of award	Previous grant history	Grants in 2025/26 financial year £	Current Application £
63	Age UK	To support delivery of information & advice service for older people living in Sevenoaks Town, contributing to staff costs & volunteer expenses.	£2000 – 2020 (Community Resilience Fund – Covid)	Successful submission of a joint grant application by STC & Age UK to Kent Community Transport Scheme – Grant award of £71,795 Dec 2025.	£2,500
68	Baby Umbrella	To provide free specialist 1:1 support from qualified lactation consultants and breastfeeding counsellors.	£500 – Sep 21 £500 - March 22 £1,380 – Sep 22 £2,600 – Oct 23 £500 – Feb 24 £1,500 – Sept 24 £400 - Feb 25	£1,000 – Sept 25 £1,971 – Feb 26	£1,764
45	Hi Kent	Tu run free hearing aid clinics in Sevenoaks Town for another year.	£1,000 – 2016 £500 – 2017 £1,000 per year – 2019 to 2024	£1,000	£1,000
44	Lewis Project	Annual rental costs of House in the Basement.	n/a	n/a	£2,740
75	PHAB	Contribution to annual rent of hall for weekly club for adults with either learning disability and/or physical disability	£450 – 2023 £400 - 2024	£400	£500
11	Sevenoaks Counselling	To subsidise clients unable to afford recommended contribution towards cost of counselling services.	£2,000 – 2016 £1,200 – 2017 £1500 - 2019 £1,500 – 2020 £1,500 – 2021 & 22 £2,000 - 2024	£1500	£2,000
93	Sevenoaks Library of Things	To get pilot off the ground by providing funds for purchase of equipment, insurance and marketing materials, along with a small contingency fund	n/a - new project	n/a	£4,550

**Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026**

Grant Ref No	Organisation Name & Charity Reg No	Purpose of award	Previous grant history	Grants in 2025/26 financial year £	Current Application £
		for volunteer support. The Sevenoaks Library of Things will provide a simple way for local residents to borrow useful tools, equipment and household items when needed, rather than purchasing them outright.			
Total grant funding requested					£15,054

RECOMMENDATION:

The Committee is asked to consider the grant applications detailed above.

We Are Beams is seeking funding to deliver eight six-week Cygnet Parenting Programmes.

About We Are Beams

We Are Beams is a Kent charity based in Hextable that supports disabled children and their families. The disabled children and young people who access our services will typically have one or multiple learning difficulties, complex health needs, physical or sensory impairment, challenging behaviour, Autism or severe ADHD.

We need to raise £2.5 million in order to continue our care services to the most vulnerable in society. At any one time, we support 500 families. Our work is divided up into four key areas, these are Short Breaks Services, Family Advice Service, Direct Payment Service and Dragon's Retreat Short Break Unit.

We are seeking funding for the costs of running Our Cygnet Parenting Programme which is within our Family Advice Service. The Programme delivers 18 hours of training over six weeks to 10 families who need guidance and advice on understanding the needs of their disabled child.

Our Family Advice service is usually the first point of contact for most parents who make a desperate call for help and are usually in a time of crisis. The children and their families are feeling high anxiety, stress and are exhausted physically and mentally. Some are also disabled, have learning difficulties and many of the children are from single parent households.

The Cygnet Parenting Programme is a support programme for parents and carers of children and young people with an autistic spectrum condition. The programme was originated by Barnados. We have 2 members of staff who are Barnados License holders and are approved to qualify staff to deliver the Cygnet Parenting Programme. The programme helps parents develop their knowledge of how a child on the autistic spectrum experiences the world and what drives their behaviour.

Parents of children on the autistic spectrum often struggle to understand the condition and, related to this, manage their child's behaviour. Cygnet is a parenting intervention that aims to help parents address these difficulties, consequently improving parenting confidence. Children on the autistic spectrum are more likely to present with a range of challenging behaviours compared to typically developing children and children with disabilities.



Allsworth Court
40 St David's Road, Hextable, Kent. BR8 7RJ
01322 668501
admin@wearebeams.org.uk
www.wearebeams.org.uk



What is a Cygnet Parenting Programme?

Our Cygnet Parenting Programme covers and addresses the following topics over 6 weeks:-

- An Introduction to Beams and Parent Stories
- Overview of Autism
- Sensory Issues
- Communication
- Understanding Behaviour
- Supporting Behaviour

Lilly has autism, global development delay and is non-verbal

How do we know whether our Cygnet Parenting Programme benefits families?

We record and report on the journey travelled from the start of the programme until the end. At the beginning of a Cygnet Parenting Programme we carry out an in depth survey, parents are asked to truthfully record how they feel. They are asked questions such as,

‘How confident are you dealing with your child’s disability?’

‘How isolated do you feel as a parent/carer of a disabled child/young person?’

At the end of the programme the parents complete ‘**a follow up questionnaire**’ questions include-

‘Did the course help you to develop new parenting skills?’ 100 % said **YES**

‘Did you learn new coping strategies?’ 100 % said **YES**

The outcomes from the 6-week Cygnet programme support families in the following key areas:-

- Reduce Social isolation
- New parenting skills
- Develop coping strategies
- Prevent a family crisis
- Build strong relationships with other parents
- Increase confidence when dealing with a disability
- Support Mental Health and Wellbeing



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Our Cygnet Parenting Programmes develop a practical toolkit that will be beneficial to autistic children. Parents will gain an increased knowledge of autism and further understand their child's perspective and view on the world.

Parents Feedback

"The Cygnet Parenting Programme didn't change our autistic child, but it changed the way we understand and support our autistic child"

"The course did help me become more aware of what it is like to be autistic, which gives me a better understanding for interacting with anyone with autism"

"This course has been invaluable with learning about my son's behaviour and why he behaves the way he does. It can be better to cope with when you understand the reasons why, rather than just reacting to the here and now."

Our aim is to reach out to help more disabled children and their families and increase our ability to engage with potential new sources of support.



Parents who have completed their Cygnets Parenting Programme



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Budget

Cygnnet Parenting Programme	Cost	Qty	Total
Hourly Cost of Advisor (2 advisors x 3 hours x 8 weeks)	699.48	8	5,595.84
Prep and admin (2 advisors x 2 hours x 8 programmes)	77.72	8	621.76
Hourly Cost of Manager	27.95	8	223.60
Follow up 6 weeks later 2 advisors x 3 hours	116.58	8	932.64
Venue Hire	360.00	8	2,880.00
Licence Fee to Barnados	775.00	1	775.00
Marketing	100.00	8	800.00
Evaluations	5%		591.44
Management Fee	14%		1,656.04
Refreshments	30.00	8	240.00
Total for 8 courses throughout the year			14,316.32
Total per course (10 families)			1,789.54

Jude's Story

Jude is an adventurous and curious 8-year-old boy, who lives within a loving family with his mum, dad, an older sister, and younger brother. Jude has profound Autism, Global Development Delay as well as hypermobility, which affect many aspects of his daily life.

He also lives with PICA, a condition often associated with autism, where individuals crave and consume non-food items. This means Jude's family is constantly on high alert to ensure he does not eat anything dangerous or inedible. Jude never feels full, so food must be stored away to prevent him from overeating.

Jude was a bubbly baby and met all his milestones until the age of 2 years, when he began to regress. He stopped talking and became overwhelmed by everyday life. As an adventurous young boy, has no awareness of danger, and requires constant supervision and one to one care.



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 40 St David's Road, Hextable, Kent. BR8 7RJ
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Jude has a love for water, and the family has had to make adaptations in the house due to taps being left on, causing floods.

Despite the challenges, Jude has shown incredible resilience. He has adapted well to his hypermobility, and his communication skills are steadily improving. He especially enjoys sensory play, singing, swimming, and splashing in water.

Beams first supported Sophie, Jude's mother with a place on the Cygnets programme. This 6-week course is for parents with children with Autism, providing coping strategies, reducing isolation and helping develop a parent support network. This has been life changing for Sophie, helping her understand Jude's needs and adapt family life in a positive and supportive way.

Jude also loves attending Beams short breaks activities, where he can meet other children and feel a sense of belonging. These short breaks have also given his parents valuable time to recharge and focus on their other children.

Most recently, Beams have provided Jude with an adapted pushchair, which has allowed the family to go out on outings, which they stopped doing, as Jude gets very tired and is unable to walk. This has made a real difference to the whole family's wellbeing.



Sophie is so grateful to have found Beams,

"Thank you so much to everyone at Beams, from home visits with Family Advice and respite care, to the payroll service and most recently Jude's pushchair. The support we've received has made such a positive impact not just on Jude, but on our whole family."

We Are Beams remains committed to supporting Jude and his family, ensuring he can reach his full potential and live the happiest life possible.

Every family deserves hope, help, and a path forward. Your support can be the difference between a family struggling in silence and a family finally receiving the care they've been waiting for.

Thank you for considering our application.

Kind Regards

Maria Austen

Maria.austen@wearebeams.org.uk



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APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [Monday 15th March 2027 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Age UK Maidstone, Sevenoaks and Tonbridge
NAME OF CONTACT	Kate Payne
ADDRESS OF CONTACT	Sevenoaks Hollybush Day Centre Hollybush Court Hollybush Close Sevenoaks TN13 3UX
TELEPHONE NUMBER:	██████ ██████
EMAIL ADDRESS	████████████████

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	1062723
PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	Age UK Maidstone, Sevenoaks & Tonbridge is a local independent charity dedicated to helping older people live with dignity, maintain their independence and remain active, connected members of their communities. We provide a range of practical, emotional and social support services that enable older people to live well for longer, reduce loneliness and access the help they need to age with confidence. Our services include: <u>We give advice</u> Our trained advisors offer free information and advice to older people and their families. In 2024/25 we assisted over 866 individuals in accessing our Information & Advice service. Additionally, £499,493 in benefits were awarded to 102 individuals who received support in making benefits claims. We also supported 157 individuals to obtain a blue badge.

We offer home help

Our Independent Living Support workers provide practical assistance with household tasks to enable older people to remain safely and comfortably in their own homes for as long as possible. We want to enable more people to maintain their independence in their own home by providing trusted, person-centred help and support.

We befriend

We know how much it means to have someone to talk to, listen and share things with. That's why our Befriending Service plays such an important role in supporting older people in our local community. In March 2026 alone, our amazing team of 38 volunteer Befrienders made visits and phone calls to 51 older people, helping to build friendships, reduce loneliness and make sure people feel connected and supported.

We provide activities

At our day centres, we offer both social and dementia day care, providing a welcoming, supportive environment tailored to each individual's needs. With an array of vibrant activity groups and exciting events, from delightful lunch clubs to invigorating exercise classes, we give older people the opportunity to stay active, socialise, maintain independence, and even discover a new skill.

We support carers and families

Our holistic model of care extends beyond the individual client, we're here for families too. Through initiatives like our carers' group, we help ease the pressure and anxiety that often comes with the caregiving role. These groups offer a space for carers to connect with others who understand their journey, fostering new support networks and providing valuable advice and guidance.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS

While we do not currently collect formal data or impact measurements, we are mindful of our environmental responsibilities and aim to operate in a way that minimises harm and supports sustainability. We are committed to making practical changes wherever possible, including reducing paper use, encouraging recycling, using energy-efficient equipment, and promoting public or shared transport options when travelling to events or activities.

A significant step towards reducing our environmental impact will be the support we received from Sevenoaks Town Council in securing a new electric minibus for our exclusive use through a successful bid to Kent County Council. This investment will help us transition to a more sustainable approach to community transport by reducing emissions associated with our service, while continuing to provide vital accessible transport for older people in the Sevenoaks area. The electric minibus will enable us to continue supporting older residents to access our Day Centre in a more environmentally responsible way. In addition, we aim to increase awareness of environmental issues and encourage responsible behaviours among our staff and volunteers. We recognise there is more we can do to improve our environmental performance and are open to learning,

developing our approach and exploring ways to better measure and capture our impact in the future.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS

At present, our organisation does not undertake extensive activity specifically aimed at reducing greenhouse gas emissions or increasing biodiversity. As a charity, our primary focus remains on delivering our core mission to support older people across Maidstone, Sevenoaks and Tonbridge. However, we recognise the importance of environmental sustainability and the growing responsibility all organisations share in addressing climate change and ecological decline. Where possible, we take steps to minimise our environmental impact, for example, by reducing waste, using digital communications to limit paper use, and encouraging responsible energy use in our offices. We are committed to exploring how we might strengthen our approach in the future and integrate more environmentally sustainable practices into our operations as our capacity and resources allow.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS

Our organisation is committed to ensuring that older people in our catchment area have equal access to sports and community activities. We offer sessions such as *Knit and Natter* and *Tai Chi* either free of charge or at a low cost, to help remove financial barriers to participation. Activities are held in accessible community venues that are easy to reach and suitable for individuals with mobility needs. We create a welcoming and inclusive environment where people of all ages, backgrounds, and abilities feel comfortable and supported. To reach those who may be isolated or facing additional challenges, we work in partnership with local agencies, including healthcare providers and social prescribers, who refer individuals to our services. Many of our social activities are designed to be flexible, with no requirement for regular attendance, allowing participants to engage at their own pace. Where appropriate, we also signpost individuals to other organisations that offer more specialised support or physical activity programmes, ensuring that everyone has the opportunity to benefit from community involvement and improved wellbeing.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	116
	B) VOLUNTEERS	175
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	38
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	512	

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR	£2,500
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PLEASE DESCRIBE YOUR PROJECT

Age UK Maidstone, Sevenoaks & Tonbridge delivers a free, confidential Information and Advice Service that supports older people across our catchment area, including residents of Sevenoaks Town. The service helps older people access information, understand their benefit entitlements and receive practical support with completing applications.

Our experienced advisers, supported by trained volunteers, provide one-to-one advice and assistance with a range of benefit-related enquiries. This includes carrying out benefit entitlement checks, supporting applications for Attendance Allowance and other welfare benefits, and helping clients complete Blue Badge applications. Many older people find these processes difficult to navigate, and our advisers provide the guidance and practical assistance needed to ensure applications are completed accurately and submitted successfully. Where appropriate, we also signpost and refer clients to other local services and organisations that can provide additional support to meet their health, care and wellbeing needs.

Demand for the service continues to increase as more older people face rising living costs, long-term health conditions and increasing complexity when accessing support. By providing timely information, advice and practical assistance, we help older people access the support they are entitled to, improve their quality of life and maintain their independence for longer.

Between 1 April 2025 and 31 March 2026, we supported 62 older people living in Sevenoaks Town through our Information and Advice Service. During this period, we completed 36 Blue Badge applications, 33 Attendance Allowance applications and 36 benefit entitlement checks for Sevenoaks Town residents, while 6 people were signposted to other local services for additional support. These figures demonstrate the ongoing demand for specialist information and advice within Sevenoaks Town and the tangible impact of helping older people access the financial and practical support they are entitled to.

The case study below demonstrates the impact our Information and Advice service can have on clients and their families:

Jackie* first contacted us when her husband, David*, was diagnosed with early-stage dementia. Jackie recalled: "Initially, it felt like we were going through the motions of being referred to different organisations without any real progress being made. It felt as though all of these organisations, Social Services included, were willing to offer me help but when I asked for specific things it became a real struggle." As David's health declined, support at home became essential as his mobility worsened. That is when Jackie contacted our I&A team: "I knew about Age UK, but I didn't know about the breadth and depth of support they offer. Thanks to the team at AUKMST, David was able to get attendance allowance and was also put forward for a blue badge. Age UK's team were so friendly and were able to help us complete paperwork in a way that ensured we got the support we were entitled to. It's hard to think with that precision when you're experiencing your worst possible day, but they help you to do it." Jackie also received Attendance Allowance, which helped her access private carers and take short breaks from

her caring role. "Thanks to the support from AUKMST, I was able to access funding for private carers to help me with David. It didn't stop all of my caring responsibilities, but it meant that I had more time to do things like go for coffee with friends. I can't speak highly enough of them".

PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR

We are requesting funding to support the delivery of our Information and Advice Service for older people living in Sevenoaks Town. The grant will contribute towards the staffing costs and volunteer expenses for our Information and Advice team, enabling us to continue providing free, independent and confidential advice and practical support to local residents.

The funding will support adviser time spent carrying out benefit entitlement checks, assisting with Attendance Allowance and other welfare benefit applications, supporting Blue Badge applications, responding to enquiries by telephone and in person, and providing follow-up support where required. Advisers also signpost clients to appropriate local and national services where additional support is needed.

By helping older people understand their entitlements and successfully access the benefits and support available to them, the service promotes independence, improves wellbeing and helps people remain active and connected within their community. Funding from Sevenoaks Town Council will help ensure that older residents of the Town continue to have access to this trusted and much-needed service.

WHICH TAX YEAR WILL THE GRANT BE USED IN	2026/27
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PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES/NO
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IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES/NO
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PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

We have not yet submitted funding requests to other town or parish councils. As part of our ongoing fundraising strategy, we intend to approach relevant local councils later in the year to seek support for our range of community services and activities. Consequently, no applications have been made and no funding has been requested or awarded at this stage.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?
Yes.

IF YES, PLEASE GIVE DETAILS

We currently have two multi-year grants supporting our Information and Advice Service from The Henry Smith Charity and Colyer Fergusson Charitable Trust. These grants provide valuable core funding and contribute towards the delivery costs of the service, including staffing and operational costs.

However, these grants do not fully cover the cost of delivering the service, and we continue to have a small funding shortfall. We are therefore actively seeking additional funding from a range of grant-making organisations and local partners to ensure we can maintain this vital service for older people, including residents of Sevenoaks Town.

Funding from Sevenoaks Town Council would help us sustain the service locally, enabling our experienced Information and Advice team to continue providing free, confidential support to older people who need help understanding their benefit entitlements, completing applications and accessing the support available to them.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION

Age UK Maidstone, Sevenoaks & Tonbridge is extremely grateful for the continued support and partnership of Sevenoaks Town Council. The Council's commitment to supporting older residents and community services makes a significant difference to the lives of local people.

Our Information and Advice Service provides a vital lifeline for many older people, particularly those who may be vulnerable, isolated or struggling to navigate increasingly complex systems. For many clients, accessing support with benefit entitlement checks, Attendance Allowance applications, Blue Badge applications and other welfare-related enquiries can make a significant difference to their independence, confidence and quality of life.

Although our service operates across our wider catchment area, older people living in Sevenoaks Town are a key group of beneficiaries and are able to access our support through telephone advice, face-to-face appointments and other appropriate channels. Our advisers provide personalised, practical assistance, helping residents understand their options and access the support available to them.

We are committed to working collaboratively with local partners to ensure older people receive timely support and are not left without help when they need it most. By investing in early advice and intervention, the service helps prevent issues from escalating, supports wellbeing and enables older people to remain independent within their own communities.

We would like to thank Sevenoaks Town Council for considering this application. A grant towards the delivery of our Information and Advice Service would help us continue providing this trusted, local support to older residents and ensure they can access the information and assistance they need to live fulfilling and independent lives.

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	<u>Balances Y/E 31.03.26</u> Community Access Metro- (596) - £232.08 Age Concern Sevenoaks & Tonbridge-CCLA (8001) - £115,566.35 Age Concern Sevenoaks and District (CAF) Gold (0207) - £212,792.68 Age Concern Sevenoaks Tonbridge & District- CAF (1582) - £93,220.24 Age UK M S T 12 Mth saver -Caf (698) - £85,000 AGE UK Maidstone Sevenoaks & Tonbridge- Metro Bank (421) - £40,912.15 Age Uk Maidstone Sevenoaks & Tonbridge HSBC (7378) - £3,241.45 Age UK MST Community Access – Metro Bank (3472) - £161.58 Age UK MST - Metro Bank (1736) - £3,867.95 Age UK Sevenoaks & Tonbridge District (United Trust) -UT(628) - £91,892.10
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	5 months
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	£332,488.83
PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE. THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE	
Last year, we were incredibly grateful to Sevenoaks Town Council for submitting a successful bid to Kent County Council to secure a new electric minibus for our exclusive use. This significant investment will make a huge difference to our transport service and the older people we support across the Sevenoaks area. The new electric minibus will enable us to continue providing safe, reliable and accessible transport for older residents, helping them remain independent, connected and engaged within their community. For many of our passengers, our transport service is a vital lifeline, providing access to our Hollybush Day Centre for support they may otherwise struggle to reach. The move to an electric vehicle also represents an important step towards a more sustainable service, reducing our environmental impact while ensuring we can continue to provide transport that meets the needs of older people for years to come. Having a vehicle dedicated to our service will improve reliability, increase our capacity and allow us to better respond to demand from local residents.	

We greatly appreciate Sevenoaks Town Council's continued support and commitment to improving the lives of older people in the community. Their advocacy in helping us secure this resource demonstrates the value they place on accessible transport, reducing isolation and supporting older people to live fulfilling and independent lives. Huge thanks again for this fantastic support.

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of form completed	Yes
Form signed	Yes
Audited accounts for last two financial years attached	Yes
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	Yes

Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE K.Payne	DATE: 29 July 2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	Head of Income Generation and Marketing

All Application Forms must be signed (electronic signature acceptable).

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank: [REDACTED]

Sort Code: [REDACTED]

Account No: [REDACTED]

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
 - **Friday 8th January 2027** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting [**Monday 15th March 2027 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Baby Umbrella
NAME OF CONTACT	Malwina Sulkowska
ADDRESS OF CONTACT	[REDACTED]
TELEPHONE NUMBER:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	[REDACTED]

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	1190745
PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	Baby Umbrella is an award-winning small charity supporting over 1,000 families each year in West Kent. We offer skilled and compassionate support in the early months and years of parenthood - including breastfeeding, bottle feeding, sleep, mental wellbeing and making social connections. We aim to bring a sense of safety and confidence to what is often an overwhelming transition.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS		
We consider our environmental impact in everything we do. Enabling parents to meet their breastfeeding goals facilitates environmental savings in the production of, distribution of, preparation of, and feeding of formula milk. We also partner with the local cloth nappy library to provide information and support to parents who wish to reduce their impact on the environment from disposable nappies.		
DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS		
Our emissions are extremely low as we do not have any premises and all of our staff work remotely when they are not participating in face to face service provision.		
HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS		
Our services are free to access for all and we aim to be accessible for the whole community. We consider access and transportation in all our services and aim to locate them in venues that are close to rail or bus routes, and with access to parking. We also offer zoom contact for families who live rurally or are unable to travel. We run community whatsapp groups for parents living in various locations, as well as specific groups for various protected characteristics to help build a sense of belonging among minority groups (e.g. Black Parents, Asian Parents, LGBTQ+ parents, Neurodivergent parents...).		
PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	13 = 2.6 FTE
	B) VOLUNTEERS	27
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	In 2025–2026, we saw 126 appointments booked by families residing in Sevenoaks Town.	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£1764
PLEASE DESCRIBE YOUR PROJECT	
In 2025–2026, we completed 126 40-minute 1:1 support appointments for residents of Sevenoaks Town. There were also additional families accessing our education, group support, and social services during this period. Each appointment costs us £59 in total, of which £28 covers practitioner fees and our venue hire. We are applying for 6 months of funding to provide 1:1 specialist appointments to 63 residents of Sevenoaks. Our beneficiaries describe a sense of relief in finding our service at a time when caring for tiny babies can often feel completely overwhelming.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
This funding will be used to support Sevenoaks Town residents with free specialist 1-1 help from qualified Lactation Consultants and Breastfeeding Counsellors. We provide practical and emotional support with breastfeeding, expressing, bottle feeding, introducing solids, adjusting to parenthood, and infant sleep. We also have a specialist listening service for those parents who are finding this transition particularly challenging.	
WHICH TAX YEAR WILL THE GRANT BE USED IN	2026/2027 - 2027/2028 (This project will be delivered within 6 months of receipt of funds.)

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	
This funding request applies only to STC residents, but we also offer this support across the rest of West Kent. We make regular applications to the larger district, town and parish councils in the area. We have received a total of £636 from Brasted and Dunton Green Parish Councils in 2025-2026.	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?	
Yes	
IF YES, PLEASE GIVE DETAILS Around half of our funding comes from grant programmes. We apply to a variety of organizations, including town councils, governmental bodies, crowdfunding programmes, and other charities. The amount of grants requested depends on our current needs and ongoing projects. However, there is no overlap for this specific funding request.	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
Early parenthood is a critical time for families - the first three years of a child's life has been shown to have far reaching impacts on their entire life in terms of their mental and physical health. In order to support babies, and our whole communities, we must start with supporting parents at the very start of their journeys. We believe that well supported, confident parents create resilient families. We are grateful for STC's continued support to families in the area to provide this critical high quality support.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£45,821 of reserves (2024-25)
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	4.5 months
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	£46,682 was received from grants and trusts, £43,887 from individual donors and £24,054 from fundraising events. (2024-25)
PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE. THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE	
Sept 2021 £500 - revenue expenditure March 2022 £500 - revenue expenditure Sept 2022 £1,380 - revenue expenditure Sept 2023 £2,600 - revenue expenditure March 2024 £500 - revenue expenditure Sept 2024 £1,500 – revenue expenditure March 2025 £400 – revenue expenditure Sept 2025 £1000 – revenue expenditure	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST	
All relevant parts of form completed	Yes
Form signed	Yes
Audited accounts for last two financial years attached	Yes
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	Yes

Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE. I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.	
SIGNATURE 	DATE 29/07/2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	Malwina Sulkowska - Operations Coordinator

All Application Forms must be signed (electronic signature acceptable).

