

Tuesday, 6 October 2026

You are hereby summoned to attend a meeting of the **Finance & Delivery Committee** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG** on **Monday, 12 October 2026 at the conclusion of the Town Council meeting, which commences at 7pm..**

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note 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	

PUBLIC QUESTIONS

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).

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

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

3. DECLARATIONS OF INTEREST

To receive any declarations of pecuniary or non-pecuniary interests from members in respect of items on the agenda.

4. MINUTES OF PREVIOUS MEETING - 1ST SEPTEMBER 2026

To approve and sign the minutes of the previous meeting as a true and correct record.

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

Statement of Accounts

To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 31st August 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 Supplier's Accounts

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

5.2 List of Payments

To note list of payments for:

- Sevenoaks Town Council Nat West Account: 1st to 31st August 2026
- Mayor's Charity Account: 1st to 31st August 2026 - None

5.3 Payroll Account

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

5.4 Petty Cash Account

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

5.5 Hospitality and Gifts Register

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

6. CONCLUSION OF AUDIT 2025/2026

To note conclusion of Audit, year ended 31st March 2026, including:

- Completion Letter
- Certified Annual Governance & Accountability Return 2025/2026
- Notice of Conclusion of the Audit

7. ASSERTION 10 - DATA PROTECTION TRAINING

To note Assertion 10 of the Annual Governance Return requirement for councillors to undertake data protection training.

8. PUBLIC WORKS LOAN BOARD UPDATE: STAG COMMUNITY ARTS CENTRE

To consider update report and recommendations.

9. RECOMMENDATIONS FROM THE COMMUNITY ASSETS (OPEN SPACES) COMMITTEE: FEES & CHARGES 2027/2028

- To receive and note the following recommendation from the Community Assets (Open Spaces) Committee held on 28.09.2026:

***383 DRAFT PROPOSED CHARGES FOR 2027-2028** The Committee received the Responsible Finance Manager's Budget Report and draft proposed charges for 2027-2028 in relation to Greatness Cemetery, Sports Facilities and other General Fees and Charges. Proposed changes were made utilising current inflation figures; it was noted that this may be amended to reflect inflation figures at the time of adoption by the Finance & Delivery Committee.

RESOLVED: To RECOMMEND to the Finance & Delivery Committee that the attached Fees and Charges be adopted with possibility of adapting figures to reflect future rate of inflation.*

- To note the recommendation being considered at the following Agenda Item, that the Fees and Charges increase be 4% to take into account future inflation which is expected to be high.

10. REVIEW OF FEES & CHARGES 2027/2028

To review the Town Council's charges with an increase of 4% (rounded to nearest £) for 2027/2028 in relation to:

1. Hire of the Council Chamber & House in the Basement
2. Charges for the Bat & Ball Centre
3. Charges for the Bat & Ball Station
4. Charges for the Business Hub
5. Sports Facilities Charges
6. Greatness Park & Cemetery
7. General Open Spaces Fees & Charges

8. Market Fees & Charges

9. MUGA Charging and Non Charging Schedule

11. DRAFT REVENUE ESTIMATES 2027/2028

To receive and consider year end forecast and Draft Revenue Estimates 2027/2028.

12. SEVENOAKS LIBRARY OF THINGS

To consider the report and recommendation that the Town Council enter into a partnership with SCAN for the Library of Things.

13. MINUTES OF TOWN TEAM MEETING

To receive and note the minutes of the Town Team Meeting held on 30th September 2026.

14. MINUTES OF ARTS & CULTURE WORKING GROUP

To receive and note the minutes of the Arts & Culture Working Group held on 23rd June 2026.
(NB: full version including 4 appendices circulated separately)

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

To receive and note the response to the consultation submitted under delegated powers (*Minute 328, F&D 01.09.26 refers*) by the Town Clerk, Chair and Vice-Chair of the Finance & Delivery Committee.

16. PRESS RELEASE

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

APPENDIX I — Public Documents

4. MINUTES OF PREVIOUS MEETING - 1ST SEPTEMBER 2026

Agenda Item 4 - 2026-09-01 - Finance _ Delivery Committee - Draft Minutes (2).pdf

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

Agenda Item 5 - RFO Report - Aug 26.pdf

Agenda Item 5i- Income & Expenditure - Aug 26.pdf

Agenda Item 5ii - Variance Analysis Aug 2026.pdf

Agenda Item 5iii - Aug 2026 Fund Balances.pdf

Agenda Item 5iv - Balance Sheet as at 31_08_2026.pdf

Agenda Item 5v - Earmarked Reserves (12).pdf

Agenda Item 5vi - Stat Income & Expenditure - Aug 26.pdf

5.1 Supplier's Accounts

Agenda Item 5.1 - August Purchase Ledger.pdf

5.2 List of Payments

Agenda Item 5.2 - August NatWest.pdf

5.3 Payroll Account

Agenda Item 5.3 - August Payroll.pdf

5.4 Petty Cash Account

Agenda Item 5.4 - August Petty Cash.pdf

6. CONCLUSION OF AUDIT 2025/2026

Agenda Item 6i - Sevenoaks Town Council - Completion letter (ID 3208125).pdf

Agenda Item 6ii - Sevenoaks Town Council - REVIEWED AGAR 2025_26 (ID 3208124).pdf

Agenda Item 6iii - Audit Completion Notice.pdf

8. PUBLIC WORKS LOAN BOARD UPDATE: STAG COMMUNITY ARTS CENTRE

Agenda Item 8 - PWLB Report - The Stag.pdf

10. REVIEW OF FEES & CHARGES 2027/2028

Agenda Item 10a - 4% Chamber & HitB Fees and Charges 01.04.2027 to 31.03.2028.pdf