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank: 
Sort Code: 
Account No: 

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
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- NB: Late applications will be reviewed at the following Grants meeting.

If you have any queries, please contact Alison Futtit on 01732 459953

APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting [**Monday 15th March 2027 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Hi Kent
NAME OF CONTACT	
ADDRESS OF CONTACT	
TELEPHONE NUMBER:	DAYTIME EVENING
EMAIL ADDRESS	

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	Yes, 1052036
PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	Hi Kent is a unique charity, established since 1986, supporting people living with hearing loss. Free support and advice to the one in five (rising to one in four over the age of 50) people with severe hearing loss and/or tinnitus in Kent, including free Hearing Aid Support Community Clinics, Lipreading Classes, Wellbeing Telephone Helplines, Tinnitus Support Groups, Social Groups and individual digital/technology support.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS

Hi Kent's services are provided county-wide in Kent in towns, villages and communities, ensuring that our support for people living with hearing loss is given as far as possible locally, to avoid the need for travelling long distances and journeys by car. We aim to use venues which are easily accessible by public transport.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS

Hi Kent has an Environmental Policy as has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our charity's strategy and operating methods, with regular review points. We will encourage clients, suppliers and other stakeholders to do the same.
Hi Kent also has a Carbon Reduction Policy which is aligned with Hi Kent's Environmental Policy, and current codes of practice on waste and environmental protection. It is our intention to operate our charity in an environmentally friendly way as possible.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS

Not applicable to Hi Kent's grant application.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID

16

B) VOLUNTEERS

145

C) MEMBERS LIVING WITHIN SEVENOAKS TOWN

Hi Kent has 40 Members, 5 Trustees and 10 Friends

HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?

Hi Kent sees over 390 clients each year at our monthly free Hearing Aid Support Clinics at Hollybush Day Centre, who live within Sevenoaks Town, and this number is steadily rising.
Hi Kent also sees over 95 clients each year at our free monthly Hearing Aid Support Clinic at the supported living and residential care home at Rockdale Lodge, Rockdale Road, Sevenoaks

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£1,000.00
PLEASE DESCRIBE YOUR PROJECT	
Hi Kent needs funds to run our free monthly drop-in Support Clinics for NHS hearing aid users at Hollybush Day Centre in Sevenoaks for another year. Hi Kent also needs funds to provide our free monthly Support Clinics for NHS hearing aid users at the supported living and residential care home at Rockdale Lodge in Sevenoaks for another year. For the many people who are too frail or unwell to attend their local Clinic, we offer a free home visit by appointment for them to receive the same aftercare for their hearing aids.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
With the Town Council's support we will use the grant to run free Hearing Aid Support Clinics in Sevenoaks Town for another year. The Clinics are run by trained volunteers who will clean, re-tube, supply and fit replacement batteries for hearing aid users who are unable to maintain their own aids. This support is provided free of charge with no appointment necessary. Home visits are provided by appointment for people unable to travel to the Clinics due to illness or frailty. Each Clinic at Hollybush Day Centre is open for 1.5 hours and at Rockdale House for 1 hour, but our long-standing volunteers are happy to extend this time if needed to ensure that each client receives the time and attention they deserve. The grant has benefitted those people in Sevenoaks town who are living with hearing loss and require expert help to look after their NHS hearing aids in order that they work effectively for them. Hearing aids that are regularly maintained and work well give the wearer more confidence in their ability to cope better with everyday life and enjoy social situations secure in the knowledge that their aids help them pick up the sounds/pitches they have lost. Having such a local service means that clients do not have to travel to a central Audiology Clinic, which often incurs travel and parking expenses and sometimes waiting time. Our services are offered free of charge and no appointment is needed. Our volunteers often have a hearing loss themselves so understand the challenges that have to be faced when this vital sense is lost or partially lost.	
WHICH TAX YEAR WILL THE GRANT BE USED IN	2026/2027

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	NO YES/NO
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES/NO
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT? NO	
IF YES, PLEASE GIVE DETAILS	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
Deafness is known as the 'invisible disability' because often there is no outward sign that someone has a hearing loss. People who are deaf are often isolated and fearful and prone to suffer from depression. Nationally 1 in 5 people are hearing impaired and this rises to 1 in 4 for people over the age of 50, with the number of people over the age of 65 the fastest growing demographic. People with hearing loss typically become increasingly isolated by their worsening deafness and make excuses not to go out or attend family and other social gatherings because they are embarrassed by their hearing loss and not being able to communicate. They are often aware of other people's lack of patience and understanding when they are asked to repeat what they have said, and retreat to the sanctity of their homes, quickly becoming marginalised and excluded. The monthly Hi Kent free support clinics will benefit those people living in Sevenoaks town who are living with hearing loss and require expert help to look after their hearing aids, to ensure their sensory loss is supported, can retain their independence and enjoy family and social occasions. Many of our clients are deaf people aged between 65 and 80 years who are among the most frail and vulnerable members of society.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	Bank balance in hand to 31.3.25 = £173,515
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	4 to 6 months
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	£53,585 was raised through donations and fundraising in 2024/2025 which is used on a county-wide basis to support Hi Kent's charitable activities
PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE. THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE	
2016 £1,000 2017 £500 2019 £1,000 2021 £1,000 2022 £1,000 2023 £1,000 2024 £1,000 2025 £1,000	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST	
All relevant parts of form completed	X
Form signed	X
Audited accounts for last two financial years attached	X
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	Yes

Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE. I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.	
SIGNATURE 	DATE 29 July 2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	

All Application Forms must be signed (electronic signature acceptable).

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank:	
Sort Code:	
Account No:	

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APPLICATION FOR GRANT AID 2026/2027

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A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	THE LEWIS PROJECT
NAME OF CONTACT	MICHELE GRACE
ADDRESS OF CONTACT	THE STAG THEATRE LONDON ROAD SEVENOAKS TN13 1ZZ
TELEPHONE NUMBER:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	[REDACTED]

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	YES 1183049
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PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	THE LEWIS PROJECT IS A VOLUNTEER-LED MUSIC CHARITY BASED IN THE HOUSE IN THE BASEMENT AT THE STAG THEATRE. IT PROMOTES MENTAL WELLBEING FOR YOUNG ADULTS 16 AND OVER THROUGH FREE OF CHARGE MUSIC, CREATION, COLLABORATION AND COMMUNITY SUPPORT, BUILDING CONFIDENCE IN THE VULNERABLE, TO ENABLE THEM TO PERFORM LIVE AT MULTIPLE PUBLIC EVENTS, INCLUDING, FETES AND SPECIALIST PUBLIC COMMUNITY EVENTS.
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DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS		
WE REPAIR AND REFURBISH MUSICAL INSTRUMENTS OFFERING THEM TO OUR MEMBERS.		
DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS		
WE OPERATE UNDER THE WINGS OF THE STAG THEATRE'S ENVIRONMENTAL POLICIES		
HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS		
WE OPERATE FROM A VENUE THAT HAS DISABLED ACCESS. WE ALSO PERFORM AT VENUE THAT PROVIDE DISABLED ACCESS. WE OPERATE OUR ORGANISATION ON AN INCLUSIVE BASIS. THE LEWIS PROJECT IS ALSO EMBEDDED WITHIN A WIDE NETWORK OF LOCAL SOCIAL SERVICE PROVIDERS AND CHARITIES, SUPPORTING BOTH NEURO AND PHYSICALLY DIVERSE YOUNG PEOPLE.		
PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	1
	B) VOLUNTEERS	8
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	30
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	(25) PLUS THE GENERAL PUBLIC OF SEVENOAKS.	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£2740
PLEASE DESCRIBE YOUR PROJECT	
THE LEWIS PROJECT WISHES TO USE THE FUNDS TO - SECURE THE RENT PAID AT OUR HEAD OFFICE AND THE PRACTICE VENUE FOR OUR MEMBERS THIS WILL ALLOW THE LEWIS PROJECT TO EXPAND ITS OFFERING TO A SECOND VENUE IN SEVENOAKS IN LINE WITH OUR OVERALL EXPANSION PLANS.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
RENTAL DUE P.A. FOR THE HOUSE IN THE BASEMENT THE STAG THEATRE SEVENOAKS	
WHICH TAX YEAR WILL THE GRANT BE USED IN	26/27.

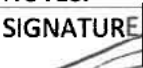
PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES/NO
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES/NO
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	
N/A.	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT? NO.	
IF YES, PLEASE GIVE DETAILS	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
THE LEWIS PROJECT IS ABOUT TO START A PROGRAM OF "OUTREACH" WITHIN THE COMMUNITY AT FETES, AND COMMUNITY GATHERINGS TO MAKE THE GENERAL PUBLIC OF SEVENOAKS AWARE OF ITS WORK - THIS OUTREACH WORK WOULD INCLUDE SHOWING AT MULTIPLE LOCAL EVENT THAT THE COUNCIL SUPPORT OUR WORK - IF WE ARE SUCCESSFUL WITH THIS APPLICATION.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£7525 = 27
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	APPROX. 36 months.
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	£4333.96
PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE. THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE	
N/A.	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST	
All relevant parts of form completed	✓
Form signed	✓
Audited accounts for last two financial years attached	✓ →
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES.

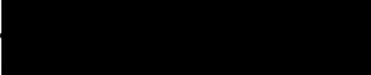
NB
SENT BY.
EMAIL

Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.	
I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.	
SIGNATURE 	DATE 31 7 26
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	STUART TREWEEK ADVISOR & FUTURE TRUSTEE

All Application Forms must be signed (electronic signature acceptable).

* IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):

Bank:	
Sort Code:	
Account No:	

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
 - **Friday 8th January 2027** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

If you have any queries, please contact Alison Futtit on 01732 459953

APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting **[Monday 15th March 2027 at 7pm]** to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	SEVENOAKS PHAB
NAME OF CONTACT	ROSALYNDE WARD
ADDRESS OF CONTACT	[REDACTED]
TELEPHONE NUMBER:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	[REDACTED]

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	Sevenoaks PHAB is affiliated to the parent organization which is a registered charity no 283931.
PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	Sevenoaks PHAB inspires and supports disabled adults to have fun, make new friendships and enjoy a variety of activities together. The club provides weekly meetings for those adults with either a learning and/or physical disability. A variety of activities are on offer ranging from music, singing, drama, art and craft sessions, quizzes, fish and chip suppers, bingo, Boccia, and a ten-minute fun workout at the beginning of each session. Where possible PHAB empowers members to help run the sessions contributing to score keeping, bingo calling and helping to welcome new members.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS

Sevenoaks PHAB offers a safe environment for the members to be themselves and gives opportunities for them to contribute to their local community. They take part in artwork which decorates Mencap Hall this offering a more colourful venue. The members take an active part in the Annual Community Carol Service, and their contribution is positively received by the congregation. Dr Howard Leicester asks the PHAB members to aid his research to progress accessible information for all. Last week a communication event took place which was sponsored by the British Computer Society, for the NHS to consider a Widget leaflet to help those with disabilities when they visit the GP.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS

There are no specific policies related to biodiversity, but Sevenoaks PHAB do our best to recycle appropriately and always encourage members to cooperate with this process. We are careful when using precious resources ensuring we do not waste water or energy at our meetings.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS

At Sevenoaks PHAB we offer regular Boccia sessions which, to the participants delight is now an Olympic sport. Every member can take part as the more disabled members have access to bowling ramps. We now had 10 minutes of a fun workout at the beginning of a session to encourage physical activity. It is suitable for wheelchair users as the exercise routine can be adapted to sitting. Members of PHAB participate in community fund raising events, the Annual Community Carol Service, Cyclops performance at St Luke's Church and attending the recent communication event where their opinions are listened too and acted upon when trying to improve accessibility information for those adults who do not understand the written word. (copy of Going to the Doctor and Dentist included, it is felt this will be useful information and give a degree of independence)

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	0
	B) VOLUNTEERS	6
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	30
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	30	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£500
PLEASE DESCRIBE YOUR PROJECT	
SEVENOAKS PHAB offers opportunities for those Sevenoaks Residents who have either a physical and /or learning disabilities	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
The grant would really help for the annual rent we have to pay for the use of Mencap Hall. With rising heating and lighting cost rising it is predicted that the rental costs will rise in 2026. In 2025 our rent was £675, we had 46 sessions so a successful grant would really help with our expenditure as it is a bit chunk of income.	
WHICH TAX YEAR WILL THE BE USED IN	2026 - 2027

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	No we try and fund raise
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	
Sevenoaks District Council £500 Better Together Grant £500 Better Together Arts and Creativity Grant £400	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT? Yes	
IF YES, PLEASE GIVE DETAILS The Dorothy Parrot Trust who has given donations towards expenditure at Christmas and Easter providing presents and Easter eggs Broughton House Day nursery who gave us a grant to purchase PHAB tabards and a donation from 2 raffles	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
We would be so grateful if the Town Council could award a contribution towards the rent at Mencap Hall. It is a wonderful experience to see the positive outcome of the Sevenoaks PHAB group both for the members and the volunteers. Both groups enjoy being part of this weekly activity. Even the entertainers enjoy their time with the group, they all feel that they are performing to a happy responsive group. Now we are helping a sixth form student to gain his volunteering part for the Duke of Edinburgh gold award.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£350
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	12 months
MUCH HAS THE GROUP RAISED THROUGH	£1615

ITS OWN EFFORTS E.G. FUNDRAISING, DURING
THE LAST YEAR?

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY
SEVENOAKS TOWN
COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE. THE
AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE
EXPENDITURE

2023 £400
2024 £400
2025 £400

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS
APPLICATION CHECKLIST

All relevant parts of form completed	Yes
Form signed	Yes
Audited accounts for last two financial years attached	Yes
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	Yes

Please note, copies of this completed form and any supporting papers will appear on a
Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE
INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL
SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT
AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE
SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE
GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN
ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE 	DATE 30/7/2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	SEVENOAKS PHAB LEADER

All Application Forms must be signed (electronic signature acceptable).

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL
BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be
published):**

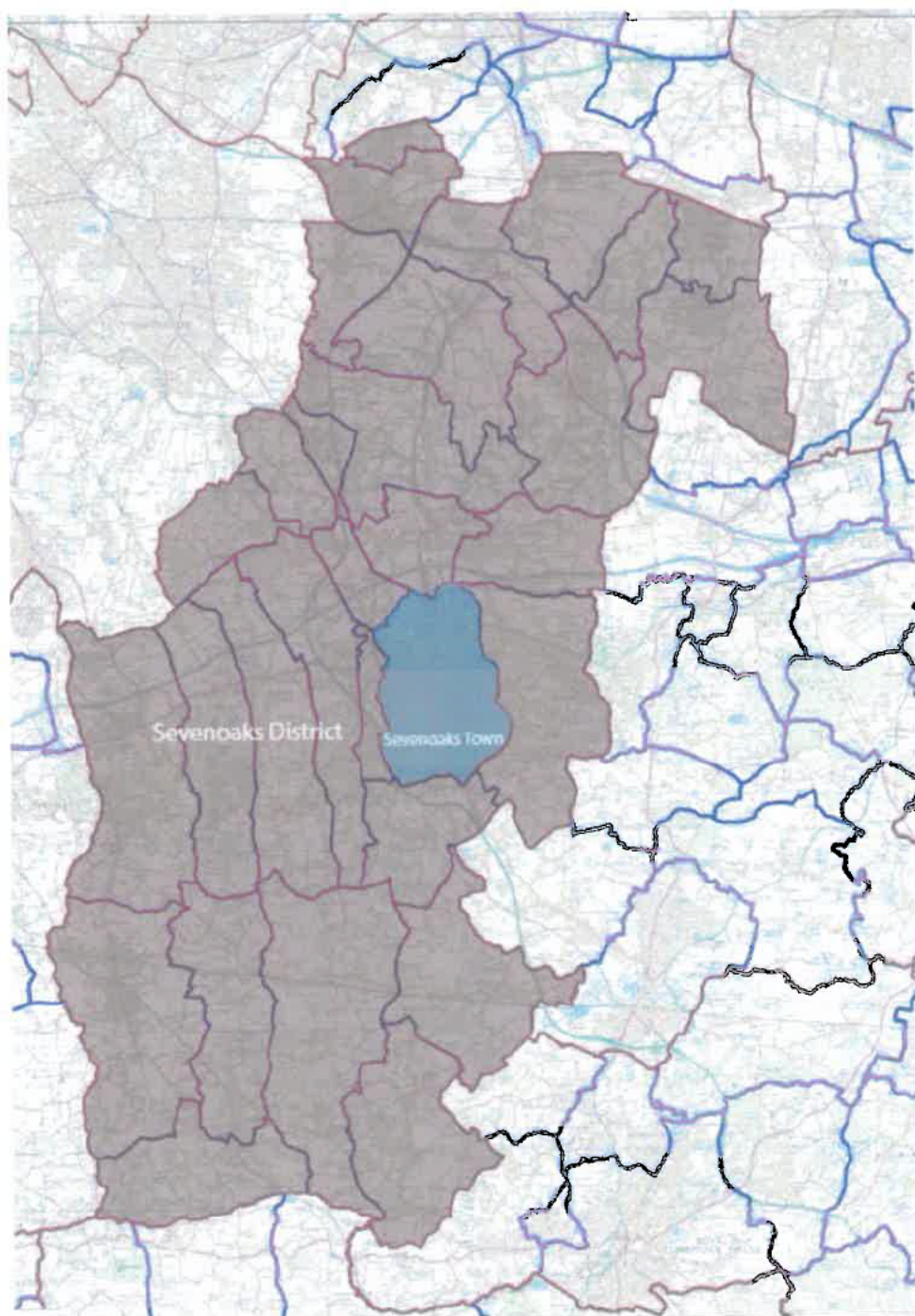
Sort Code: [REDACTED]

Account No [REDACTED]

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

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Late applications will be reviewed at the following Grants meeting.

If you have any queries, please contact Alison Futtit on [01732 459953](tel:01732459953)



APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting [**Monday 15th March 2027 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Sevenoaks Counselling
NAME OF CONTACT	Sue Ward
ADDRESS OF CONTACT	██████████ ██████████ ██████ ██████████
TELEPHONE NUMBER:	██████████
EMAIL ADDRESS	██

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	Yes 288191
PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	Sevenoaks Counselling is a small charity providing confidential, affordable counselling and family therapy in Sevenoaks. Our qualified therapists support individuals, couples, families, and young people, and our services are open to all, regardless of age, gender, ethnicity, or faith. Our clients present with a wide variety of problems, ranging from relationship issues, depression, anxiety, childhood trauma, to name a few. We offer flexible contributions, so no one is turned away due to cost, and our counselling is not time limited. Feedback from clients consistently shows high satisfaction and positive outcomes.

We also offer professional supervision to counsellors and other therapists, placements for trainee student counsellors and we also offer one-off individual consultations for parents struggling in some way.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS

In addition to our answer below, we are moving to digitalising all our paperwork. This means all records, forms, feedback will be completed online. We started to do this last year, but this year we will be purchasing a specific computer programme to adapt to an almost paperless organisation.
Our staff are reminded to turn off any utilities not in use.

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS

We rent our premises, so our contribution to this is limited. We actively recycle everything we can, and we have a small patch of rockery outside our premises which we maintain for the wildlife.

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS

Part of counselling is to recognise when a client is socially isolated, and to encourage them (all our clients really) to engage in their community; either by actively joining a fun run day or similar, or to join in as a volunteer to a support group if appropriate.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	2 staff + 12 self employed counsellors
	B) VOLUNTEERS	11
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	6
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?	Currently 32, but very fluid number as counselling starts and finishes all the time.	

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£2000
PLEASE DESCRIBE YOUR PROJECT	
For the last 42 years, Sevenoaks Counselling has offered professional counselling by experienced, qualified and supervised therapists to the local community. We offer both face-to-face and online services so that those who are less mobile or have care-taking responsibilities can access support. Our team offer expertise in many different areas, and we have counsellors who also work in local schools and can offer play-based therapy and therapy for teenagers. We also have a counsellor who specializes in therapy for couples. Our team is supported and managed by the Head of Counselling who is experienced and qualified counsellors who also work in the service. This allows us to fully support a client as an individual who may come to us on different occasions as a part of a family, as a young person, on their own or as part of a couple. We continue to request feedback from all individuals who complete counselling with our service, inviting them to complete a satisfaction questionnaire. The most recent responses indicate that the majority of clients were “very satisfied” with the support provided. Representative comments include: “I am very grateful to Sevenoaks Counselling; it is an excellent and highly accessible service.” Analysis of the questionnaire data demonstrates that clients experience a wide range of positive outcomes. These include improvements in mental health and wellbeing, increased resilience, enhanced self-awareness, and greater confidence in managing challenging situations independently. Clients also report developing effective coping strategies, being able to remain in or return to employment, and receiving feedback from those around them who have observed the beneficial impact of counselling. We believe that these results show that the service is effective and contributes to a positive impact on our local community. Also, this year, we want to purchase an appropriate, dedicated computer programme which will put all our records, policies, payments and all our accounts easily seen and accessible to everyone with a passkey.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
Our consultation with clients and other service providers made clear how vitally important it is that the service is affordable. Clients are only asked to contribute what they can afford, and our contribution may change during our client’s attendance if they suddenly face difficulties or recover from difficulties. The grant will be used to subsidise	

clients who are unable to afford the recommended contribution. This means that no-one is turned away on the grounds of being unable to contribute or counselling is not ended suddenly if a client's financial situation changes unexpectedly.

Not only is our service affordable but it is not time limited, this is an offer that we take great pride in as often clients report that time limited counselling does not always give them the space to feel safe enough to talk openly. This is especially the case for clients who have experienced trauma as a child. The grant will be used to subsidise clients who could otherwise not access longer term therapy so that they are able to make long lasting changes.

For several of our clients who have a very low income their contribution is under £10, some as low as £2 or even £1, and there are many others who contribute significantly less than the recommended contribution. We currently ask for a contribution per session of £60 for 1:1 session and £65 for sessions with couples and families. The difference helps pay our costs which the trustees monitor to keep as low as possible. Any clients contributing less will need to be subsidised by others paying more, from our reserves, and from grants and donations.

We have not increased our prices this year, as some of our clients are already struggling financially.

We rely on grants from Sevenoaks Town Council and Sevenoaks District Council, together with donations from local churches and individuals to make up the considerable shortfall between the actual cost of counselling and what clients can afford and thus contribute. A grant of £2,000 for example would enable us to offer more sessions, as it would cover the shortfall for about 45 counselling sessions for residents of Sevenoaks Town and the greater District who can only afford to contribute £15 per session, or around 40 sessions for residents who can only afford £1 per session.

Our monthly average of sessions given is 238 and the average client contribution per session is £38.41.

WHICH TAX YEAR WILL THE GRANT
BE USED IN

2006/7

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL?

(See map attached at the back of this form)

YES

IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?

YES

PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:

Edenbridge, Shoreham, Halstead, Otford

There were no grants given by them.

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PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?	
Yes	
IF YES, PLEASE GIVE DETAILS	
Lottery – no grant for us this year The Grocers Charity – no reply yet Waitrose Community Matters - £500 Dorothy Kerin Trust - £2,000 to upgrade a room & make suitable for young people with sandpit for the youngest and appropriate gadgets for the older young people.	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
Our consultation with clients has made it clear how vitally important it is that the service is affordable. Clients are only asked to contribute what they can afford, and the contributions may change during our client's attendance if they suddenly face difficulties. Not only is it affordable, but it is also not time limited (e.g. some charities give a 6 week course only). Some of our contributions are as low as under £10 which of course makes for a gap in our finances. Without the offer of a grant, we would not be able to afford to update our computer system, which I believe will make the running of Sevenoaks Counselling so much improved – for both the clients and counsellors. We are grateful to The Dorothy Kerin Trust, who gave us £2000 to upgrade a room for children's work with new facilities to enable youngsters to have safe, comfortable and encouraging surroundings for counselling with appropriate toys and gadgets that counsellors use. Your continued support would help us continue making a real difference in the lives of those who need it most.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	£21,986.74
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	Reserve is £65,000 6 months
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	Grants £20,112 (includes Head of Counselling salary donated) Gifts £11,464 Churches £9,558 Gift Aid £1,725

PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE. THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE

2016: £2000
 2017: £1,200
 2018: n/a
 2019: n/a
 2020: £1,500 and £2,000 (special grant for COVID volunteer support; this was not used, and we returned the funds to STC the same year)
 2021: £1,500
 2022: £1,500
 2023: £2,000
 2024: £2000
 2025: £2000
 2026-£1500

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of form completed	x
Form signed	x
Audited accounts for last two financial years attached	x
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	yes

Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE.

I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.

SIGNATURE Sue Ward	DATE 6.8.26
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	Trustee

All Application Forms must be signed (electronic signature acceptable).

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank:	██████████
Sort Code:	██████████
Account No:	██████████

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

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APPLICATION FOR GRANT AID 2026/2027

NB – Grant recipients will be asked to provide a display stand at the Annual Town Public Meeting [Monday 15th March 2027 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Sevenoaks Library of Things (under SCAN - Sevenoaks Climate Action Network)
NAME OF CONTACT	
ADDRESS OF CONTACT	[REDACTED] [REDACTED]
TELEPHONE NUMBER:	DAYTIME [REDACTED] EVENING [REDACTED]
EMAIL ADDRESS	[REDACTED]

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	No
--	----

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	
---	--

Please see attached document for more detailed aims and objectives- summary as follows:

Across Sevenoaks, many households own tools and equipment that are used only occasionally. A drill may be needed for a single DIY project, a pressure washer for a few days each year, or gardening equipment for occasional seasonal work. The result is that large numbers of useful items spend most of their lives sitting unused in garages, sheds, and cupboards. At the same time, many residents face increasing financial pressures and may be unable or unwilling to purchase equipment for one-off tasks. This can prevent people from completing home improvements, repairs, gardening projects and other practical activities that improve their quality of life. The challenge is not necessarily a lack of resources within the community. In many cases, the resources already exist. The challenge is connecting people who need occasional access to equipment with equipment that is available. Alongside the financial impact, unnecessary purchasing contributes to waste, increased consumption of materials and energy, and the environmental impact associated with manufacturing, transport and disposal.

Sevenoaks therefore has an opportunity to create a practical, community-led solution which reduces waste, saves residents money and makes better use of resources that already exist locally.

The Sevenoaks Library of Things will provide a simple way for local residents to borrow useful tools, equipment and household items when needed, rather than purchasing them outright.

DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS

Please see attached document for more detailed aims and objectives- summary as follows:
Yes - the aim is to reduce consumption of materials and energy by providing a low cost, community-led borrowing service for items used in households for maintenance, repair, cleaning, crafts or activities/ events

DOES THE ORGANISATION ITSELF ADOPT ENVIRONMENTAL POLICIES FOR REDUCING GREENHOUSE GAS EMISSIONS AND/OR INCREASE BIODIVERSITY? PLEASE GIVE DETAILS OF POLICIES AND AIMS

Please see attached document for more detailed aims and objectives- summary as follows:
Yes - the aim is to reduce consumption of materials and energy by providing a low cost, community-led borrowing service for items used in households for maintenance, repair, cleaning, crafts or activities/ events

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS

n/a

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE

A) PAID

None

B) VOLUNTEERS

Currently 6

C) MEMBERS LIVING WITHIN SEVENOAKS TOWN

100+ (SCAN members)

HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN?

Access to all residents of Sevenoaks Town as well as surrounding parishes

The intention is for the main focus to be on local

residents and for longr term storage once we have moved past the custodian model to be in Town (as previously discussed with Tony Clayton and Claire Shea)

We would not envisage restricting use to only Town however.

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£4,550
PLEASE DESCRIBE YOUR PROJECT	
Please see attached document page 3 - proposed solution. We cannot know what good quality items might be donated by the community at this stage and therefore propose purchasing a core set of items, based on popular items that other Library of Things loan out. The potential for a membership model alongside affordable rates to borrow items, along with other fundraising and grants are intended to provide a sustainable financial model for the future.	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
To get our pilot off the ground by providing funds for purchase of equipment, insurance and marketing materials, along with a small additional contingency fund for volunteer support. Please see appended Excel expenditure sheet.	
WHICH TAX YEAR WILL THE GRANT BE USED IN	Intended to be 2026

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES/ NO Please see comment on p 2
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES/ NO
PLEASE PROVIDE DETAILS OF WHICH OTHER TOWN OR PARISH COUNCILS YOU HAVE CONTACTED AND SUMS REQUESTED & AWARDED:	
n/a	

PART 4 – TO BE COMPLETED BY ALL APPLICANTS	
HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?	
Yes	
IF YES, PLEASE GIVE DETAILS A grant of £500 has been received from Sevenoaks District Council through their Better Together scheme for concept and software development costs We also intend to apply to the Kent Community Waste Protection Fund for any shortfall in funding needed to get off the ground.	
YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE COUNCIL IN CONSIDERING THE APPLICATION	
At the most recent Climate Action Fair, visitors were asked to vote for the project they would most like to see come to fruition - a Library of Things was the most popular showing an interest from the local community.	
PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR	n/a
HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?	n/a - start up phase
HOW MUCH HAS THE GROUP RAISED THROUGH ITS OWN EFFORTS E.G. FUNDRAISING, DURING THE LAST YEAR?	n/a
PLEASE GIVE DETAILS OF ANY PREVIOUS GRANT AWARDS MADE BY SEVENOAKS TOWN COUNCIL INCLUDING THE YEARS IN WHICH THE GRANTS WERE MADE. THE AMOUNT AND WHETHER THEY WERE FOR CAPITAL OR REVENUE EXPENDITURE	
n/a	

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST	
All relevant parts of form completed	Yes
Form signed	Yes
Audited accounts for last two financial years attached	n/a
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	No - aims as per attached

Please note, copies of this completed form and any supporting papers will appear on a Council Agenda and will be discussed by Council in the presence of press and public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE ABOVE INFORMATION IS CORRECT. I AGREE THAT IF A GRANT IS AWARDED*, I WILL SUBMIT A BRIEF REPORT CONFIRMING HOW THE MONEY HAS BEEN SPENT AND EXPLAINING WHAT DIFFERENCE THE GRANT MADE. PHOTOS WILL BE SENT IF POSSIBLE. I UNDERSTAND THAT I CONFORM TO THE GUIDELINES SET OUT IN THE GUIDANCE NOTES AND HAVE READ AND SUBMITTED MY APPLICATION IN ACCORDANCE WITH THE GUIDANCE NOTES.	
SIGNATURE 	DATE Updated 20th August 2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	JENNY PACKER, Volunteer

All Application Forms must be signed (electronic signature acceptable).

*** IN THE EVENT OF A SUCCESSFUL GRANT AID APPLICATION, PAYMENT WILL BE BY BANK TRANSFER. PLEASE PROVIDE DETAILS (this information will not be published):**

Bank:	
Sort Code:	
Account No:	

Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Friday 31st July 2026** for the September Finance & Delivery Committee
 - **Friday 8th January 2027** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

If you have any queries, please contact Alison Futtit on 01732 459953

Report received from Sarah Newman, Rail Officer, Darent Valley Community Rail Partnership, 28th July 2026

Subject: Darent Valley Community Rail Partnership - Annual Contribution

Dear Linda,

Please find attached our request for this year's Sevenoaks Town Council's contribution to the Darent Valley Community Rail Partnership. I've attached the new Annual Report (in digital form) for you to forward, though I am very happy to send printed copies for you to share. There's also the report of the rail traveller survey carried out at the rural stations on the line in 2025.

Do please pass on our thanks to Sevenoaks Town Council for your continued support. This has meant that we have been able to continue to promote sustainable travel within our area and improve the stations along the line.

As you know we have been delivering a wide range of projects:

- Continuing to negotiate with Southeastern on renovation work, aiming to renovate the exterior of Shoreham and Eynsford stations, with Otford and Bat & Ball stations also under discussion; and we and the Railway Heritage Trust successfully persuaded Arch Co to renovate the exterior of the Stationmaster's House at Eynsford station
- Providing funds for further Rail Safety workshops for Sevenoaks primary schools
- Bringing lots of rail travellers to the area through our continued publicity, also through in-person sales of our beautiful posters at Bat & Ball station
- A wonderful new display panel in Swanley town centre, en route from the station, encouraging rail travel throughout the Darent Valley
- Continuing to maintain and add more plants to our 47 planters and eight gardens along the Line, with very positive results in terms of their appearance but also gaining awards through the 'In Bloom' competitions (Sevenoaks did so well), and the volunteers at Otford Station being awarded a Gold Certificate at the Community Rail Awards earlier this year for their work; we also hope to have more water butts installed at our stations, to help the volunteers with watering; creating new wildlife areas at the stations, including a Wild for Wildlife/Citizen Science project at Sevenoaks station, and plans for new wildlife garden at Eynsford and a potential bug hotel at Swanley
- Working with partner organisations like Kent Downs National Landscape, leading two further Rail Trail walks from rural stations, and taking a group of students from Swanley's SupaJam Music Academy around Otford and Shoreham, recording sounds to create a music composition
- The completion of a survey at the rural stations, gaining insight into why rail travellers choose to travel by train, from where and how, but also assessing the choices of those who do not travel by train

Finance & Delivery Committee – 1st September 2026

- We continue to apply pressure for improvements for access in and near stations, and contributed funds to the finalised feasibility study for the proposed new footbridge at Swanley station; our joint work to create a new footpath near Eynsford station has been successful, with a path going in later this year; and we have been negotiating for an additional cycle ramp on the footbridge south of Otford
- Plenty of work with community groups including a day out on the train for all our gardening volunteers, getting inspiration from one another's work and bringing them together in a larger group
- support for a new mural at Swanley station
- the PuzzleLine – a set of challenges to solve at each station, encouraging travel and interactions with the landscape and businesses in each area – now has an app so that interactions can be more flexible
- continued engagement with the public at our stations about women's safety when travelling

There is much more to add but those are the headlines.

Many thanks again for all your support and here's to another year promoting sustainable travel! As always, do let us know if you have any suggestions for projects.

All the best

Sarah Newman, Rail Officer
Darent Valley Community Rail Partnership

c/o Sevenoaks District Council, Argyle Road, Sevenoaks, Kent TN13 1HG
Monday to Thursday (2pm on Thurs)
W: www.darentvalleycrp.org



DARENT VALLEY COMMUNITY RAIL PARTNERSHIP ANNUAL REPORT

APRIL 2025 – MARCH 2026



DARENT VALLEY
COMMUNITY RAIL PARTNERSHIP

Published May 2026. Linking local communities with the rail industry.

Page 179 of 250



CHAIR'S REPORT 2025/26

I am happy to introduce this Annual Report after what was an unforgettable year for the railway. Along with other Community Rail Partnerships up and down the country the Darent Valley Community Rail Partnership took part in Railway 200, on the occasion of the bicentenary of the opening of the Stockton and Darlington Railway. My own personal highlights of the year were our events celebrating local railway history; the creation of an interpretation panel on the Mildmay gate at Shoreham and, alongside our friends from the French twinning association, the installation of a replica Golden Arrow at Otford to commemorate the famous luxury boat train that linked us.

The progress that our partnership has continued to make over the past year has been steady, with several projects coming to fruition. We completed the installation of cycle ramps at Shoreham and Eynsford and have plans for more at Otford in the coming year. We also commissioned an extensive rail traveller survey at Eynsford, Shoreham and Otford, now available to share.

Throughout the past twelve months we have also been making steady progress towards realising two long held objectives, the painting of Shoreham and Eynsford stations in 1950s British Railway green colours and the imminent construction of a footpath along the A225. Both of these projects are now scheduled for completion in the coming year.

We have maintained our exciting partnerships with Kent Downs National Landscape, Swanley music academy SupaJam and Swanley's Broomhill Bank School, organising gardening teams, trips by train, group walks and musical activities. We have also continued our extensive horticultural work across all stations. At Otford we have

improved our shade garden further with the installation of new paving stones and we were delighted that our volunteers were rewarded with a Gold Level of Excellence in the 'It's your station' category at the Community Rail Awards held in Derby.

None of the things we do would be possible without the generous financial support we receive. Once again, I would like to thank Southeastern Railway for our core funding and for the ongoing assistance provided by Matt Fraser; GTR Thameslink, particularly Andrew Chillingsworth; Sevenoaks District Council; Swanley and Sevenoaks Town Councils; and the Parish Councils of Eynsford, Shoreham and Otford. We are also grateful for the excellent guidance and advice provided by the national Community Rail Network.

Finally, I would like to thank all members of the Steering Committee, and especially our Deputy Chair, John Saynor, for their steadfast support throughout the year. I would also like to express my particular appreciation to Sarah Newman, our brilliant Rail Officer, whose commitment and hard work contributes greatly to our success.



WHAT IS THE DARENT VALLEY COMMUNITY RAIL PARTNERSHIP?

The Darent Valley Community Rail Partnership (DVCRP) is the link between local communities and the rail industry. We cover the six railway stations between Swanley and Sevenoaks, which includes Swanley, Eynsford, Shoreham (Kent), Otford, Bat & Ball and Sevenoaks.

There are now over 75 community rail partnerships (CRPs) in the UK (and many more 'Friends of' groups) that work with local communities and a range of partners to identify and implement measures to ensure that access to local stations is easy and that stations are safe and welcoming. Like other CRPs, we promote sustainable, healthy, and accessible travel throughout our region, while supporting diversity and inclusion in the events we coordinate and in the way we operate. We also aim to help local social and economic development.



ANNUAL REPORT – FINANCIALS

Darent Valley CRP is grateful to have received funding from all the local councils, including Sevenoaks District Council, Sevenoaks Town Council, Swanley Town Council, Eynsford Parish Council, Shoreham Parish Council and Otford Parish Council. The CRP was also successful in applying for extra funding from Southeastern, Thameslink and Network Rail, each of which contributed significant sums ensuring the ongoing success of the Partnership. An officer was appointed in July 2020.

The annual accounts for 2025/26 are shown in the table and as with the previous year, have been adjusted for a financial year running from 01 April to 31 March. The table also provides an indication of the proposed budget for 2026/7.

Sevenoaks District Council are the accountable body for the DVCRP, and the accounts will be subject to Sevenoaks District Council's audit.

	Year 5 Actual 2023/2024	Year 6 Actual 2024/2025	Year 7 Actual 2025/2026	Year 8 Budget 2026/2027
Balance Carried from previous year	£177,831	£155,685	£166,518	£128,988
Income	£42,836	£92,458	£14,328	£43,703
Expenditure	£67,958	£81,618	£51,858	£135,000
Balance to carry forward (Including reserve)	£153,520	£166,525	£128,988	£37,691
Committed expenditure to carry to next year	£109,160	£98,453	£86,000	

1. The DVCRP successfully applied for a grant from Southeastern of £30,000 and from GTR Thameslink of £6,600 for the financial year 2025/6 plus additional funding from UK Shared Prosperity Funds and Railway 200 grants. The remainder of our income came from Sevenoaks District Council, Sevenoaks Town Council, Swanley Town Council and Eynsford, Shoreham and Otford Parish Councils and Network Rail.

2. The income figure for Year 6 also includes a grant from Southeastern for £30,000 for the financial year 2025/6 (Year 7) received in March 2025.

3. Project expenditure is still running behind profile as train operators/authorities find slots to incorporate our proposals into their schedules.

4. Eynsford Parish Council has requested that funds earmarked for access issues go towards a pedestrian crossing and footpath access study.

5. The figure for committed expenditure includes funds remaining from the GTR Passenger Benefit Fund (£100,000) received in Year 3. Much of the original fund has been spent on projects including the renovation of Eynsford station, murals, posters and poster displays, but a proportion remains unspent but committed.

6. A reserve amount is carried over each year to cover any possible end-of-partnership costs incurred by Sevenoaks District Council (to date a total of £5000). The DVCRP is also protecting £30,000 to cover employment costs in the event of all funding ceasing.

7. The year end balances have been adjusted for accruals.

PASSENGER FIGURES

Passenger entries and exits: Darent Valley Line stations 2023 – 25 (Office of Rail and Road stats)

Station	2023/2024	2024/2025	% increase on previous year
Swanley	1,334,974	1,523,582	13%
Eynsford	143,286	155,580	9%
Shoreham	68,866	82,766	20.1%
Otford	400,674	445,500	11.2%
Bat & Ball	205,726	218,476	5.8%
Sevenoaks	3,480,770	3,741,030	7.4%

Note: passenger figures in Great Britain overall in Quarter Two of 2026 finally exceeded those of the peak pre-Covid, with 466m journeys in 2026, against 461m in 2019.



REVIEW OF EVENTS, PROJECTS & ACTIVITIES 2025/6

I. Providing a Voice for the Community

In 2025 we carried out a survey about travel to and from the area, to discover more about people's choices – why they do (and do not) opt for rail travel, where they have come from and how, what ticket choices they made (or might have made) and much more. Travellers were surveyed at rural stations and in the villages nearby, with the results published recently. We held our annual AGM in 2025 with our stakeholders attending as well, offering suggestions for projects going forward and feeding back opinions on all our work to date.

We continue to engage with a wide range of groups within our communities, including transport groups, active travel groups (walkers and cyclists mostly), tourism attractions and visitors, Instagram influencers, schools and many more.

2. Promoting Sustainable, Healthy and Accessible Travel

We had two more Try the Train expeditions with local music academy SupaJam and sound artist Paul Cheese. The excursion to Otford was a great success and we were kindly given special access to the partially restored Archbishop's Palace tower in the village, making plenty of echoey noises in the circular stone space. A lunch stop at The Olive Tree Café also proved a big hit. We were very pleased to have obtained more funding for the project from Siemens, a contact suggested by Community Rail Network, giving us the potential to develop even more collaboration over the coming year.

Timequest/PuzzleLine: This collaboration with escape room specialists Timequest, funded by Sevenoaks District Council through UK Shared Prosperity Funding, produced a set of challenging questions for visitors to our six stations to solve, challenging all visitors to the six stations. Using clues within the stations and in amongst surrounding attractions or villages, participants have downloaded a leaflet or answer questions online at www.puzzleline.org loading answers as they go. Take up has been significant and a competition before December resulted in a reward. An app for the challenge is about to be launched, offering more digital opportunities for interactions. And it is a real incentive to visitors to come and explore the Valley and all it has to offer, hopefully spending some money as they move around.

3. Bringing Communities Together, Supporting Diversity and Inclusion

Bat & Ball's volunteers continue to help with Forget-me-not events/talks at the station for dementia groups and the station is hosting Rail Safety briefings with local primary schools, funded by the DVCRP.

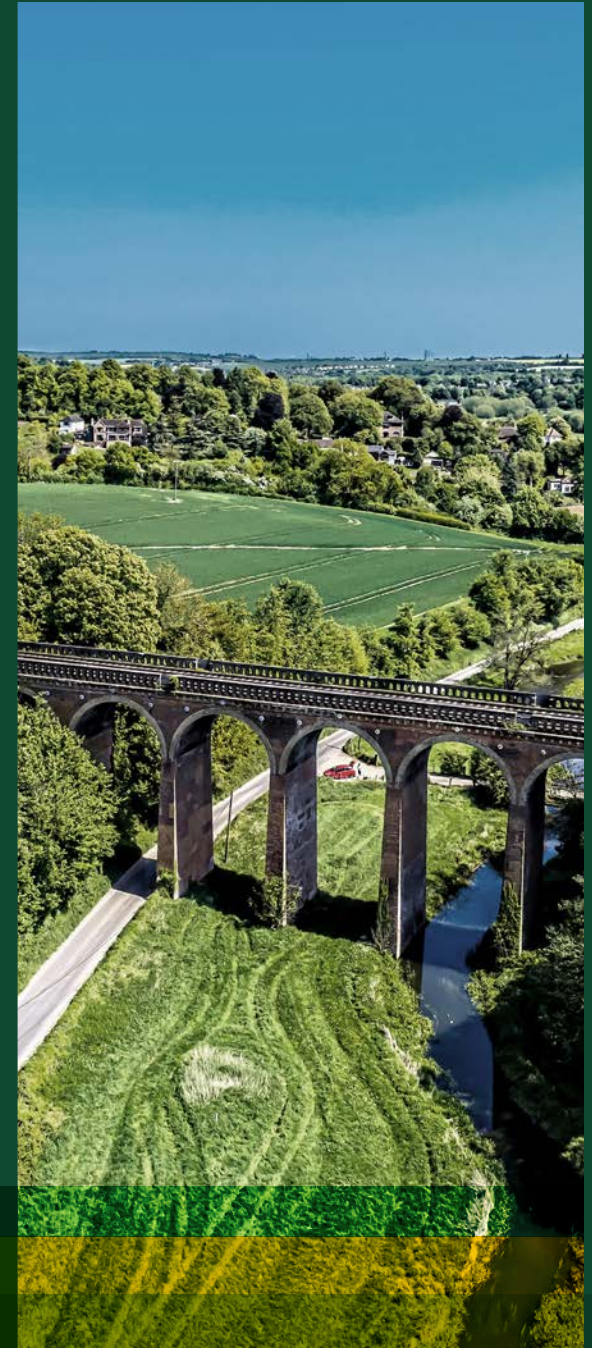
We continue to work in cooperation with Sevenoaks Camera Club updating photography galleries in the waiting room at Otford and in Swanley, exhibiting photographs, with rotating participants from, for example, West Kent MIND and from locals.

At Swanley the volunteers from West Kent Housing Association are maintaining the new planters, while other student volunteers from Broomhill Bank School (a school for students with special educational needs) enjoyed seeing their bulbs come to life to the left of the new cycle storage hub at the south entrance. We arranged a career talk from Southeastern at Broomhill Bank School – with possible recruits – and arranged a visit to local nursery Provender, picking up plants for the station in the process.

We have continued to work with SupaJam, a specialist music academy in Swanley offering an education space for students. We have a range of activities ongoing, including further Try the Train expeditions (see above) and creative projects. We continue to realise our very exciting project to record found sound at some of the stations (and nearby areas) with a view to creating a set of compositions based on each area. These will be added to our website and ultimately on an app that can be used by rail travellers. We are working with sound artist Paul Cheese on this project, who has a huge bank of sounds to share from his The Big Record: Darent Valley initiative, in partnership with our stakeholder the Darent Valley Landscape Partnership Scheme.

The station adoption groups continue to grow, with Eynsford in Bloom and Sevenoaks town being nominated for the final of Britain in Bloom, achieving gold awards. We used funds from a Green Grant from Network Rail at Eynsford station, and having added self-watering window boxes, finally installed a large new water butt. The window boxes are regularly filled with seasonal plants and the new garden created to the left of the station entrance at Otford has had signage added, with a space for leaflets and paving to give better access for visitors. We collaborated again with Otford Fete to promote our work, in 2025 using a Railway 200 theme for the Fete poster, with train-themed stalls as well.

Gardeners at Shoreham (thank you to Shoreham Society and others) all continue to plant and maintain the planters and garden areas.



PUZZLE LINE
It's FREE to play!

Swanley | Eynsford | Shoreham | Otford | Bat & Ball | Sevenoaks

Play Anytime

Take part at puzzlesline.co.uk

Solve the puzzles at each station on the Darent Valley Rail Line to complete your secret mission!

Swanley | Eynsford | Shoreham | Otford | Bat & Ball | Sevenoaks

Sevenoaks
DISTRICT COUNCIL

Explore the
around the:
Take part at

4. Supporting Social and Economic Development

We continue to restore the four Victorian station buildings along our line, working with the train operators, UK Power Network, local businesses and others. With funding from the Railway Heritage Trust, the GTR Passenger Benefit Fund, from Southeastern and from our supporters, the renovations at Eynsford station are nearly complete, with the exterior of the building due to be painted in the same heritage colours. The dilapidated roof at Eynsford has finally been repaired by Arch Co (following a request from us and Railway Heritage Trust) and the exterior is being painted in preparation for our further work.

We continue to focus on Shoreham and Otford stations, with further survey work being carried out at Shoreham station with a view to a local business moving in. We have quotes for the costs of repainting the exterior of Shoreham and await the commencements of works. We are also looking at options for sprucing up Otford and Bat & Ball stations.

Although the Darent Valley Landscape Partnership has formally finished, we agreed to keep a number of initiatives going, with the greatest success being the Rail Trails and the Rail Trails app, with hundreds of downloads and all the packets of leaflets disappearing as soon as they are put out. We inherited some beautiful reprints of the artist Samuel Palmer's Shoreham works from the 1820s and 30s, and hope to exhibit these at Shoreham station in due course.

We co-hosted a walk with Kent Downs National Landscape/Putting Down Routes, leading a group from Sevenoaks Welcomes Refugees on a sunny April day, with Otford Society's cakes to follow.

The new cycle ramps at Shoreham and Eynsford stations have enabled cyclists to use the stations and replace the car economy with the healthier, low carbon footprint with alternatives. We worked with Southeastern on adding further parking spaces for car club rental vehicles at Otford and Sevenoaks, launched earlier in 2026. With cars for rent at Bat & Ball station too, this means three stations have onward travel options for individuals and the tourist economy of the area.

The Rail Officer and other members of the Steering Group also take part in meetings about sustainable travel, movement strategies and makes submissions to regional travel partner consultations. Our joint work pushing for a new footpath between Eynsford station and the existing valley footpaths, along the A225, to create safer access has recently been given the go-ahead and our funds will help make this possible. We also contributed significant funding to a feasibility study for a footbridge at Swanley station, a solution to ongoing challenges for disabled access on both sides of the station.

The artworks created by artist Kit Boyd and incorporated into the Darent Valley Line posters continue to be in demand, with several reprints ordered for Bat & Ball station café (where they are on sale to the public, attracting people to the cafe) and the online on-demand service – launched in July 2023 – give us even more channels to attract new audiences to the area, promoting the distinctive character of each station along the line. To date we have sold over 600 posters and greeting cards. We are planning to add a further mural at Swanley station, to join the well-loved ones at Sevenoaks and Bat & Ball stations.

Food and Drink Trail: this continues to inspire rail travellers to explore the Darent Valley by train, enjoying the exceptional food and drink venues in our area, supporting the local economy. From the award-winning Life on High café and Sevenoaks Bookshop tea room, to the charming café Lilia's Kitchen at Bat & Ball station, to the hugely popular Mount Vineyard and Samuel Palmer pub, and Instagram favourite Castle Farm (now the UK's largest lavender farm), there are so many talented independent businesses within easy reach of our train stations.

Options to improve disabled or improved access and facilities for cyclists at both Eynsford and Shoreham stations continue to be explored, working with locals to consider best options, with money earmarked in our budget to assist with feasibility studies. This involves plenty of emails, meetings and assessments! As mentioned, we have installed cycle ramps at two of our stations, with a third at Otford being explored.



SOCIAL MEDIA AND PUBLICITY

We continue to engage with the public on our social media platforms and the Rail Officer has launched a new Instagram and a Bluesky account for the DVCRP, to engage with broader social groups and to benefit from links forged with and training offered by the Thameslink social media team over the last year. When sharing posts with Thameslink or social influencers a couple of posts resulted in over 4K views with over 1300 accounts reached.

The Officer continues to give several presentations about the CRP's work to councils, including a report to Sevenoaks District Council's People and Places committee, in the main Chamber. Articles about the DVCRP and attractions accessible by rail featured in several local publications. The Rail Officer reattended the West Kent Expo in Tonbridge, promoting rail travel in the Darent Valley, making useful contacts with businesses in the area. And prominent Instagram influencers keep featuring walks from our stations in their posts.

TRAINING

Training: The Officer has been attending further training sessions, including tourism and social media interactions, but also sustainability conferences, learning about how organisations can come together to promote biodiversity and eco-travel, all of which feeds back into the work of the CRP as a whole.

COLLABORATION WITH OTHER COMMUNITY RAIL PARTNERSHIPS

The Darent Valley CRP worked with a whole range of other CRPs to coordinate projects, including within the Thameslink and Southeastern groups, to publicise all that the Thameslink and Southeastern CRP areas have to offer the rail visitor. Earlier this year, the rail officer, working with GTR, was instrumental in bringing singers together from all over the south east, devising a medley for everyone to sing and working with community groups and choirs to create a glorious sound at London Kings Cross on Saturday 7 March 2026.



PROPOSED PROJECTS FOR 2026/27

Our First and Last Mile projects are:

- Starting work on the footpath on A225 near Eynsford station
- Finalising the cycle ramp for Otford footbridge
- Publishing and discussing travel survey for the rural stations
- Further promotion of the car club and solutions for e-bike rental
- Working with Kent Downs and others to promote Rail Trails
- Participation in Women's Safety Network

Our Events and Associated Activities projects are:

- Working with Broomhill Bank School in Swanley (various)
- Working with SupaJam music academy in Swanley (various)
- Working with further "Chorus for Change" choirs (a GTR and MIND initiative)
- Working with SDC/Timequest to promote the PuzzleLine app
- Working with Otford Fete and other community events
- Rail Safety Awareness training

Our Marketing and Communications projects are:

- Continuing poster/greeting card sales, collabs with shops
- Promotion of DVCRP at Denmark Hill station and others in south London
- New banner/promotion of the DVCRP at Sevenoaks station
- New signage/panel displays for Swanley
- Improvements to the website
- Swanley station mural

Our Station Facilities projects are:

- Gardening at all stations
- Eynsford station Porters Lodge Window Museum
- Shoreham station redevelopment
- Shoreham poster display stand
- Otford/Swanley Photo Galleries – upkeep/small changes
- Painting Eynsford, Shoreham and Otford in heritage colours



CONTACT US/GET INVOLVED

The work of the Partnership relies on the dedicated work of over 40 volunteers throughout the year. We are always looking for more people to join us and would love to hear from you. If you have suggestions for projects or ideas about how we could make our stations and rail travel even better, let us know.

Sarah Newman Rail Officer

sarah.newman@sevenoaks.gov.uk

Darent Valley CRP Steering Group Chair: Chris Sutton

Website: darentvalleycrp.org

X: @darentvalleycrp

Instagram: [darentvalleycommrail](https://www.instagram.com/darentvalleycommrail)

darentvalleycrp.bsky.social



DARENT VALLEY
COMMUNITY RAIL PARTNERSHIP

FUNDERS

Darent Valley CRP is very grateful to its funders and partners who back this community initiative and continue to support us as we develop all the projects. Community Rail Network has been a key pillar in all that we have achieved. With many thanks to:

Sevenoaks District Council

Sevenoaks Town Council

Swanley Town Council

Otford Parish Council

Shoreham Parish Council

Eynsford Parish Council

Southeastern

Thameslink

Community Rail Network

Railway Heritage Trust



southeastern

ThamesLink/



Darent Valley CRP is hosted by Sevenoaks District Council
c/o Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, Kent TN13 IHG

Rail Safe Friendly Project

Darent Valley Community Rail Partnership



Reporting period: 19.05.26 - 17.08.26

Engagement



1,913
young people
engaged



3
new
schools

School achievements

Bronze Level



Wrotham School



Dunton Green
Primary School



Silver Level



St. Thomas'
Catholic Primary School

Overall the project has so far
reached a total of 3,235 young
people at 9 schools





SEVENOAKS DISTRICT COUNCIL DVCRP RAIL PERCEPTION SURVEYS 2025

Prepared by Lake Market Research
for Sevenoaks District Council

April 2026



CONTENTS

RESEARCH CONTEXT	3
DVCRP STATION SURVEY FINDINGS	5
DVCRP VILLAGE SURVEY FINDINGS	22

RESEARCH CONTEXT

BACKGROUND

In Autumn 2025, Darent Valley Community Rail Partnership commissioned Lake Market Research to conduct research and insight work amongst DVCRP rail users and non-users with regards to rail travel motivations and preferences.

METHODOLOGY

Two research strands were commissioned to gather feedback:

1. Face to face interviewing with DVCRP rail users at Eynsford, Otford and Shoreham
 - 159 rail users interviewed at stations – 48 at Eynsford, 49 at Otford and 62 at Shoreham.
 - Users randomly sampled and invited to take part in survey.
 - All interviewing took place on Saturdays and Sundays to focus on rail experiences for leisure activities.
 - All interviewing took place via a pre-scripted questionnaire administered by handheld tablet.
2. Face to face interviewing with DVCRP rail users and non-rail users at villages and surrounding areas to Eynsford, Otford and Shoreham rail stations
 - 233 people participated – 62 interviewed in Eynsford, 78 interviewed at Otford and 93 interviewed at Shoreham.
 - 109 of those participating live in Eynsford, Otford or Shoreham; 124 live outside of the three villages – 36 live in London and 60 live in other areas of Sevenoaks / other areas of Kent.
 - All interviewing took place on Saturdays and Sundays to focus on experiences for leisure activities.
 - 137 indicated they use DVCRP rail services.
 - Users randomly sampled and invited to take part in survey.
 - All interviewing took place via a pre-scripted questionnaire administered by handheld tablet.

ANALYSIS AND REPORTING

- The findings from each survey have been reported separately in the main body of the report.
- All survey results are presented as percentages. Each chart title details the number of valid responses received to each question. In some instances, questions are routed based on responses to earlier questions so the base size for each question will vary.
- The questionnaire contained a mix of single and multiple-choice questioning. Where percentages for single choice questions do not sum to 100%, this is the result of computer rounding for each response code as percentages are displayed as whole numbers. The report notes where residents were given the option of providing more than one answer.
- It should be remembered that a sample, and not the entire population of those visiting the stations and/or villages, has taken part in each survey. As a result, all findings are subject to sampling tolerances, which means not all differences are statistically significant. In our analysis we have checked for statistical significance in the percentages for all questions between any subgroups. Any demographic differences have been analysed using z-tests to check for statistical significance by comparing percentages and also considering the base sizes for each subgroup.

Statistical significance means that a result is unlikely due to chance (i.e. it is a real difference in the population) and that if you were to replicate the study, you would be 95% certain the same results would be achieved again. Where there are significant differences in response between subgroups, the report includes commentary to this effect. Statistical significance has been conducted at 95% confidence levels.

RESPONSE PROFILE

	DVCRP station face-to-face survey	DVCRP village face-to-face survey
GENDER		
Male	45%	36%
Female	55%	64%
AGE		
16-24	11%	3%
25-34	31%	13%
35-44	13%	15%
45-54	11%	15%
55-64	11%	17%
65-74	17%	20%
75 & over	6%	18%
WORKING STATUS		
Employee full time / part time / self employed	67%	58%
Unemployed / seeking work	1%	1%
Student	7%	0%
Retired	25%	38%

FINDINGS – DVCRP STATION SURVEY

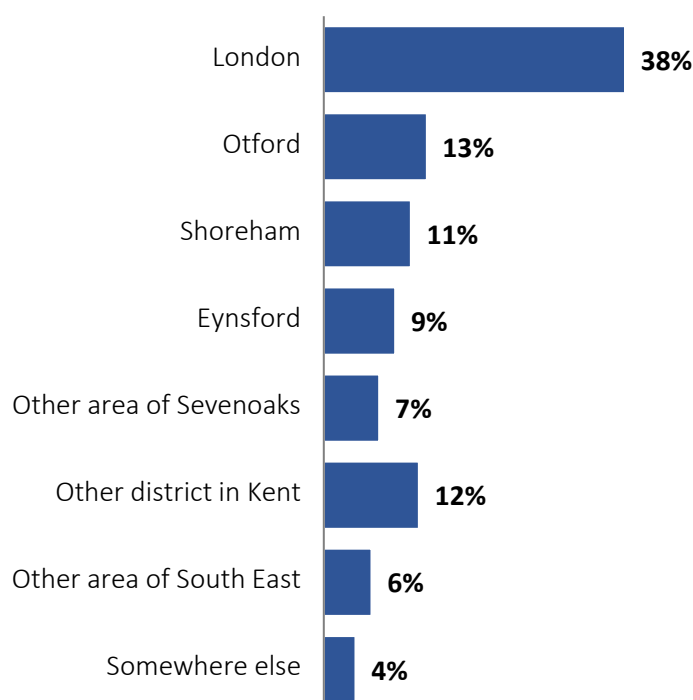
This section of the report presents findings from the face-to-face survey conducted at Eynsford, Otford and Shoreham rail stations, whereby service users were approached at random to complete the survey with Lake Market Research interviewers.

HOME AREA OF STATION USERS TAKING PART

A third (33%) of those taking part live in one of the DVCRP villages (Eynsford, Otford or Shoreham) and 7% live in another area of Sevenoaks. 38% of those taking part live in London. Smaller proportions live in another district of Kent outside Sevenoaks (12%) or another area of the South East (4%).

Home area of station users taking part

Base: all answering (159), single response question



% home area of respondents taking part	Interviewed at Eynsford	Interviewed at Otford	Interviewed at Shoreham
London	42%	33%	39%
Otford	2%	37%	2%
Shoreham	0%	0%	29%
Eynsford	29%	0%	0%
Other area of Sevenoaks	0%	16%	5%
Other district in Kent	13%	2%	19%
Other area of South East	8%	6%	5%
Somewhere else	6%	6%	2%

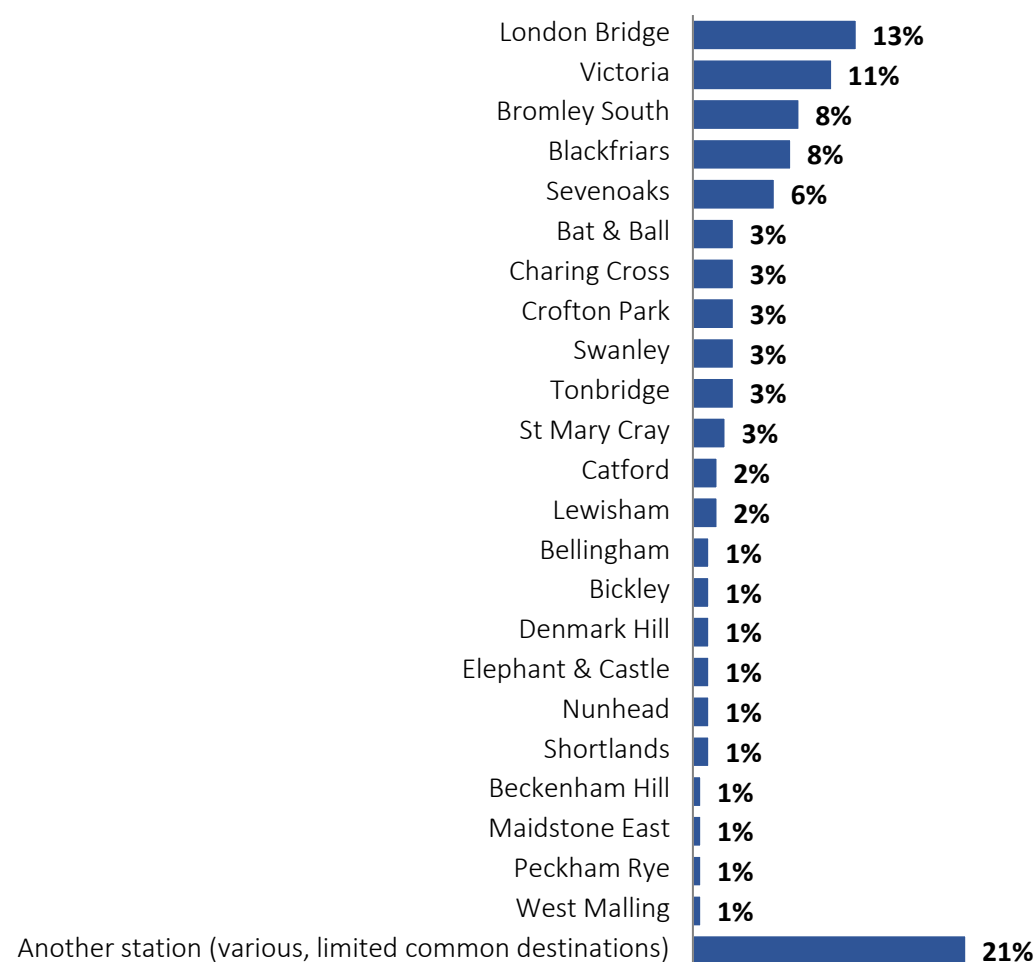
STATIONS TRAVELLED TO / FROM ON DAY OF INTERVIEWING (EXCLUDING DVCRP STATIONS)

For the purpose of identifying where rail users travel, the chart below excludes mentions of DVCRP stations (Eynsford, Otford and Shoreham).

The most common stations travelled to / from on the day of interviewing are London Bridge (13%), Victoria (11%), Bromley South (8%) and Blackfriars (8%). 21% referenced alternative destinations to the prompted list shown, highlighting longer journeys undertaken.

Stations travelled to / from on day of interviewing (excluding DVCRP stations)

Base: all answering (159), single response question



% stations travelled to / from on day of interviewing (excludes DVCRP stations)	Interviewed at Eynsford	Interviewed at Otford	Interviewed at Shoreham
London Bridge	8%	14%	15%
Victoria	6%	27%	2%
Bromley South	10%	8%	6%
Blackfriars	8%	4%	10%
Sevenoaks	4%	6%	8%
Bat & Ball	6%	0%	3%
Charing Cross	0%	6%	3%
Crofton Park	2%	2%	5%

% stations travelled to / from on day of interviewing (excludes DVCRP stations)	Interviewed at Eynsford	Interviewed at Otford	Interviewed at Shoreham
Swanley	2%	0%	6%
Tonbridge	2%	2%	5%
St Mary Cray	6%	2%	0%
Catford	2%	2%	2%
Lewisham	4%	2%	0%
Bellingham	2%	0%	2%
Bickley	0%	0%	3%
Denmark Hill	0%	0%	3%
Elephant & Castle	2%	0%	2%
Nunhead	2%	2%	0%
Shortlands	2%	0%	2%
Beckenham Hill	0%	0%	2%
Maidstone East	0%	2%	0%
Peckham Rye	0%	2%	0%
West Malling	0%	0%	2%
Another station	27%	18%	19%

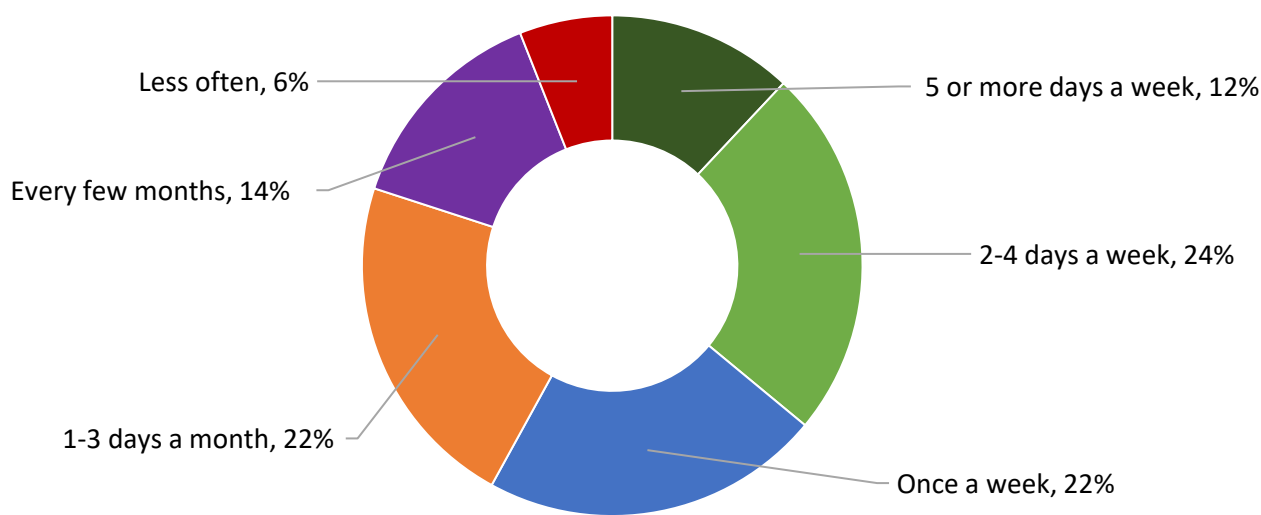
RESIDENTS OF DVCRP VILLAGES ONLY - FREQUENCY OF TRAVEL FROM DVCRP STATIONS

Users who indicated they live in one of the DVCRP villages were asked to indicate how often they travel from a DVCRP station. 58% travel at least once a week from a DVCRP station; 22% travel once a week, 24% travel 2-4 days a week and 12% travel 5 or more days a week.

Sample sizes are very small when filtering responses by the station users were interviewed at (under 20 users). However, frequency of travel appears highest for local Eynsford users.

How often do you travel by train from a DVCRP station nowadays?

Base: all who live in DVCRP villages (50), single response question



% frequency of train use from a DVCRP station	Interviewed at Eynsford (n=14)	Interviewed at Otford (n=18)	Interviewed at Shoreham (n=18)
5 or more days a week	29%	6%	6%
2-4 days a week	36%	22%	17%
Once a week	14%	17%	33%
1-3 days a month	7%	33%	22%
Every few months	7%	17%	17%
Less often	7%	6%	6%

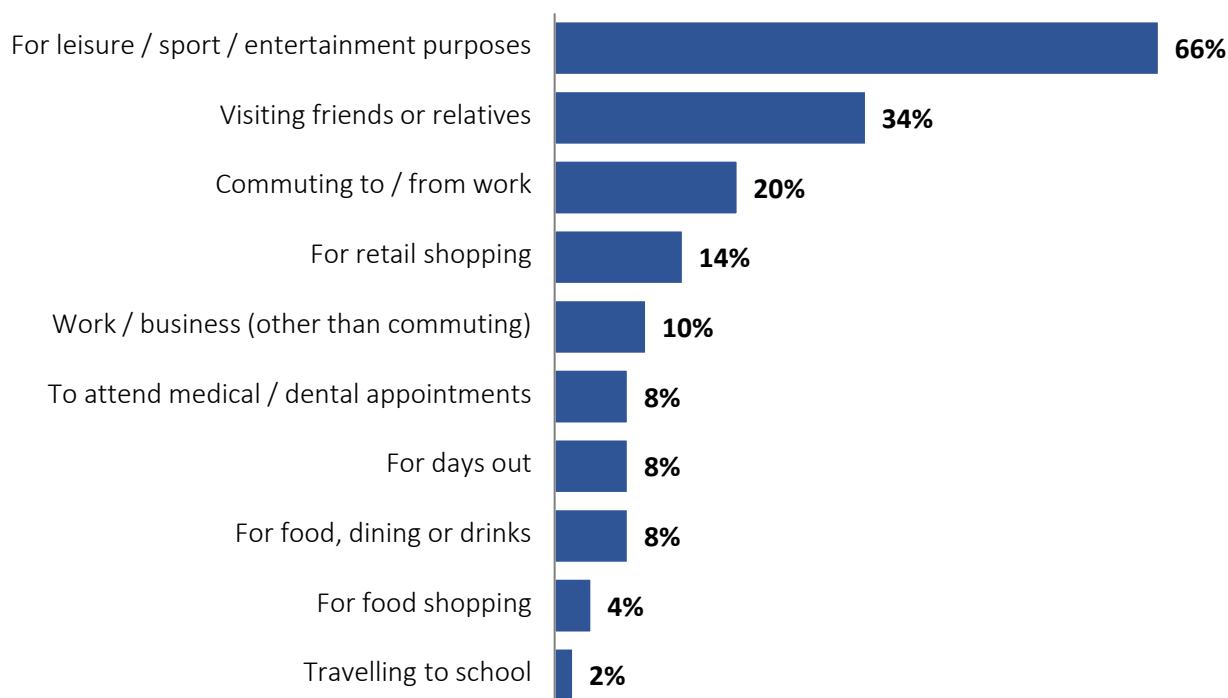
RESIDENTS OF DVCRP VILLAGES ONLY – REASONS FOR TRAVEL FROM DVCRP STATIONS

Users who indicated they live in one of the DVCRP villages were also asked to indicate their reasons for travelling from DVCRP stations. A variety of reasons were given by users but the most common is for leisure / sport / entertainment purposes (66%).

Just over a third (34%) indicated they travel to visit friends or relatives and a fifth (20%) commute to / from work. 14% travel for retail shopping.

Sample sizes are very small when filtering responses by the station users were interviewed at (under 20 users). However, commuter travel appears higher for local Eynsford and Otford users.

When travelling from Eynsford / Otford / Shoreham rail station, which of the following do you travel there for? Base: all answering (50), multiple response question



% reasons for travel to Eynsford / Otford / Shoreham rail station	Interviewed at Eynsford (n=14)	Interviewed at Otford (n=18)	Interviewed at Shoreham (n=18)
For leisure / sport / entertainment purposes	64%	67%	67%
Visiting friends or relatives	29%	39%	33%
Commuting to / from work	36%	22%	6%
For retail shopping	0%	17%	22%
Work / business (other than commuting)	7%	0%	22%
To attend medical / dental appointments	0%	0%	22%
For days out	21%	0%	6%
For food, dining or drinks	0%	6%	17%
For food shopping	7%	0%	6%
Travelling to school	0%	0%	0%

NON-RESIDENTS OF DVC RP VILLAGES ONLY - FREQUENCY OF TRAVEL TO DVC RP STATIONS

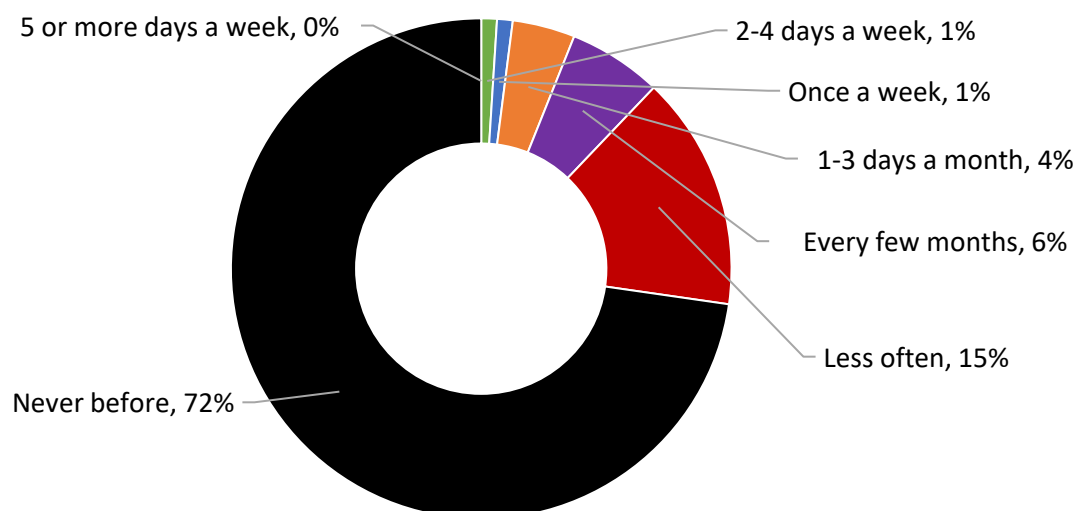
Users who indicated they do not live in one of the DVC RP villages were asked to indicate how often they travel to a DVC RP station.

Travel by train to Eynsford

At an overall level (including users who were interviewed at Eynsford, Otford and Shoreham stations), 28% indicated they travel by train to Eynsford at any frequency; 12% travel at least every few months.

How often do you travel by train to Eynsford nowadays?

Base: all non-residents of Eynsford (145), single response question

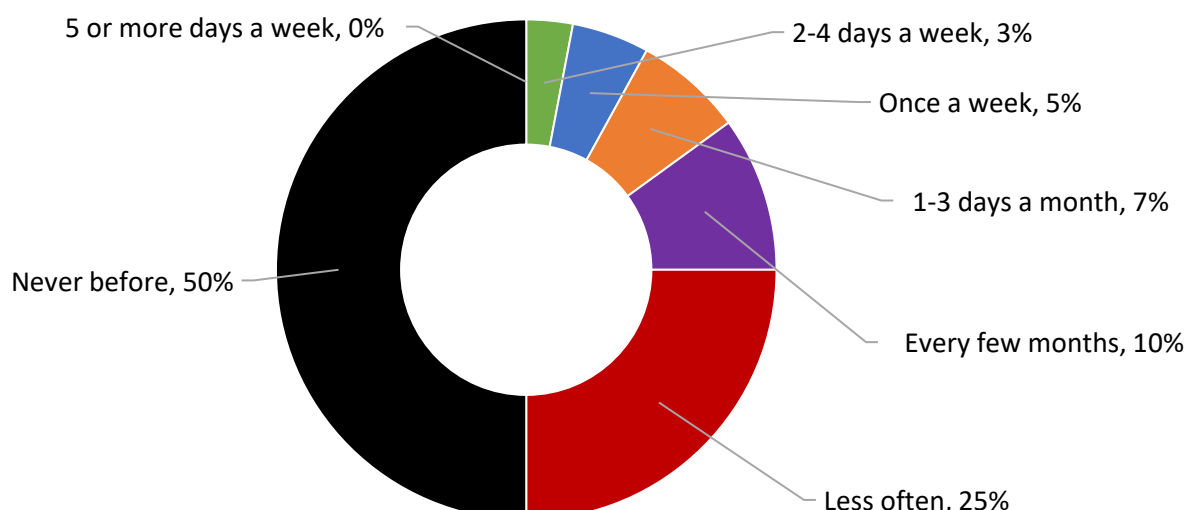


Travel by train to Otford

At an overall level (including users who were interviewed at Eynsford, Otford and Shoreham stations), 50% indicated they travel by train to Otford at any frequency; 25% travel at least every few months.

How often do you travel by train to Otford nowadays?

Base: all non-residents of Otford (141), single response question

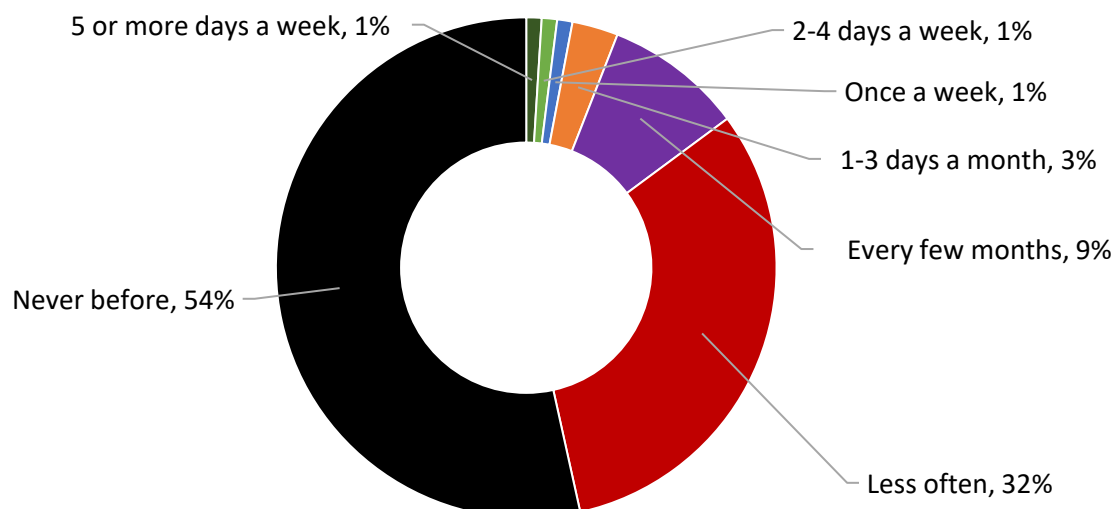


Travel by train to Shoreham

At an overall level (including users who were interviewed at Eynsford, Otford and Shoreham stations), 46% indicated they travel by train to Shoreham at any frequency; 15% travel at least every few months.

How often do you travel by train to Shoreham nowadays?

Base: all non-residents of Shoreham (141), single response question



When filtering response by the station users were interviewed at:

- 21% of non-Eynsford residents interviewed at Eynsford station use it at least once a month
- 35% of non-Otford residents interviewed at Otford station use it at least once a month
- 11% of non-Shoreham residents interviewed at Shoreham station use it at least once a month

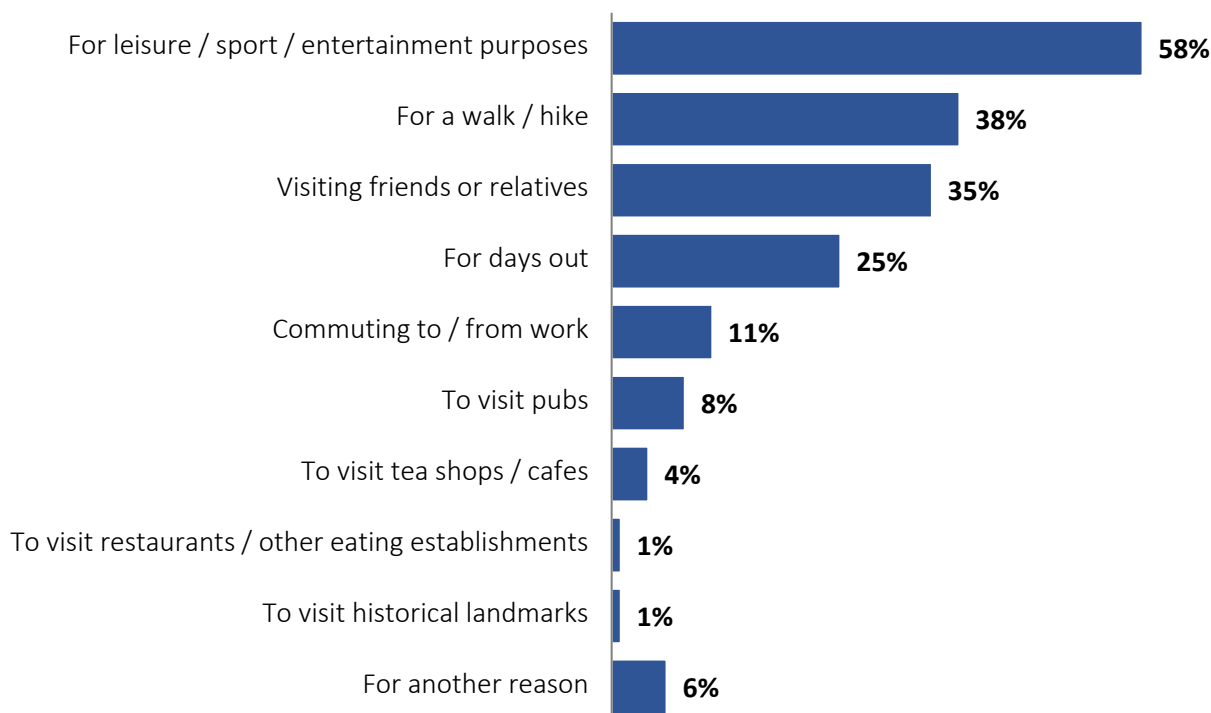
% frequency of train use from DVCRP station	Interviewed at Eynsford (n=34)	Interviewed at Otford (n=31)	Interviewed at Shoreham (n=44)
5 or more days a week	0%	0%	2%
2-4 days a week	3%	6%	0%
Once a week	3%	6%	2%
1-3 days a month	15%	23%	7%
Every few months	6%	13%	16%
Less often	32%	35%	61%
Never before	41%	16%	11%

NON-RESIDENTS OF DVCRP VILLAGES ONLY – REASON FOR TRAVEL TO DVCRP STATIONS

Users who indicated they do not live in one of the DVCRP villages were also asked to indicate their reasons for travelling to DVCRP stations. A variety of reasons were given by users but the most common is consistent with that of local residents - for leisure / sport / entertainment purposes (58%).

Just over a third (35%) indicated they travel to visit friends or relatives. 38% indicated they travel for a walk / hike and 25% travel for days out.

When travelling to Eynsford / Otford / Shoreham rail station, which of the following do you travel there for? Base: all answering (113), multiple response question



Whilst travel for multiple purposes are evident at all stations:

- Travel for leisure / sport / entertainment purposes is higher amongst those interviewed at Shoreham (69%).
- Travel for a walk / hike is higher amongst those interviewed at Eynsford (42%).
- Travel for days out is higher amongst those interviewed at Otford (39%).

% reasons for travel to Eynsford / Otford / Shoreham rail station	Interviewed at Eynsford (n=33)	Interviewed at Otford (n=31)	Interviewed at Shoreham (n=49)
For leisure / sport / entertainment purposes	55%	45%	69%
For a walk / hike	42%	39%	35%
Visiting friends or relatives	36%	48%	27%
For days out	15%	39%	22%
Commuting to / from work	6%	10%	14%
To visit pubs	15%	6%	4%

% reasons for travel to Eynsford / Otford / Shoreham rail station	Interviewed at Eynsford (n=33)	Interviewed at Otford (n=31)	Interviewed at Shoreham (n=49)
To visit tea shops / cafes	6%	3%	2%
To visit restaurants / other eating establishments	3%	0%	0%
To visit historical landmarks	3%	0%	0%
For another reason	15%	6%	0%

There are also some observed differences when comparing where users live:

- Travel for leisure / sport / entertainment purposes is higher amongst those who live in London (61%).
- Travel for a walk / hike is higher amongst those who live in London (55%).

% reasons for travel to Eynsford / Otford / Shoreham rail station	Live in London (n=44)	Live outside London and outside DVCRP villages (n=41)
For leisure / sport / entertainment purposes	61%	54%
For a walk / hike	55%	37%
Visiting friends or relatives	36%	44%
For days out	30%	27%
Commuting to / from work	5%	12%
To visit pubs	7%	7%
To visit tea shops / cafes	2%	2%
To visit restaurants / other eating establishments	0%	0%
To visit historical landmarks	0%	2%
For another reason	0%	7%

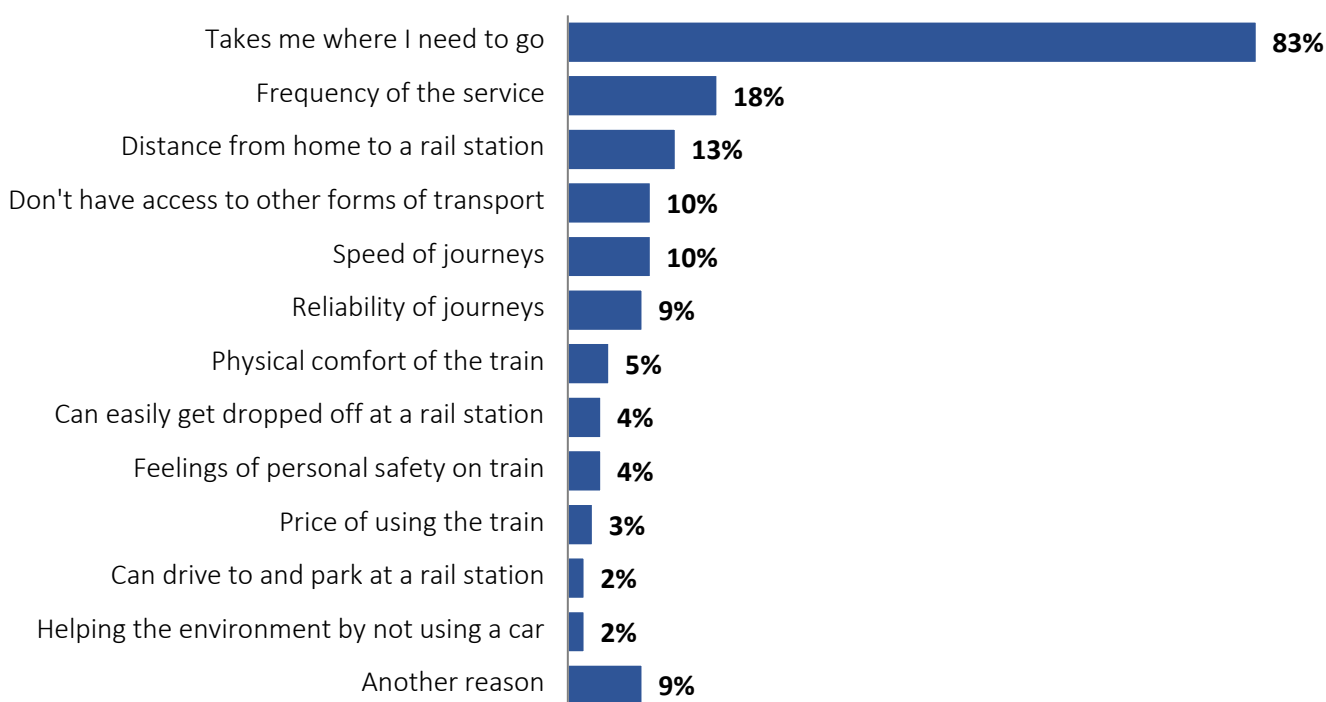
MAIN REASONS FOR TRAVEL BY TRAIN FROM STATION OF INTERVIEWING

All users were asked to indicate the main reasons for travelling to / from the station they were interviewed at. The dominant reason selected is that the train service takes them where they need to go (83%).

Service frequency (18%), distance from home to a rail station (13%), not having access to other forms of transport (10%) and speed of journeys (10%) were also referenced.

Thinking about the station we are at now (Eynsford / Otford / Shoreham), which of the following describe your main reasons for any travel by train to / from this station?

Base: all answering (159), multiple response question



Whilst travel for multiple reasons are evident at all stations:

- The proportion referencing taking them where they need to go is higher amongst those interviewed at Otford (94%).
- The proportion referencing service frequency is higher amongst those interviewed at Otford and Shoreham (24% / 24%).
- The proportion referencing the distance from home to a rail station is higher amongst those interviewed at Shoreham (24%).

% reasons for travelling by train to station	Interviewed at Eynsford (n=48)	Interviewed at Otford (n=49)	Interviewed at Shoreham (n=62)
Takes me where I need to go	85%	94%	73%
Frequency of the service	4%	24%	24%
Distance from home to a rail station	2%	10%	24%

% reasons for travelling by train to station	Interviewed at Eynsford (n=48)	Interviewed at Otford (n=49)	Interviewed at Shoreham (n=62)
Don't have access to other forms of transport	6%	8%	15%
Speed of journeys	2%	14%	13%
Reliability of journeys	0%	4%	19%
Physical comfort of the train	2%	6%	6%
Can easily get dropped off at a rail station	0%	6%	5%
Feelings of personal safety on train	0%	4%	6%
Price of using the train	2%	2%	3%
Can drive to and park at a rail station	0%	4%	2%
Helping the environment by not using a car	0%	0%	5%
Another reason	19%	0%	10%

There are also some observed differences when comparing where users live:

- The proportion referencing service frequency and not having access to other forms of transport is higher amongst those who live in London (20% / 17%).
- The proportion referencing the distance from home to a rail station is higher amongst those who live outside London and outside the DVCRP villages (24%).

% reasons for travelling by train to station	Live in London (n=60)	Live outside London and outside DVCRP villages (n=47)
Takes me where I need to go	88%	91%
Frequency of the service	20%	13%
Distance from home to a rail station	0%	13%
Don't have access to other forms of transport	17%	6%
Speed of journeys	10%	13%
Reliability of journeys	5%	9%
Physical comfort of the train	3%	6%
Can easily get dropped off at a rail station	0%	4%
Feelings of personal safety on train	3%	4%
Price of using the train	2%	2%
Can drive to and park at a rail station	0%	4%
Helping the environment by not using a car	2%	2%
Another reason	10%	9%

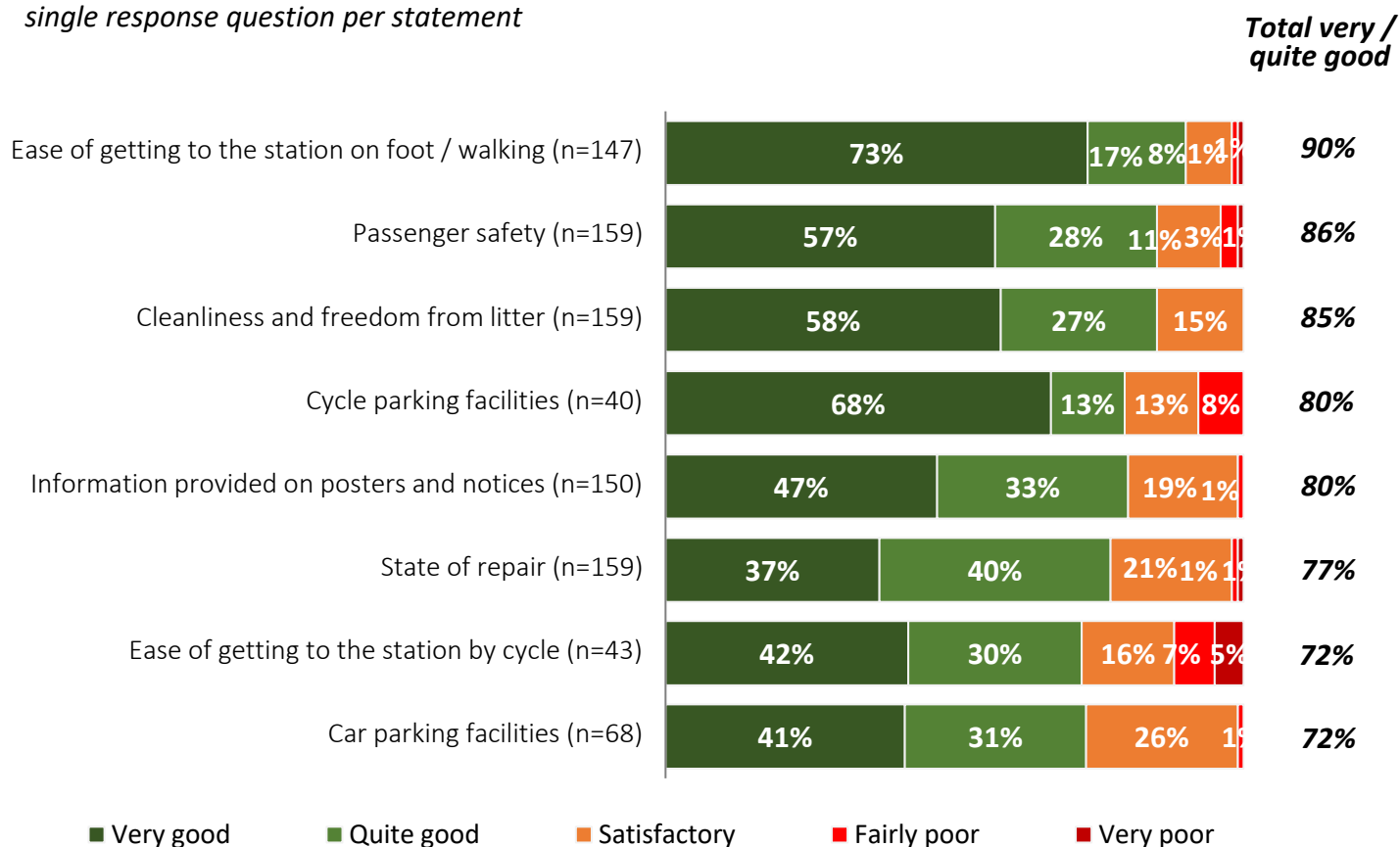
PERCEPTION OF DVCRP STATION FACILITIES

All users were asked to indicate to evaluate the station facilities where they were interviewed on a semantic five point scale. For the purpose of comparison and the range of facilities included, 'don't know' ratings have been excluded from the results presented.

Overall ratings across all facilities tested are high, but notably for ease of getting to the station on foot / walking (90% rating very / quite good), passenger safety (86% rating very / quite good) and cleanliness and freedom from litter (85% rating very / quite good). Whilst overall ratings for cycle parking facilities is also high (80% rating very / quite good), 8% rate them as fairly poor.

For the remaining facilities, the proportion rating them as very good is under half and represent potential areas of improvement – information provided on posters and notices (47%), state of repair (37%), ease of getting to the station by cycle (42%) and car parking facilities (41%).

Thinking about this train station (Eynsford / Otford / Shoreham), how would you rate it on each of the following.....? *Base: all answering excluding don't know / not applicable (various), single response question per statement*



Whilst high ratings are evident across all stations:

- The proportion rating passenger safety as very / quite good is lowest amongst those interviewed at Shoreham (77%).
- The proportion rating state of repair as very / quite good is lowest amongst those interviewed at Shoreham (68%).

% very good / quite good	Interviewed at Eynsford (n=48)	Interviewed at Otford (n=49)	Interviewed at Shoreham (n=62)
Ease of getting to the station on foot / walking	86%	93%	90%
Passenger safety	88%	94%	77%
Cleanliness and freedom from litter	88%	86%	82%
Information provided on posters and notices	79%	79%	82%
State of repair	88%	78%	68%

* Base sizes too small to report 'cycle parking facilities', 'ease of getting to the station by cycle' and 'car parking facilities' by station.

PERCEPTION OF DVCRP TRAIN JOURNEYS

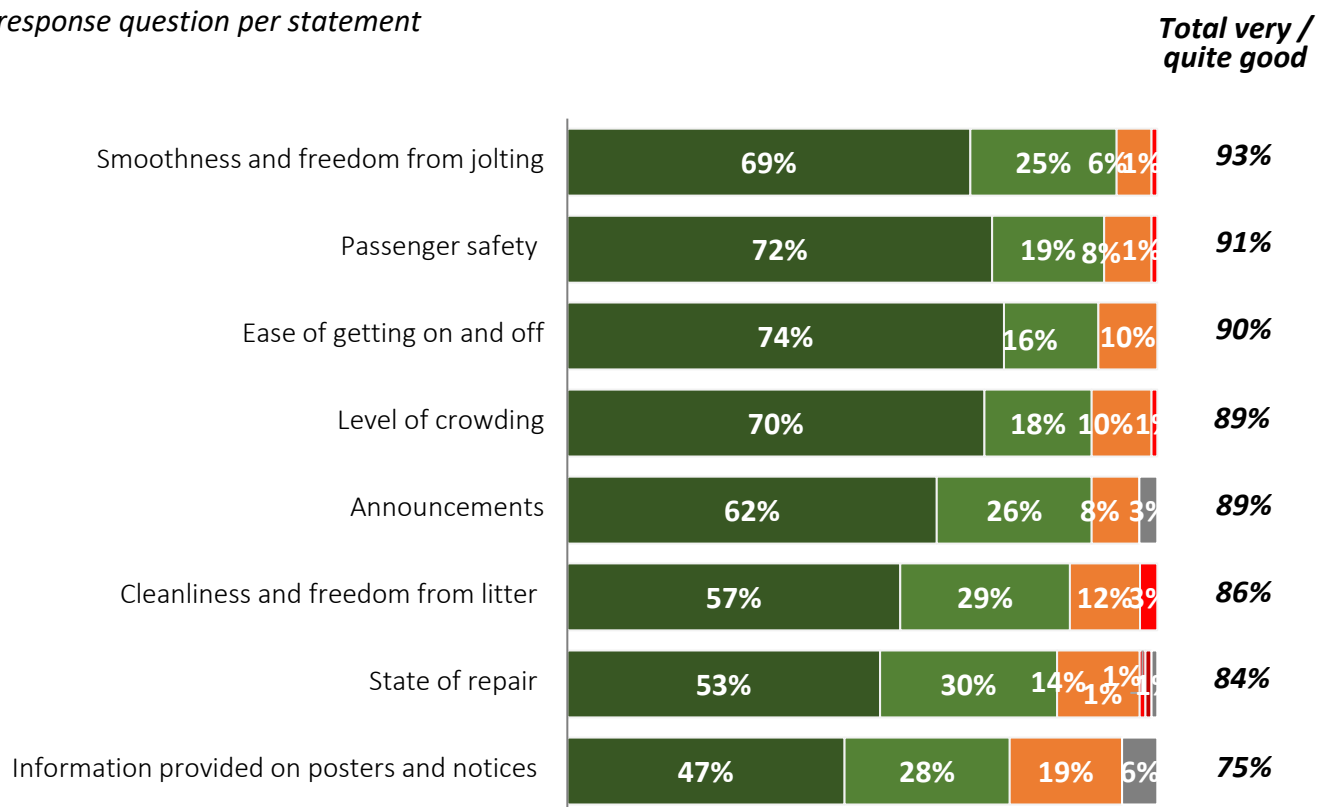
All users were asked to indicate to evaluate their journeys on board trains from the station they were interviewed on a semantic five point scale. For the purpose of comparison and the range of facilities included, 'don't know' ratings have been excluded from the results presented.

Overall ratings across all elements tested are high, but notably for smoothness and freedom from jolting (93% rating very / quite good), passenger safety (91% rating very / quite good), ease of getting on and off (90%) and level of crowding (89% rating very / quite good).

Overall ratings for the remaining elements are also high but with comparably fewer very good ratings and represent potential areas of improvement – announcements (62%), cleanliness and freedom from litter (57%), state of repair (53%) and information provided on posters and notices (47%).

Thinking about your journeys on boards trains from this station (Eynsford / Otford / Shoreham), how would you rate it on each of the following.....? Base: all answering (159),

single response question per statement



■ Very good
 ■ Quite good
 ■ Satisfactory
 ■ Fairly poor
 ■ Very poor
 ■ Don't know / not applicable

Whilst high ratings are evident across all stations:

- The proportion rating cleanliness and freedom from litter as very / quite good is lowest amongst those interviewed at Shoreham (74%).
- The proportion rating information provided on posters and notices as very / quite good is lowest amongst those interviewed at Shoreham (61%).

% very good / quite good	Interviewed at Eynsford (n=49)	Interviewed at Otford (n=49)	Interviewed at Shoreham (n=62)
Smoothness and freedom from jolting	94%	94%	92%
Passenger safety	90%	92%	92%
Ease of getting on and off	94%	92%	85%
Level of crowding	92%	92%	84%
Announcements	88%	96%	84%
Cleanliness and freedom of litter	92%	94%	74%
State of repair	92%	82%	79%
Information provided on posters and notices	85%	82%	61%

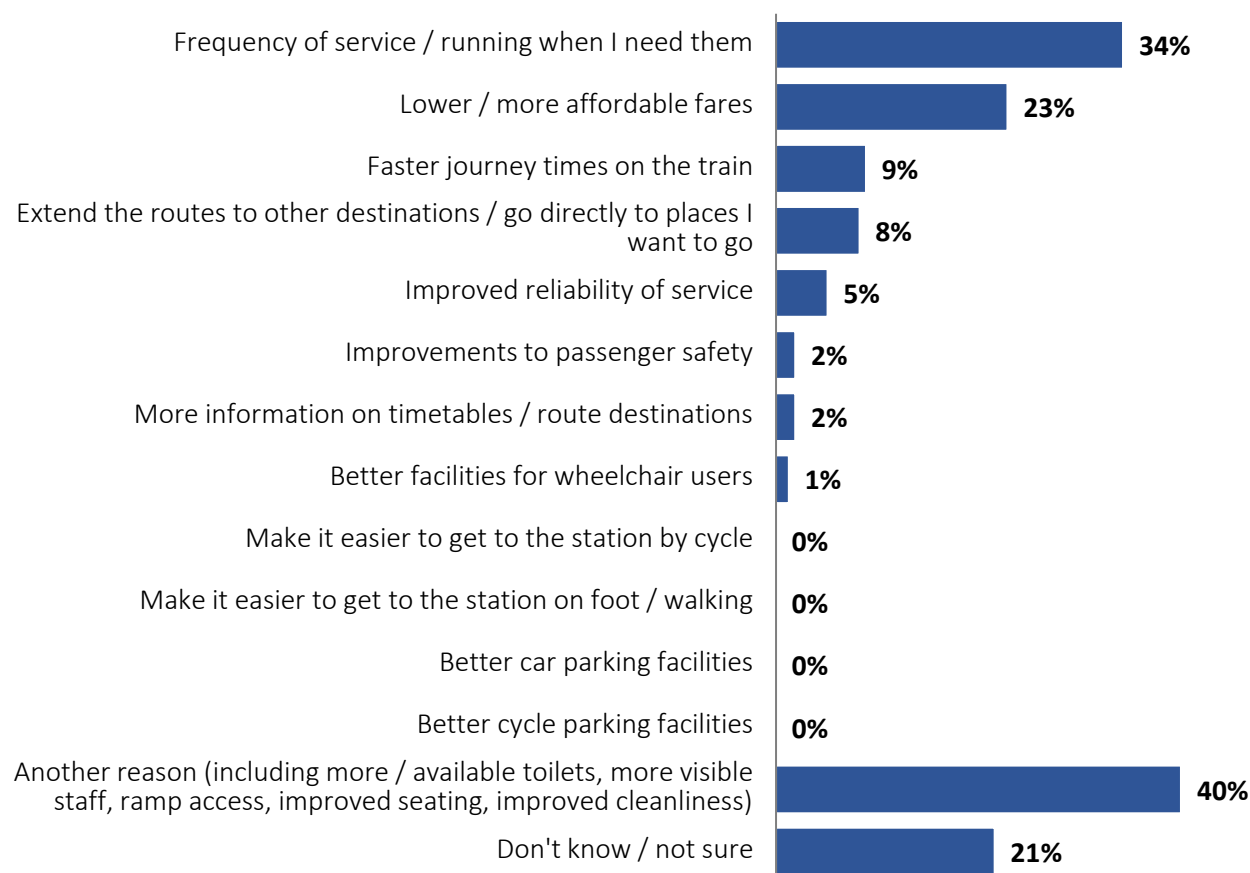
MAIN WAYS LOCAL RAIL SERVICE COULD BE IMPROVED

From a prompted list of potential improvements, users were asked to indicate in which way(s) the local rail service could be improved (with the option of selecting more than one improvement).

Of the prompted reasons posed, the most popular improvements are service frequency / running when they need them (34%) and lower / more affordable fares (23%). The proportion selecting station specific improvements are low in comparison but the majority of other suggestions made include more / available toilets, more visible staff, improved seating and improved cleanliness.

In which, if any, of the following ways could the local rail service be improved?

Base: all answering (159), multiple response question



There are a couple of differences in response by station of interview:

- A higher proportion of Eynsford and Otford users selected frequency of service (42% / 43%).
- A higher proportion of Otford users selected lower / more affordable fares (35%).

% main ways local rail service could be improved	Interviewed at Eynsford (n=48)	Interviewed at Otford (n=49)	Interviewed at Shoreham (n=62)
Frequency of service / running when I need them	42%	43%	21%
Lower / more affordable fares	10%	35%	23%
Faster journey times on the train	15%	10%	3%

% main ways local rail service could be improved	Interviewed at Eynsford (n=48)	Interviewed at Otford (n=49)	Interviewed at Shoreham (n=62)
Extend the routes to other destinations / go directly to places I want to go	6%	6%	11%
Improved reliability of service	2%	6%	6%
Improvements to passenger safety	0%	2%	3%
More information on timetables / route destinations	0%	4%	2%
Better facilities for wheelchair users	0%	0%	3%
Make it easier to get to the station by cycle	0%	0%	0%
Make it easier to get to the station on foot / walking	0%	0%	0%
Better car parking facilities	0%	0%	0%
Another reason (including more / available toilets, more visible staff, ramp access, improved seating, improved cleanliness)	40%	35%	44%
Don't know / not sure	21%	12%	23%

There are a couple of differences in response by area users live:

- A higher proportion of users living in London selected frequency of service (38%).
- A higher proportion of users living outside of London and outside the DVCRP villages selected lower / more affordable fares (34%).

% main ways local rail service could be improved	Live in London (n=60)	Live outside London and outside DVCRP villages (n=47)
Frequency of service / running when I need them	38%	28%
Lower / more affordable fares	20%	34%
Faster journey times on the train	8%	11%
Extend the routes to other destinations / go directly to places I want to go	8%	9%
Improved reliability of service	3%	4%
Improvements to passenger safety	3%	0%
More information on timetables / route destinations	2%	2%
Better facilities for wheelchair users	2%	0%
Make it easier to get to the station by cycle	0%	0%
Make it easier to get to the station on foot / walking	0%	0%
Better car parking facilities	0%	0%
Better cycle parking facilities	0%	0%
Another reason	32%	34%
Don't know / not sure	23%	30%

FINDINGS – DVCRP VILLAGE SURVEY

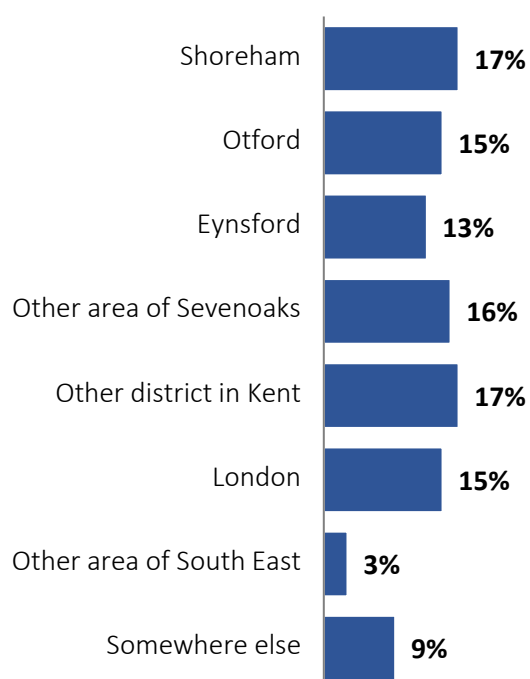
This section of the report presents findings from the face-to-face survey conducted in street in the villages of Eynsford, Otford and Shoreham, whereby people were approached at random to complete the survey with Lake Market Research interviewers. The sample answering contains users and non-users of DVCRP rail services.

HOME AREA OF THOSE TAKING PART

Just under half (45%) of those taking part live in one of the DVCRP villages (Eynsford, Otford or Shoreham) and 16% live in another area of Sevenoaks. 15% of those taking part live in London and 17% live in another district of Kent. A smaller proportions live in another area of the South East (4%).

Home area of respondents taking part

Base: all answering (233), single response question



Of those who indicated they live in a DVCRP village, proportions are broadly consistent across the three villages (38% Shoreham, 33% Otford, 29% Eynsford). Of those who indicated they live outside of the DVCRP villages, 29% live in London, 17% live in another area of Sevenoaks and 31% live in another area of the South East.

% home area of respondents taking part	Live in DVCRP villages (n=109)	Live outside DVCRP villages (n=124)
Shoreham	38%	0%
Otford	33%	0%
Eynsford	29%	0%
Other area of Sevenoaks	0%	17%

% home area of respondents taking part	Live in DVCRP villages (n=109)	Live outside DVCRP villages (n=124)
Other district in Kent	0%	31%
Other area of South East	0%	6%
London	0%	29%
Somewhere else	0%	17%

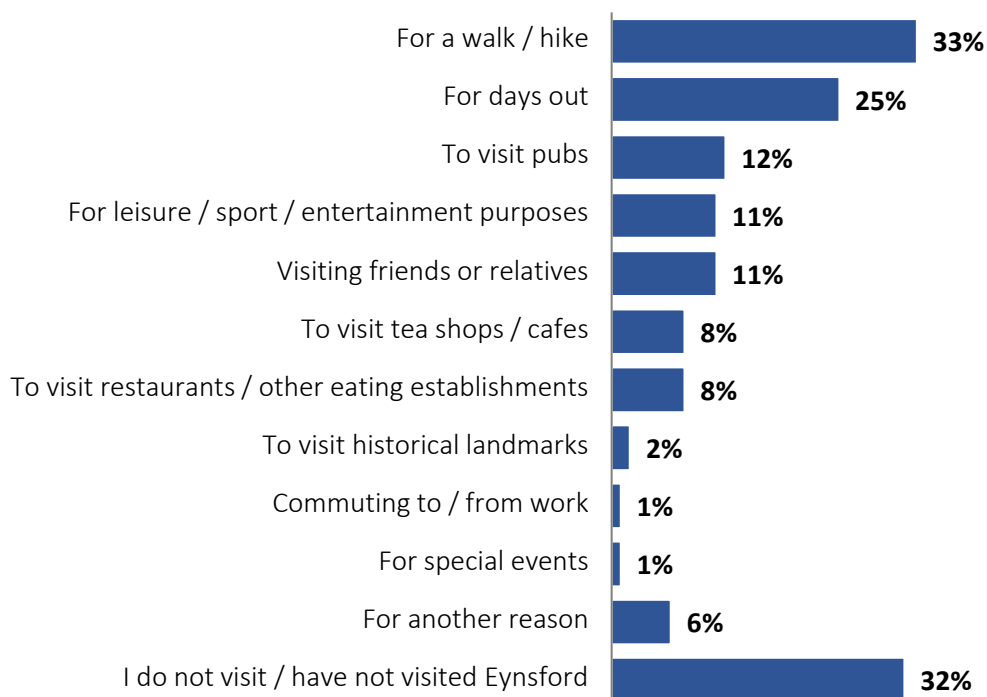
NON-RESIDENTS OF DVCRP VILLAGES ONLY – REASON FOR TRAVEL TO DVCRP VILLAGES

Respondents who indicated they do not live in one of the DVCRP villages were also asked to indicate their reasons for travelling to DVCRP villages.

Visiting Eynsford

32% of non-local residents do not / have not visited Eynsford. Of those who have visited, the most common reasons for doing so are for a walk / hike (33%) and for days out (25%). Broadly equal proportions visit for pubs (12%), for leisure / sport / entertainment purposes (11%) and to visit friends or relatives (11%).

For which of the following do you visit Eynsford? Base: all non-residents of Eynsford (201), multiple response



There are some differences in response by where respondents live:

- A higher proportion of those who live in London travel to Eynsford for a walk / hike (42%).
- A higher proportion of those who live in Otford or Shoreham travel to Eynsford for days out (27%) and to visit pubs (16%).

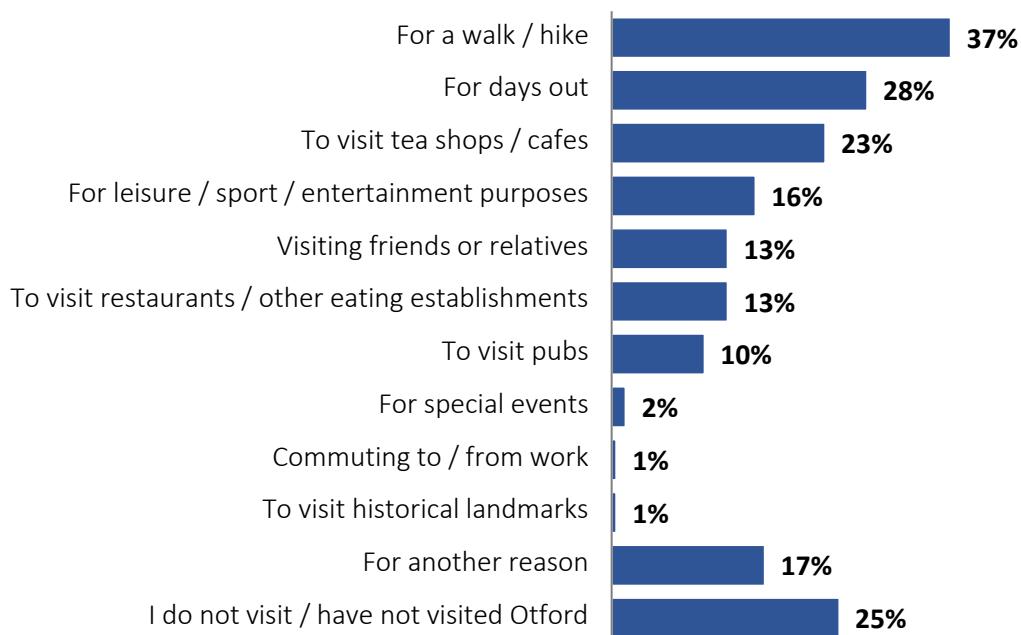
% reasons for travel to Eynsford	Live in Otford or Shoreham (n=77)	Live outside of DVCRP villages (n=124)	Live in London (n=36)
For a walk / hike	29%	36%	42%
For days out	27%	23%	19%
To visit pubs	16%	10%	11%
For leisure / sport / entertainment purposes	13%	10%	8%
Visiting friends or relatives	10%	12%	8%
To visit tea shops / cafes	13%	5%	3%
To visit restaurants / other eating establishments	8%	8%	3%

% reasons for travel to Eynsford	Live in Otford or Shoreham (n=77)	Live outside of DVCRP villages (n=124)	Live in London (n=36)
To visit historical landmarks	1%	2%	3%
Commuting to / from work	0%	2%	0%
For special events	1%	1%	0%
For another reason	8%	6%	6%
I do not visit / have not visited Eynsford	30%	34%	39%

Visiting Otford

25% of non-local residents do not / have not visited Otford. Of those who have visited, the most common reasons for doing so are for a walk / hike (37%), for days out (28%) and to visit tea shops / cafes (23%). Broadly equal proportions visit for leisure / sport / entertainment purposes (16%), to visit friends and relatives (13%), to visit restaurants / other eating establishments (13%) and to visit pubs (10%).

For which of the following do you visit Otford? Base: all non-residents of Otford (197), multiple response



There are some differences in response by where respondents live:

- A higher proportion of those who live in Eynsford or Shoreham travel to Otford to visit pubs (37%), for leisure / sport / recreational purposes (22%), visiting friends or relatives (21%) and to visit tea shops / cafes (22%).

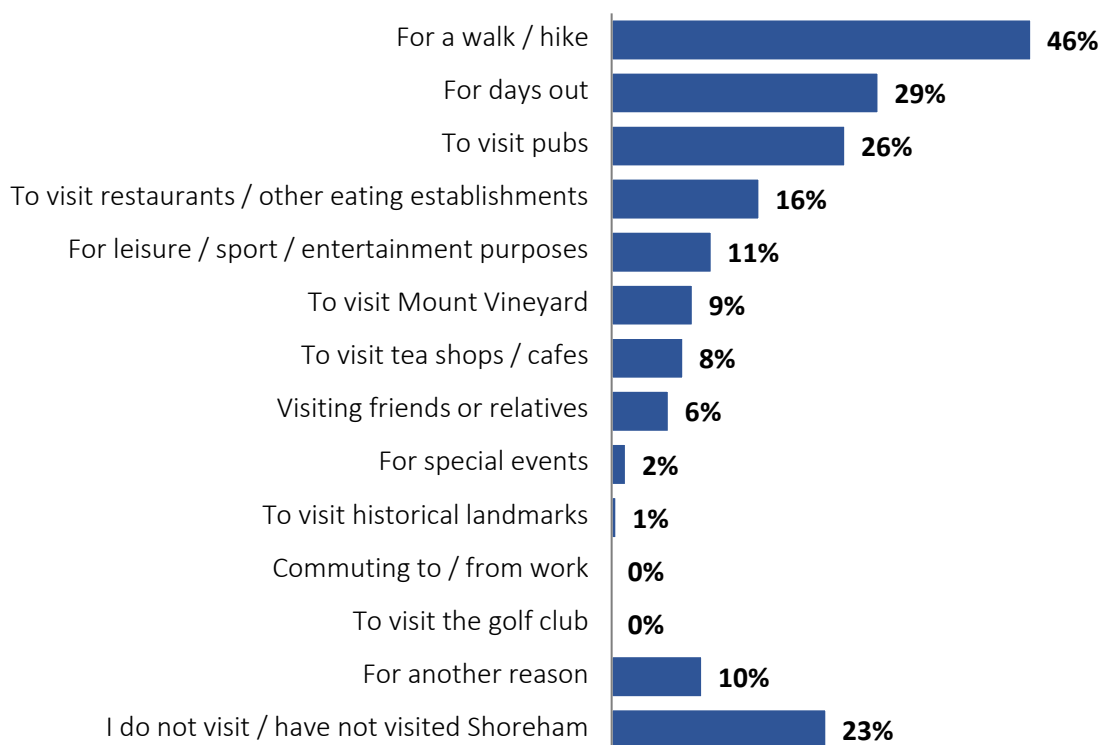
% reasons for travel to Otford	Live in Eynsford or Shoreham (n=73)	Live outside of DVCRP villages (n=124)	Live in London (n=36)
For a walk / hike	32%	40%	33%
For days out	34%	24%	31%
To visit pubs	37%	15%	6%
For leisure / sport / entertainment purposes	22%	12%	3%
Visiting friends or relatives	21%	8%	6%

% reasons for travel to Otford	Live in Eynsford or Shoreham (n=73)	Live outside of DVCRP villages (n=124)	Live in London (n=36)
To visit tea shops / cafes	22%	7%	3%
To visit restaurants / other eating establishments	11%	10%	8%
To visit historical landmarks	1%	2%	0%
Commuting to / from work	0%	1%	0%
For special events	1%	0%	0%
For another reason	27%	10%	8%
I do not visit / have not visited Eynsford	11%	33%	53%

Visiting Shoreham

23% of non-local residents do not / have not visited Shoreham. Of those who have visited, the most common reasons for doing so are for a walk / hike (46%), for days out (29%) and to visit pubs (26%). Broadly equal proportions visit for restaurants / other eating establishments (16%), for leisure / sport / entertainment purposes (11%), to visit Mount Vineyard (9%) and to visit tea shops / cafes (8%).

For which of the following do you visit Shoreham? Base: all non-residents of Shoreham (192), multiple response question



There are some differences in response by where respondents live:

- A higher proportion of those who live in London travel to Shoreham for days out (39%).
- A higher proportion of those who live in Eynsford or Otford travel to Eynsford to visit pubs (34%), to visit restaurants / other eating establishments (24%) and to visit Mount Vineyard (21%).

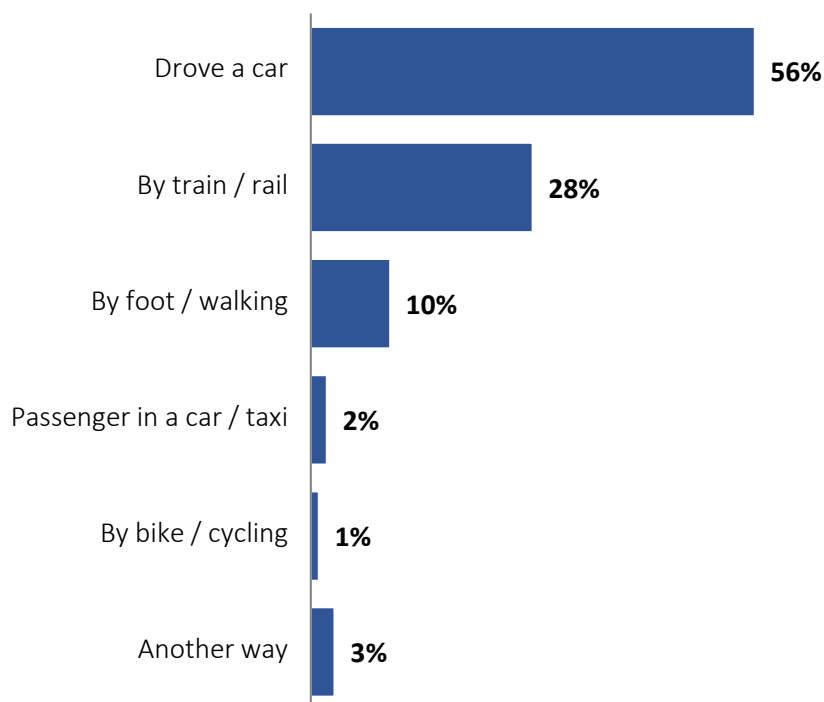
% reasons for travel to Shoreham	Live in Eynsford or Otford (n=73)	Live outside of DVCRP villages (n=124)	Live in London (n=36)
For a walk / hike	43%	48%	47%
For days out	24%	32%	39%
To visit pubs	34%	21%	19%
To visit restaurants / other eating establishments	24%	12%	6%
For leisure / sport / entertainment purposes	13%	10%	3%
To visit Mount Vineyard	21%	2%	0%
To visit tea shops / cafes	12%	6%	8%
Visiting friends or relatives	4%	7%	6%
For special events	4%	0%	0%
To visit historical landmarks	0%	1%	0%
Commuting to / from work	0%	0%	0%
To visit the golf club	0%	0%	0%
For another reason	3%	14%	11%
I do not visit / have not visited Shoreham	12%	30%	39%

NON-RESIDENTS OF DVCRP VILLAGES ONLY – MODE OF TRAVEL TO DVCRP VILLAGES

Respondents who indicated they do not live in one of the DVCRP villages were also asked to indicate how they travelled there on the day of interviewing. Over half (56%) travelled by car; 28% had travelled by train / rail. 10% travelled on foot / walked there.

How did you travel to (Eynsford / Otford / Shoreham) today?

Base: all non-residents of DVCRP villages (128), single response question



Of those who indicated they live in other areas of Sevenoaks / other areas of Kent, the majority travelled by car (73%) with 12% travelled by train / rail. Of those who indicated they live in London, 61% travelled by train / rail and 31% travelled by car.

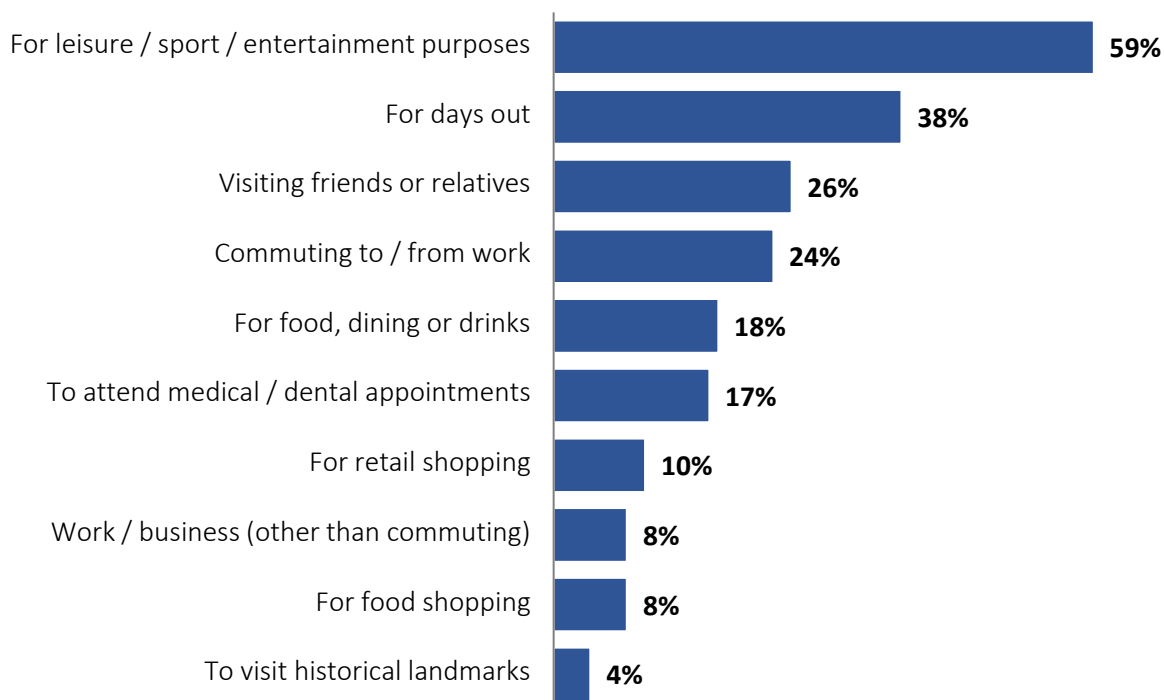
% mode of travel to Eynsford / Otford / Shoreham	Live in other areas of Sevenoaks / other areas of Kent (n=60)	Live in London (n=36)
Drove a car	73%	31%
By train / rail	12%	61%
By foot / walking	10%	3%
Passenger in a car / taxi	0%	3%
By bike / cycling	2%	0%
Another way	3%	3%

RESIDENTS OF DVCRP VILLAGES ONLY – REASONS FOR TRAVEL FROM DVCRP STATIONS

Respondents who indicated they live in one of the DVCRP villages were also asked to indicate their reasons for travelling from DVCRP stations. A variety of reasons were given by users but the most common is for leisure / sport / entertainment purposes (59%).

38% indicated they travel for days out, just over a quarter (26%) travel to visit friends or relatives and just under a quarter (24%) commute to / from work. 18% travel for food, dining or drinks and 17% travel to attend medical / dental appointments.

When travelling from Eynsford / Otford / Shoreham rail station, which of the following do you travel for? Base: all answering (93), multiple response question



There are some differences in response by where respondents live:

- A higher proportion of those who live in Eynsford and Shoreham travel for leisure / sport / entertainment purposes (61% / 75%) and for food, dining or drinks (21% / 22%).
- A higher proportion of those who live in Shoreham travel to visit friends or relatives (31%)
- A higher proportion of those who live in Eynsford travel for a walk / hike (36%).

% reasons for travel from Eynsford / Otford / Shoreham rail station	Live in Eynsford (n=28)	Live in Otford (n=29)	Live in Shoreham (n=36)
For leisure / sport / entertainment purposes	61%	38%	75%
For days out	36%	38%	39%
Visiting friends or relatives	18%	28%	31%
Commuting to / from work	25%	28%	19%
For food, dining or drinks	21%	10%	22%

% reasons for travel from Eynsford / Otford / Shoreham rail station	Live in Eynsford (n=28)	Live in Otford (n=29)	Live in Shoreham (n=36)
To attend medical / dental appointments	29%	17%	8%
For a walk / hike	36%	3%	11%
For retail shopping	11%	10%	8%
Work / business (other than commuting)	11%	10%	3%
For food shopping	4%	3%	14%
To visit historical landmarks	4%	0%	8%
Travelling to school	0%	0%	0%
Another reasons	0%	3%	0%

NON-RESIDENTS OF DVC RP VILLAGES ONLY - FREQUENCY OF TRAVEL TO DVC RP STATIONS

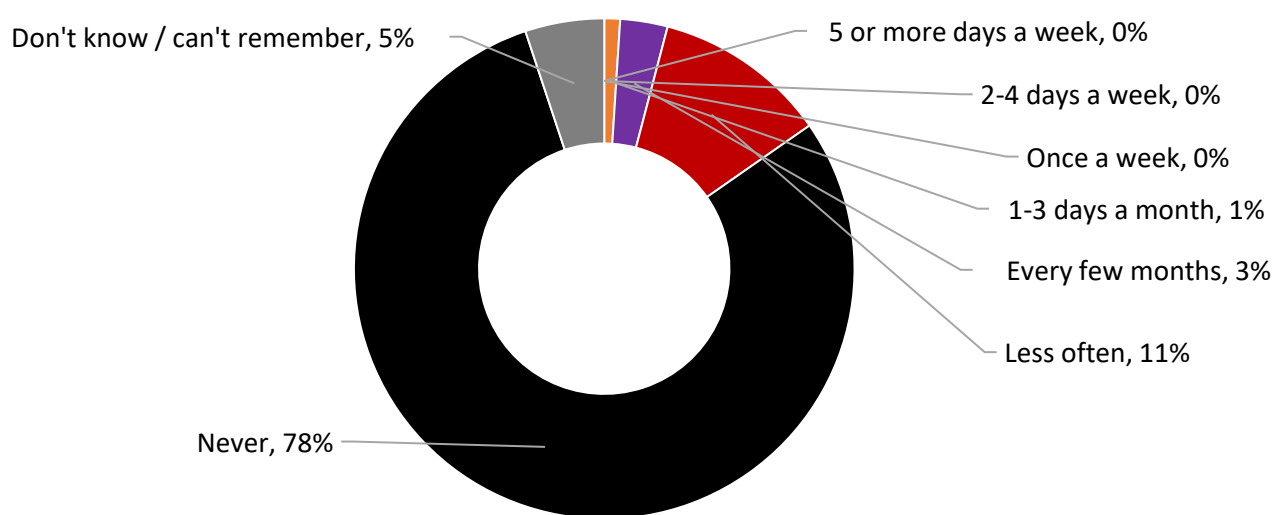
Respondents who indicated they do not live in one of the DVC RP villages were asked to indicate how often they travel to a DVC RP station.

Travel by train to Eynsford

At an overall level (only excluding people who indicated they live in Eynsford), 17% indicated they travel by train to Eynsford at any frequency; 4% travel at least every few months.

How often do you travel by train to Eynsford nowadays?

Base: all non-Eynsford residents (201), single response question



Claimed visiting of Eynsford is higher amongst those who live in London (28%) compared to those who live in other areas of Sevenoaks / other areas of Kent (3%).

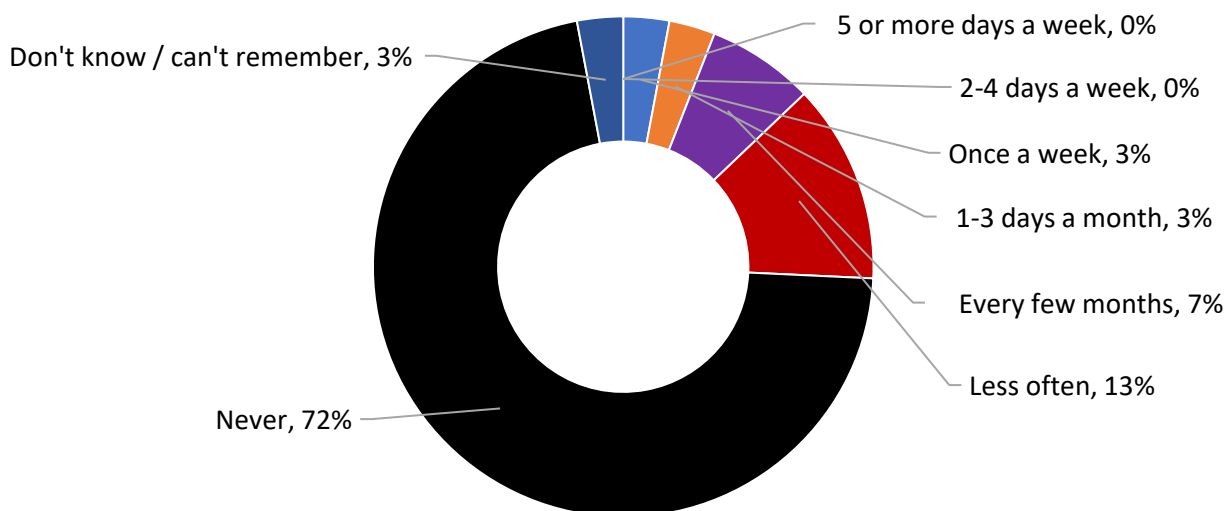
% frequency of travel to Eynsford	Live in other areas of Sevenoaks / other areas of Kent (n=60)	Live in London (n=36)
5 or more days a week	0%	0%
2-4 days a week	0%	0%
Once a week	0%	0%
1-3 days a month	0%	0%
Every few months	0%	8%
Less often	3%	19%
Never	85%	64%
Don't know / can't remember	12%	8%

Travel by train to Otford

At an overall level (only excluding people who indicated they live in Otford), 25% indicated they travel by train to Otford at any frequency; 13% travel at least every few months.

How often do you travel by train to Otford nowadays?

Base: all non-Otford residents (197), single response question



Claimed visiting of Otford is higher amongst those who live in London (27%) compared to those who live in other areas of Sevenoaks / other areas of Kent (10%).

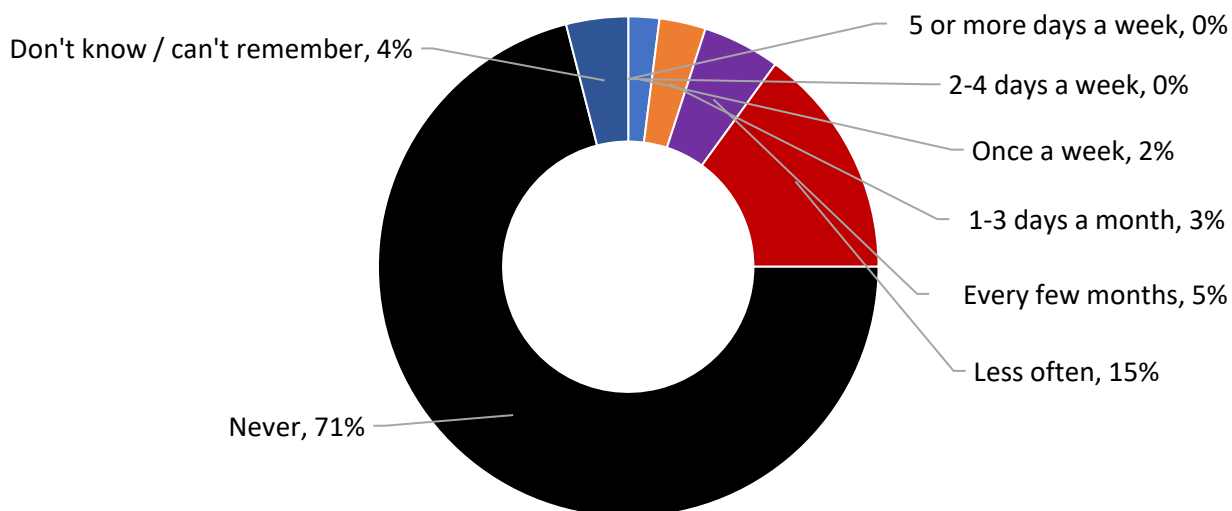
% frequency of travel to Otford	Live in other areas of Sevenoaks / other areas of Kent (n=60)	Live in London (n=36)
5 or more days a week	0%	0%
2-4 days a week	0%	0%
Once a week	0%	0%
1-3 days a month	2%	0%
Every few months	3%	6%
Less often	5%	22%
Never	85%	67%
Don't know / can't remember	5%	6%

Travel by train to Shoreham

At an overall level (only excluding people who indicated they live in Shoreham), 25% indicated they travel by train to Shoreham at any frequency; 10% travel at least every few months.

How often do you travel by train to Shoreham nowadays?

Base: all non-Shoreham residents (192), single response question



Claimed visiting of Shoreham is higher amongst those who live in London (44%) compared to those who live in other areas of Sevenoaks / other areas of Kent (13%).

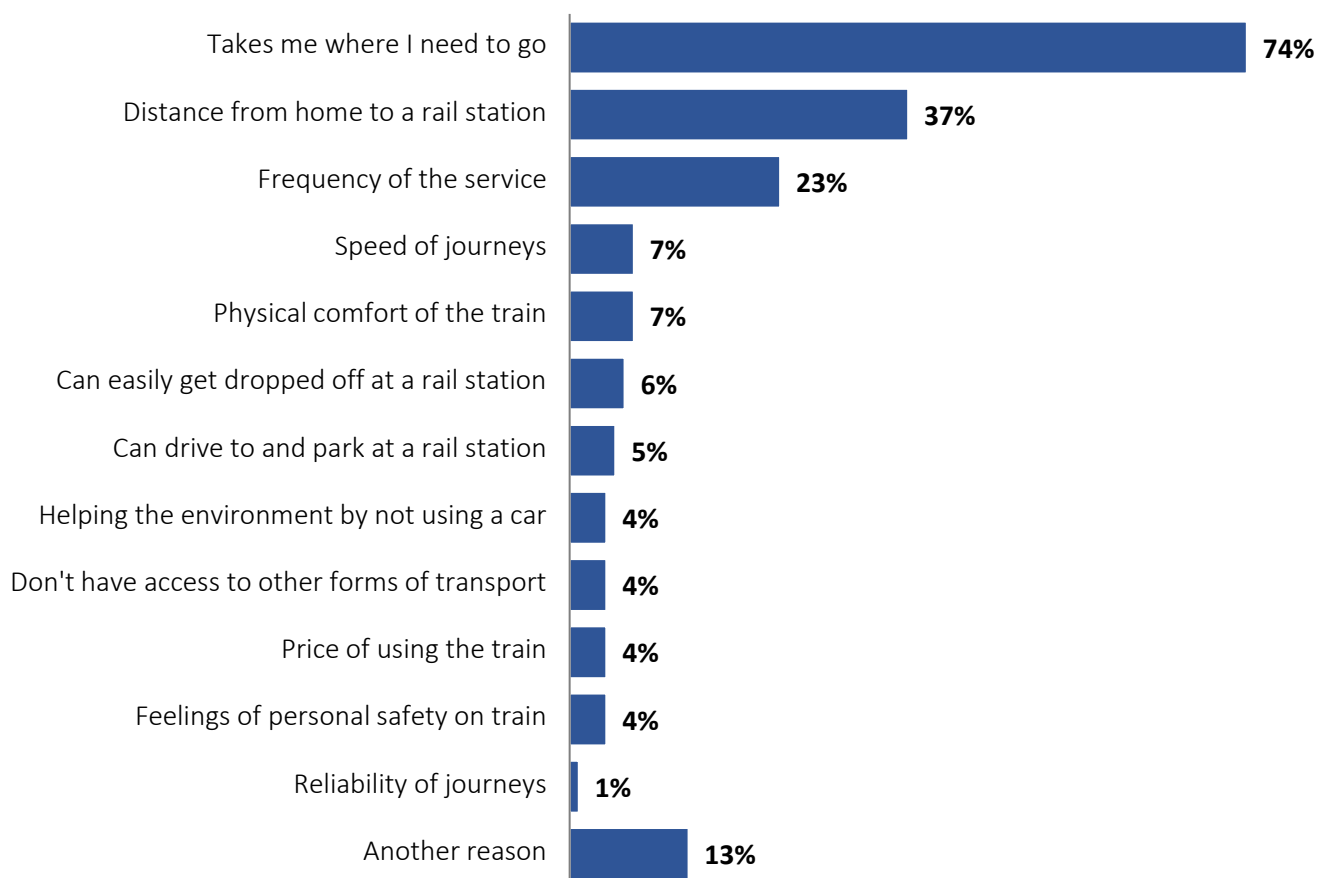
% frequency of travel to Shoreham	Live in other areas of Sevenoaks / other areas of Kent (n=60)	Live in London (n=36)
5 or more days a week	0%	0%
2-4 days a week	0%	0%
Once a week	2%	0%
1-3 days a month	2%	3%
Every few months	2%	6%
Less often	8%	36%
Never	77%	50%
Don't know / can't remember	10%	6%

DVCRP RAIL USERS ONLY – REASONS FOR TRAVEL FROM DVCRP STATIONS

All respondents who had indicated they use one of the DVCRP rail stations (Eynsford, Otford or Shoreham) were asked to indicate the main reasons for any travel to / from the station they use most frequently.

The dominant reason selected is that the train service takes them where they need to go (74%). Distances from home to a rail station (37%) and service frequency (23%) were also popular.

Thinking about (MOST FREQUENT STATION USED Eynsford / Otford / Shoreham) train station, which of the following describe your main reasons for any travel by train to / from this station? Base: all answering (137), multiple response question



There are some differences in response by which station respondents use most often:

- A higher proportion of those who use Eynsford most frequently selected takes me where I need to go (83%).
- A higher proportion of those who use Otford most frequently selected distances from home to a rail station (50%).
- A higher proportion of those who use Eynsford and Otford most frequently selected service frequency (29% / 25%).

% reasons for travel by train to most frequently used station (Eynsford / Otford / Shoreham)	Most frequent station used is Eynsford (n=41)	Most frequent station used is Otford (n=48)	Most frequent station used is Shoreham (n=48)
Takes me where I need to go	83%	67%	75%
Distance from home to a rail station	37%	50%	25%
Frequency of the service	12%	29%	25%
Speed of journeys	2%	6%	13%
Physical comfort of the train	10%	6%	4%
Can easily get dropped off at a rail station	5%	6%	6%
Can drive to and park at a rail station	7%	2%	6%
Helping the environment by not using a car	2%	4%	6%
Don't have access to other forms of transport	10%	0%	2%
Price of using the train	0%	6%	4%
Feelings of personal safety on train	5%	4%	2%
Reliability of journeys	0%	0%	4%
Another reason	20%	8%	13%

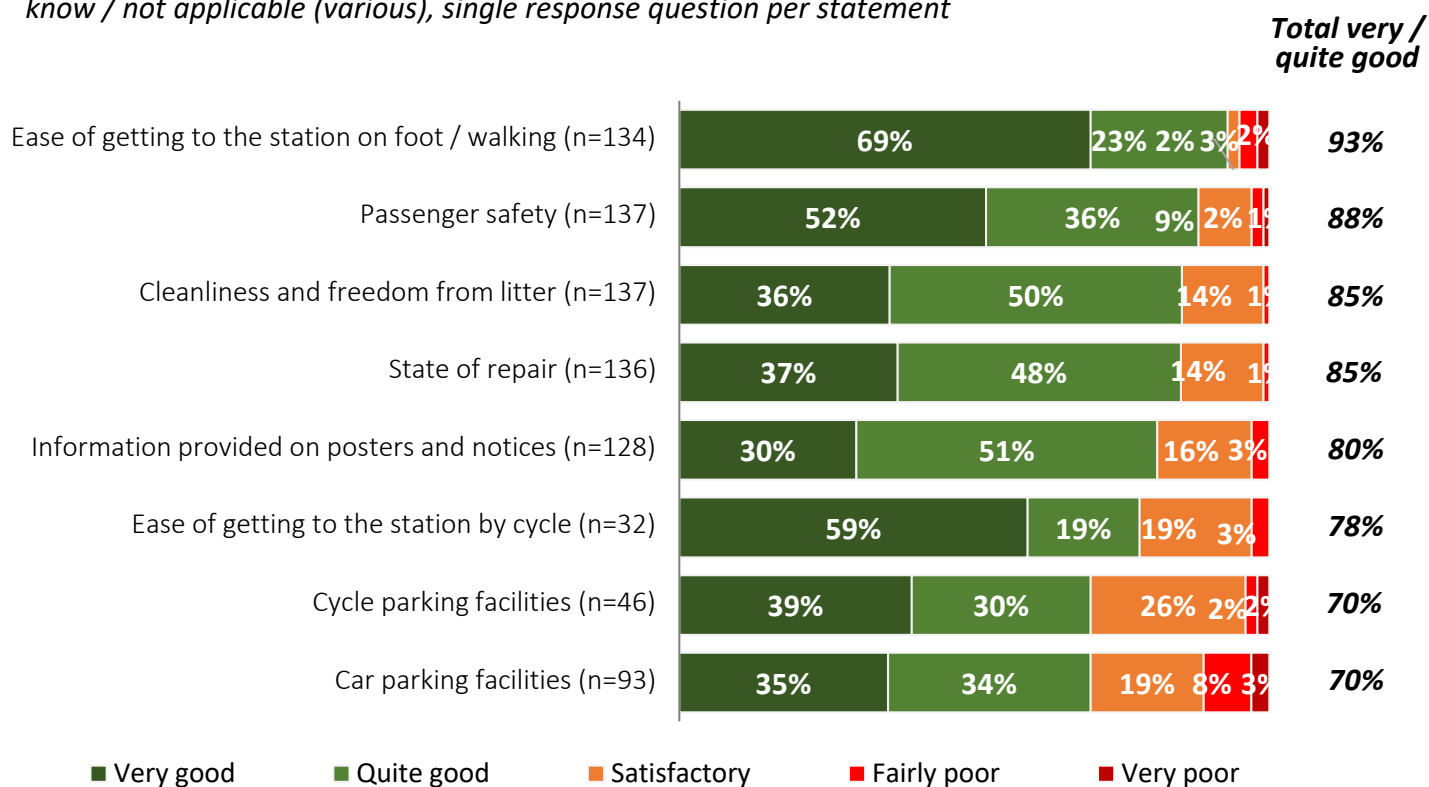
DVCRP RAIL USERS ONLY - PERCEPTION OF DVCRP STATION FACILITIES

All DVCRP rail users were asked to indicate to evaluate the station they use most frequency on a semantic five point scale. For the purpose of comparison and the range of facilities included, 'don't know' ratings have been excluded from the results presented.

Overall ratings across all facilities tested are high, but notably for ease of getting to the station on foot / walking (93% rating very / quite good), passenger safety (88% rating very / quite good) and ease of getting to the station by cycle (78% rating very / quite good).

For the remaining facilities, the proportion rating them as very good is under half and represent potential areas of improvement – cleanliness and freedom from litter (36%), state of repair (37%) information provided on posters and notices (30%), cycle parking facilities (39%) and car parking facilities (35%).

Still thinking about this train station (MOST FREQUENT STATION USED Eynsford / Otford / Shoreham), how would you rate it on each of the following....? *Base: all answering excluding don't know / not applicable (various), single response question per statement*



Whilst high ratings are evident across all stations:

- The proportion rating passenger safety as very / quite good is lowest amongst those who use Shoreham station most often (81%).
- The proportion rating cleanliness and freedom from litter as very / quite good is lowest amongst those who use Shoreham station most often (77%).
- The proportion rating information provided on posters and notices as very / quite good is lowest amongst those who use Shoreham station most often (68%).

% very good / quite good	Most frequent station used is Eynsford	Most frequent station used is Otford	Most frequent station used is Shoreham
Ease of getting to the station on foot / walking	98%	89%	91%
Passenger safety	90%	94%	81%
Cleanliness and freedom from litter	85%	94%	77%
Information provided on posters and notices	85%	85%	71%
State of repair	85%	88%	81%

* Base sizes too small to report 'cycle parking facilities', 'ease of getting to the station by cycle' and 'car parking facilities' by station.

DVCRP RAIL USERS ONLY - PERCEPTION OF DVCRP TRAIN JOURNEYS

All DVCRP users were asked to indicate to evaluate their journeys on board trains from their most frequently used station they on a semantic five point scale. For the purpose of comparison and the range of facilities included, 'don't know' ratings have been excluded from the results presented.

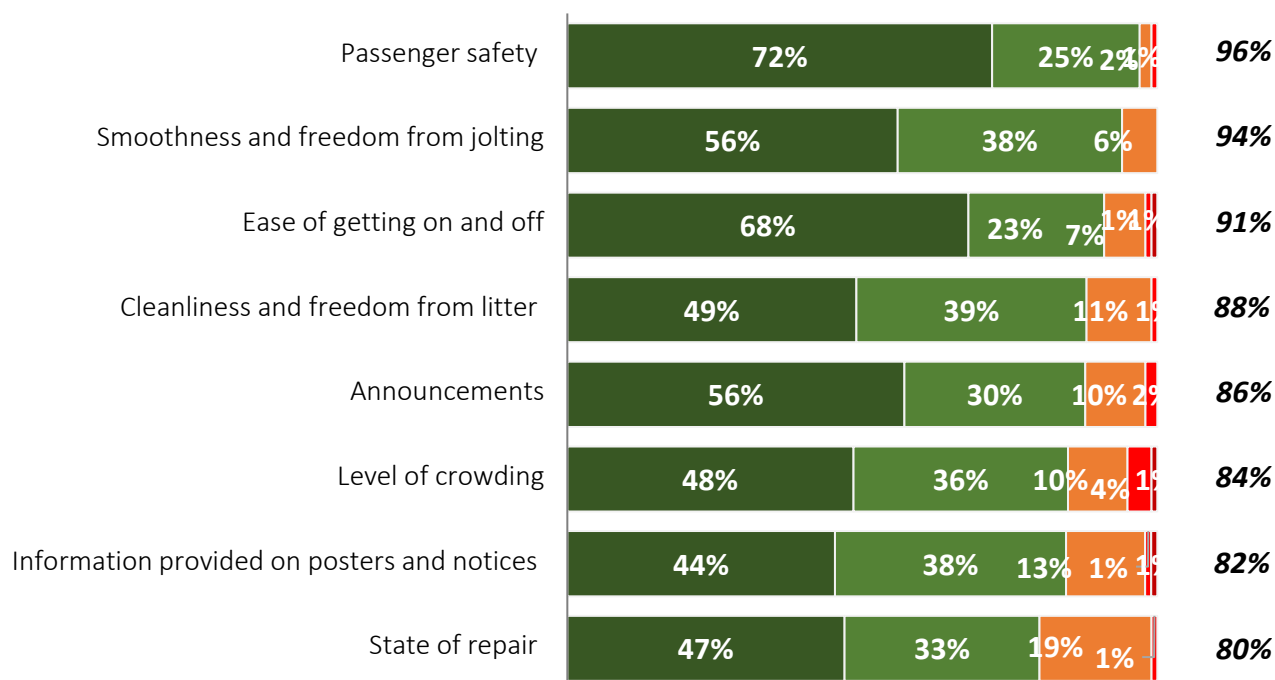
Overall ratings across all elements tested are high, but notably for passenger safety (96% rating very / quite good) and ease of getting on and off (90% rating very good / quite good). Overall ratings for smoothness and freedom from jolting is also high (94% rating very / quite good) but with comparably fewer very good ratings.

Overall ratings for the remaining elements are strong but with comparably fewer very good ratings and represent potential areas of improvement – announcements (56%), level of crowding (48%), information provided on posters and notices (44%) and state of repair (47%).

Thinking about your journeys on boards trains from (MOST FREQUENT STATION USED Eynsford / Otford / Shoreham), how would you rate it on each of the following.....?

Base: all answering (137), single response question per statement

Total very / quite good



■ Very good
 ■ Quite good
 ■ Satisfactory
 ■ Fairly poor
 ■ Very poor
 ■ Don't know / not applicable

Whilst high ratings are evident across all stations:

- The proportion rating cleanliness and freedom from litter as very / quite good is lowest amongst those who use Eynsford station most often (78%).
- The proportion rating level of crowding as very / quite good is lowest amongst those who use Eynsford station most often (73%).
- The proportion rating information provided on posters and notices as very / quite good is lowest amongst those who use Eynsford station most often (71%).
- The proportion rating state of repair as very / quite good is lowest amongst those who use Eynsford station most often (71%).

% very good / quite good	Most frequent station used is Eynsford (n=41)	Most frequent station used is Otford (n=48)	Most frequent station used is Shoreham (n=48)
Passenger safety	95%	98%	96%
Smoothness and freedom from jolting	93%	96%	94%
Ease of getting on and off	95%	92%	88%
Cleanliness and freedom of litter	78%	94%	90%
Announcements	73%	96%	88%
Level of crowding	73%	85%	92%
Information provided on posters and notices	71%	88%	85%
State of repair	71%	88%	81%

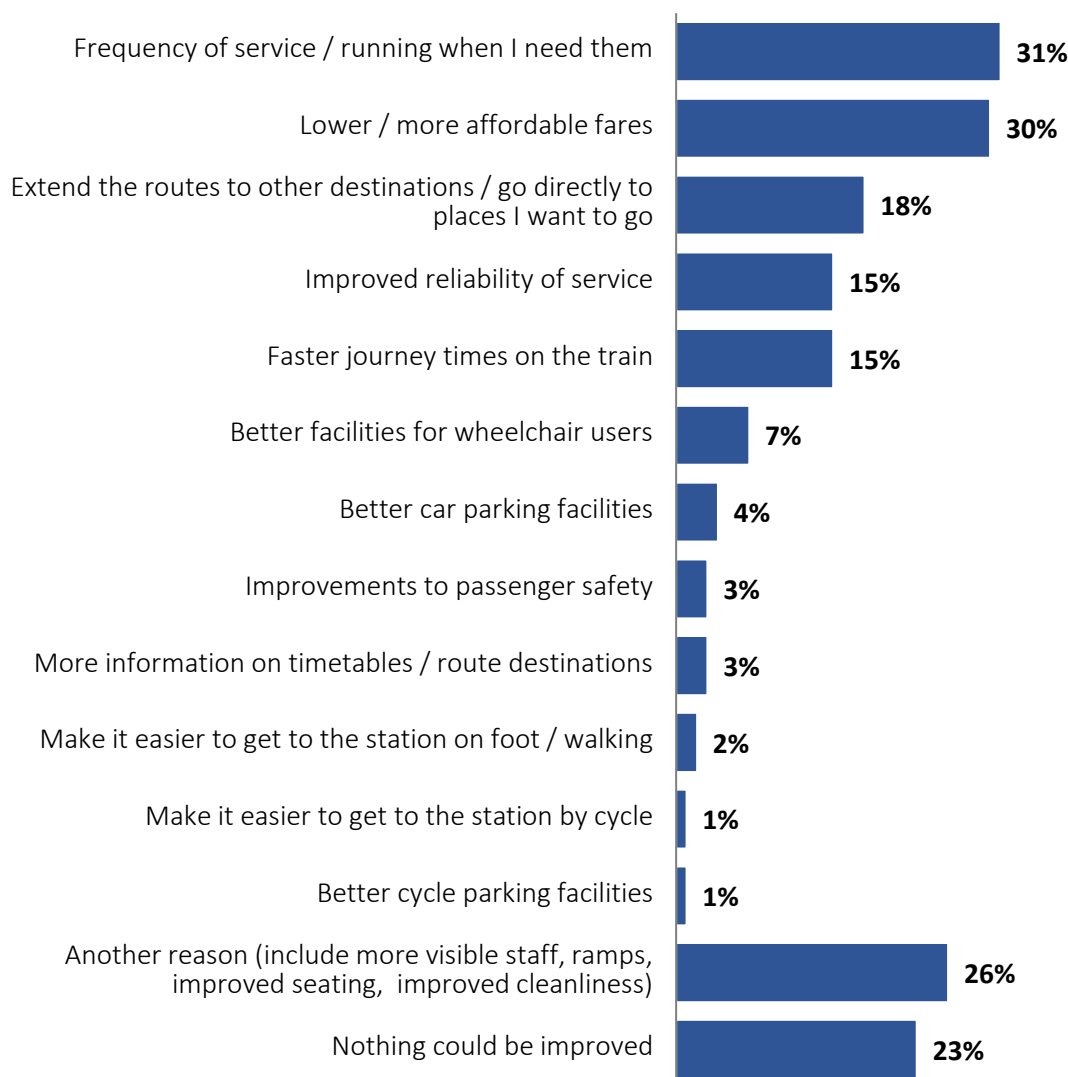
DVCRP RAIL USERS ONLY - MAIN WAYS LOCAL RAIL SERVICE COULD BE IMPROVED

From a prompted list of potential improvements, DVCRP rail users were asked to indicate how the local rail service could be improved (with the option of selecting more than one improvement).

Of the prompted reasons posed, the most popular improvements are service frequency / running when they need them (31%) and lower / more affordable fares (30%). The proportion selecting station specific improvements are low in comparison but the majority of other suggestions made include more visible staff, ramps, improved seating and improved cleanliness.

In which, if any, of the following ways could the local rail service be improved?

Base: all answering (137), multiple response question



There are a couple of differences in response by most frequent station used:

- A higher proportion of Eynsford users selected frequency of service (41%), lower / more affordable fares (37%) and extended routes (29%).
- A higher proportion of Shoreham users selected faster journey times on the train (19%).

% main ways local rail service could be improved	Most frequent station used is Eynsford (n=41)	Most frequent station used is Otford (n=48)	Most frequent station used is Shoreham (n=48)
Frequency of service / running when I need them	41%	29%	25%
Lower / more affordable fares	37%	25%	29%
Extend the routes to other destinations / go directly to places I want to go	29%	8%	17%
Improved reliability of service	17%	17%	13%
Faster journey times on the train	17%	8%	19%
Better facilities for wheelchair users	15%	2%	4%
Better car parking facilities	15%	0%	0%
Improvements to passenger safety	2%	4%	2%
More information on timetables / route destinations	5%	2%	2%
Make it easier to get to the station on foot / walking	5%	2%	0%
Make it easier to get to the station by cycle	0%	0%	2%
Better cycle parking facilities	2%	0%	0%
Another reason	22%	27%	27%
Nothing could be improved	17%	23%	29%

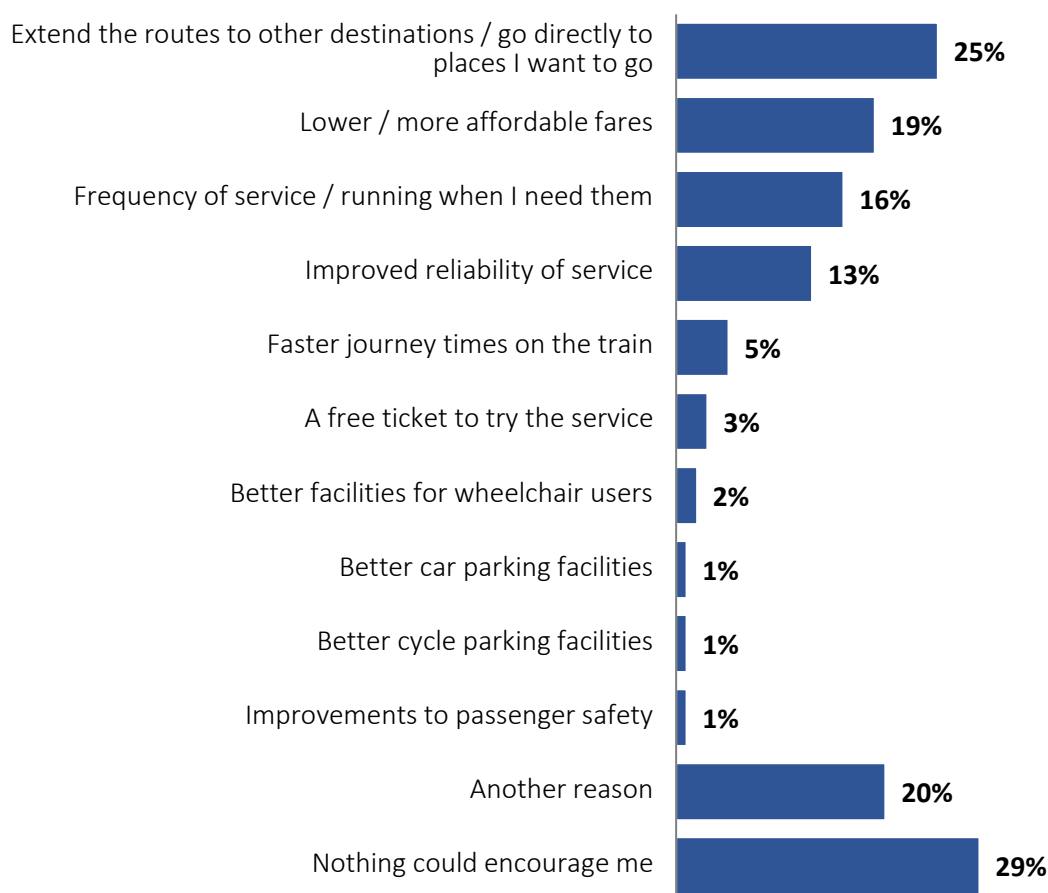
NON-DVCRP RAIL USERS ONLY – AREAS THAT WOULD ENCOURAGE LOCAL TRAIN TRAVEL

From a prompted list of potential areas, non DVCRP rail users were asked to indicate whether anything would encourage them to try local train travel (with the option of selecting more than one area).

29% indicated nothing would encourage them. Of the prompted reasons posed, the most popular changes would be extending the routes to other destinations (25%), lower / more affordable fares (19%) and service frequency / running when they need them (16%). The proportion selecting station specific improvements are low in comparison but the majority of other suggestions made include more visible staff, ramps, improved seating and improved cleanliness.

Which, if any, of the following could encourage you to try local train travel?

Base: all answering (96), multiple response question

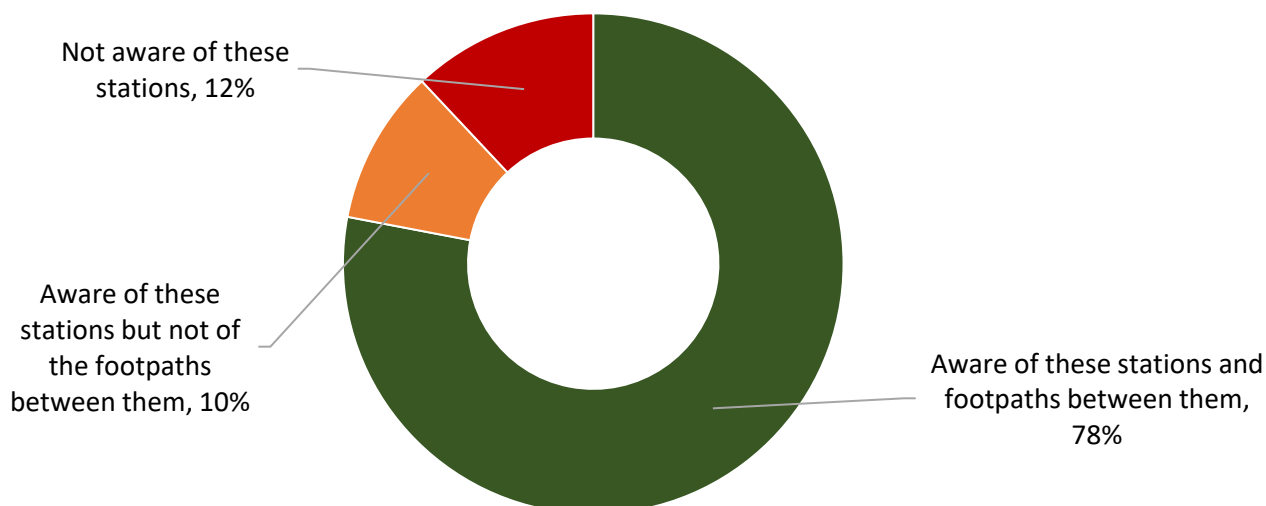


AWARENESS OF FOOTPATHS BETWEEN EYNSFORD, OTFORD AND SHOREHAM TRAIN STATIONS

All respondents were asked whether they were aware that it is possible to walk using footpaths between the three DVCRP rail stations.

Over three quarters (78%) indicated they are aware of the stations and the footpaths between them. 10% are aware of the stations but not the footpaths in between them. 12% indicated they aren't aware of the stations.

Are you aware that you can walk using footpaths between Eynsford, Otford and Shoreham local train stations? Base: all answering (233), single response question



Awareness is comparably lower amongst those aged 16-34 to older age groups.

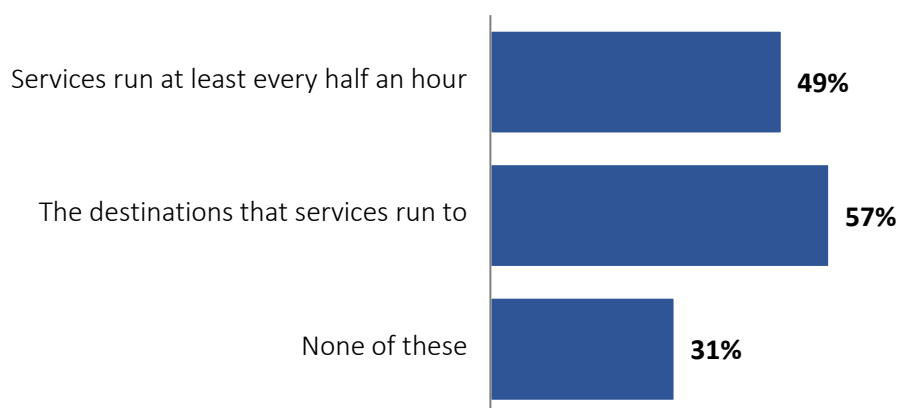
% awareness of footpaths between local train stations	Male (n=83)	Female (n=150)	Aged 16-34 (n=36)	Aged 35-54 (n=70)	Aged 55+ (n=127)
Aware of these stations and footpaths between them	71%	81%	53%	71%	88%
Aware of these stations but not of the footpaths between them	12%	9%	17%	10%	8%
Not aware of these stations	17%	10%	31%	19%	4%

AWARENESS OF SERVICE FREQUENCY AND SERVICE DESTINATIONS

All of those who indicated they are aware of DVCRP rail services were asked if there were aware of the service frequency and destinations offered.

Just under half (49%) are aware that services run at least half an hour and 57% are aware of the destination that service run to. 31% indicated they are not aware of either of these elements.

Are you aware of the following at (Eynsford / Otford / Shoreham) train station? Base: all aware of DVCRP rail services (113), single response question

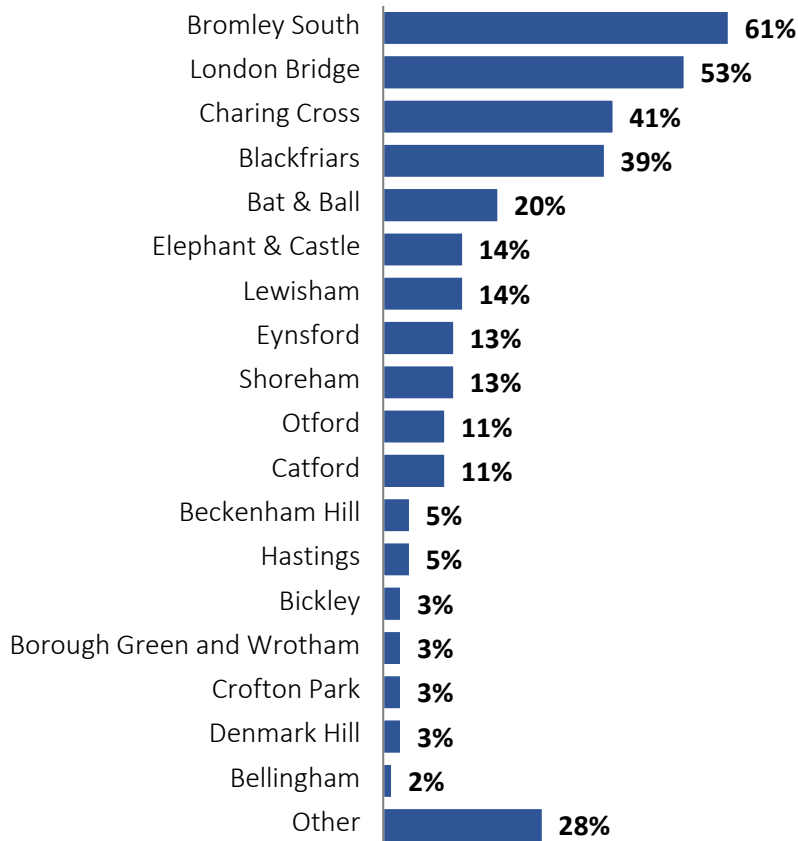


Awareness of service frequency and service destinations is higher amongst those who live in London compared to those who live in other areas of Sevenoaks / other areas of Kent.

% awareness of service frequency and rail destinations	Live in other areas of Sevenoaks / other area of Kent (n=55)	Live in London (n=30)
Services run at least every half an hour	40%	57%
The destinations that services run to	53%	60%
None of these	36%	20%

A range of service destinations were provided when prompted to those who claimed they were aware. The most common are Bromley South (61%), London Bridge (53%), Charing Cross (41%) and Blackfriars (39%).

Which destinations can you think of that services run from (Eynsford / Otford / Shoreham) train station? Base: all answering (64), single response question



Sevenoaks Town Council
Finance & Delivery Committee – 1st September 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 regarding potential concession for Café on the Vine. See update at Agenda Item 18

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
4.	54 F&GP 22.04.24 447 F&D 25.11.24 Extra Ord Council 24.08.26	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. Verbal Update
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

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
				consultation page published on Town Council website as follows: Proposed Corner Protection locations - Sevenoaks Town Council Key promotional activities deferred until after 11th December 2025 in order to not to divert attention from the District Council's Local Plan consultation, after which Councillors will be asked for their support in delivering surveys to affected roads. Survey to remain open until 31st January 2026 and final decision on whether to pursue the proposed locations via formal TRO will be made by full Council. 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.

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
				Update 24th August 2026: Drawings are still awaited from KCC's Design team. STC has been advised that the team has a significant backlog due to change in contractor.
6.	39 F&D 14.04.25 307 F&D 01.09.25	Greatness Recreation Ground Community & Football Pavilion	<i>Ongoing</i>	RESOLVED that: 1) Following notification of successful Football Foundation grant, Sevenoaks Town Council to sign the JCT Contract for the construction of a community sports pavilion at Greatness Recreation Ground, subject to final details being presented to a one topic meeting of the Finance & Delivery Committee. 2) An agreement be prepared between Sevenoaks Town Football Club (STFC) and Sevenoaks Town Council (STC) to cover arrangements for the partnership project including: a. Project management procedures b. Finance management procedures c. Cash flow d. Agreement with Football Foundation e. Ownership of building and leasing arrangements. 3) To proceed with the Option to Tax for the Greatness Pavilion to maximise VAT recovery. 4) To Notify HMRC in writing to formally opt for VAT treatment. RESOLVED: That £133,600 be allocated from Community Infrastructure Levy funds to the Greatness Recreation Ground Pavilion Project, to reinstate the following identified environmental measures, thereby ensuring the pavilion delivers on both its community and environmental objectives: • Air Source Heat Pump – £60,000 • Living Green Wall (external walls) – £51,600 • Photovoltaic (solar) system – £22,000 Construction of the new Community Sports Pavilion at Greatness Recreation Ground has begun. At a Sod Cutting Ceremony on Tuesday 28 October, the project team came together to celebrate the start of the build.

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
	506 F&D 24.11.25			RESOLVED: That the contract payment schedule for the Greatness Pavilion project be received and approved. Building project progressing ahead of schedule.
	44 F&D 20.04.26	Landscaping and Ancillary Facilities		RESOLVED that Sevenoaks Town Council proceeds using £65,000 CIL funding and £100,000 from Capital Receipts Earmarked Reserve, for: 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
	Update 08.06.26			*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.
	Update 20.07.26			A Variation of Condition application (reference <u>26/01413/CONVAR</u>) 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		RESOLVED: 1) Sevenoaks Town Council continue where possible to negotiate with SDC and prepare required information, including Market

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
		- Transfer of Assets Update		Value Reports if required for the following asset transfers – Hollybush Recreation Ground, Horse Field Bradbourne Vale Road, Land on High Street & Market Rights, St James Car Park, St John's Hill Car Park. 2) To continue with public consultation to demonstrate support for requests for transfer of community assets to Sevenoaks Town Council. 3) For Town Councillors to consider following receipt of public consultation and any criteria update which assets to submit Expressions of Interest to SDC for Tranche 2 (1st September 2025) RESOLVED that Sevenoaks Town Council: 1. strongly confirms its preference for the transfer of the Freehold of the Stag rather than a lease 2. submits Expressions of Interest for Bradbourne Lakes and The Shambles in SDC Tranche 2 3. continues to review appropriate assets which should be transferred to the local council – noting that these negotiations may need to be required to take place with the new shadow Unitary Council. 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. RESOLVED: Sevenoaks Town Council have serious concerns about Sevenoaks District Council's
	292 Council meeting 01.09.25			
	383 F&D 29.09.95			
	36 F&D 20.04.26			

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
	140 F&D 08.06.26	Local Government Organisation, Community Asset Transfer Of The Stag		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 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

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
	171 15.06.26 Extra Ordinary meeting of 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. 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.
	239 F&D 20.07.26 & 249 20.07.26 Council			STAG COMMUNITY ARTS CENTRE The Council noted the latest position in relation to negotiations with Sevenoaks District Council regarding the Town Council's Community Asset Transfer request for the Stag Freehold, including the advice received from King's Counsel, and proposed next steps.
	267 27.07.26 Extra Ord Council			COMMUNITY ASSET TRANSFER - STAG COMMUNITY ARTS CENTRE The Council received and noted an update on the legal correspondence with Sevenoaks District

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
	284 10.08.26 Extra Ord Council			Council regarding the Community Asset Transfer of the Stag freehold, noting that a response was awaited from the District Council. COMMUNITY ASSET TRANSFER - THE STAG Town Councillors noted the recent correspondence between Warners Solicitors on behalf of Sevenoaks Town Council and Sevenoaks District Council legal department. Town Councillors were disappointed that the District Council had not agreed to the numerous requests for negotiations and conversations regarding the concerns surrounding the Community Asset Transfer of the Stag. Also, that formal legal requests for mediation to date had been rejected. It was RESOLVED unanimously but with regrets that such action is necessary to proceed with legal action in relation to the Sevenoaks District Council's decision for the Community Asset Transfer of the Stag Community Arts Centre. See Agenda Item 11
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. Minibus delivered 13.08.26
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

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
	42 F&D 20.04.26			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 drawings before it can submit the final amended plans.

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
				The next hurdle after the application is validated by SDC is whether it will be deemed acceptable in planning terms and granted. Update 24th August 2026: The planning application was validated on 6th August 2026. Decision is due 30th September, however, due to the below-detailed objections, this is likely to be delayed. SDC's Environmental Protection Officer has raised concern that the tower heights will not be exactly the same as existing, which would result in a change in lightspill. A further proposed elevation drawing has been submitted, with explanation that the towers will be installed as per existing height. A mix of 15m and 13.5m high towers will be installed, depending on site level and existing height. SDC hasn't published this on the Portal yet; when they do, it will likely be considered an amendment which will trigger a second consultation and delay decision. The Tree Officer has raised an objection on the grounds that they require evidence that veteran trees won't be affected. At a minimum, this requires a qualified arboriculturist to plot the column locations in relation to veteran trees and their Root Protection Areas and buffer zones. If the columns fall within either area, a full Arboricultural Impact Assessment will also be required.
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. Update 24th August 2026: A representative of SCAN has been in contact with STC (via Planning Committee Clerk), offering to seek grant funding for this. He has been invited to present to a future Community Asset (Open Spaces) Committee to discuss this.
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

Sevenoaks Town Council
Finance & Delivery Committee – 1st September 2026

Item	Minute No	Item	Status	Latest update
				streetlight with the resident within whose property the streetlight stands. The streetlight at Heathfield Road is being replaced on 2 nd October.
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. The telephone changeover will be on 6/7 th September.