Agenda Item 10b - 4% B and B Centre Charges 2027.pdf

Agenda Item 10c - 4% B and B Station Charges 01.04.2027 to 31.03.2028.pdf

Agenda Item 10d - 4% Business Hub Charges 01.04.2027 to 31.03.2028.pdf

Agenda Item 10e - 4% Sports Facilities Charges 01.04.2027 to 31.03.2028.pdf

Agenda Item 10f - 4% Cemetery Charges 01.04.2027 to 31.03.2028.pdf

Agenda Item 10g - 4% General Fees and Charges 01.04.2027 to 31.03.2028.pdf

Agenda Item 10h - 4% Market Fees and Charges 01.04.2027 to 31.03.2028.pdf

Agenda Item 10i - 4% MUGA Charging and Non Charging Schedule 01.04.2027 to 31.03.2028.pdf

11. DRAFT REVENUE ESTIMATES 2027/2028

Agenda item 11 - Draft Revenue Estimates 2027-28.pdf

Agenda Item 11i - Budget and end of year forecast.pdf

12. SEVENOAKS LIBRARY OF THINGS

Agenda Item 12 - Sevenoaks Library of Things.pdf

13. MINUTES OF TOWN TEAM MEETING

Agenda Item 13 - 2026 09 30 - TT draft minutes.pdf

14. MINUTES OF ARTS & CULTURE WORKING GROUP

Agenda Item 14 - 2026-06-23 -MINUTES- Arts & Culture Working Group.pdf

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

Agenda Item 15 - Best Value Consultation Response.pdf

Sevenoaks Town Council
Minutes of Finance & Delivery Committee – 1st September 2026
Held in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://www.youtube.com/@sevenoakstowncouncil1647>

Meeting commenced: 20:10 Meeting Concluded: 21:18

Present: Councillors Wightman (**Chair**), Ancrum, Daniell (Deputy Leader), Shea (Leader & Vice-Chair), Skinner OBE

Apologies: Councillor Dr Dixon

Substitute: Cllr Michaelides for Cllr Dr Dixon

Also present: Councillor Dr Canet, Town Clerk/Chief Executive, Deputy Town Clerk & Responsible Finance officer, Senior Committee Clerk.

Members of the Public Present: None

PUBLIC QUESTIONS

There were no public questions.

315 APOLOGIES FOR ABSENCE

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

316 REQUESTS FOR DISPENSATIONS

Noted that all Councillors who were also Stag Trustees had a pre-approved dispensation, reference Minute 325 below insofar as it related to the Community Asset Transfer request for the Stag freehold.

317 DECLARATIONS OF INTEREST

The Town Clerk declared a non-pecuniary interest in respect of Agenda Item 12 (Grant Applications), insofar as it related to the grant application from Sevenoaks PHAB.

Cllr Shea declared that she had been lobbied in respect of Agenda Item 12 (Grant Applications), insofar as it related to the grant application from Sevenoaks Library of Things.

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

318 MINUTES OF FINANCE & DELIVERY COMMITTEE

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

319 FINANCE REPORTS – JULY 2026

319.1 Statement of Accounts

The Committee received and considered the Statement of Accounts and Responsible Finance Officer's report for the month ended 31st July 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 July 2026, total gross invoices £257,419.49.

List of Payments

- Sevenoaks Town Council Nat West Account: 1st to 31st July 2026, total £381,702.53.
- Mayor's Charity Account: 1st to 31st July 2026, total £30.

Payroll Account

- 1st to 31st July 2026, total £108,032.85.

Petty Cash Account

- 1st to 31st July 2026, total payments £695.53.

It was noted that the year-to-date position at the end of July 2026 showed a surplus of £22,042.

Key variances to date included:

- Cemetery Income was approximately £12k above budget year to date
- Establishment, Legal Expenses was £15,374 over the annual budget due to the work with Kings Counsel
- Council Offices income was favourable at £4,441 above budget year to date
- Bat & Ball Centre income was £12k under budget year to date

It was also noted that, at the request of the Sevenoaks District Council Conservation Officer as part of the planning application process, a conservation report had been undertaken for the war memorial at a cost of £875. Funds had not yet been allocated. Councillors

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

welcomed the £2,000 contribution to the refurbishment works for the war memorial from Cllr Richard Streatfeild, Kent County Council, from his Members Grant budget.

Community Asset Transfer of the Stag

All costs associated with the legal action in respect of the Community Asset Transfer of the Stag would be recorded transparently under Legal Cost Centre 31. These costs would impact the Council's overall year-end financial position. Once the final costs and year-end position were known, Council would determine the appropriate source of funding, which may include the year-end revenue position, contingency, earmarked reserves or other available reserves.

RESOLVED that

- 1) the Management Accounts 1st to 31st July 2026 be received and accepted
- 2) The allocation of £875 for the war memorial conservation report from the Development Fund 2025-26 be approved
- 3) The potential impact of costs associated with the legal action in respect of the Community Asset Transfer of the Stag on the Council's overall year-end financial position be noted.

319.2 Hospitality & Gift Register

The following Hospitality or Gift received by Councillors or staff for the period 1st to 31st July 2026 was noted.

Date of Offer	To	Accepted / Declined	From	For	Estimated Value
17.07.26	Cllr Shea	Accepted	Improbable Theatre	Tickets for performance at Soho Theatre	£50

320 FINANCE REPORTS – JUNE 2026

320.1 Statement of Accounts

The Committee received and considered the Statement of Accounts and Responsible Finance Officer's report for the month ended 30th June 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 30th June 2026, total gross invoices ££263,375.07

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

List of Payments

- Sevenoaks Town Council Nat West Account: 1st to 30th June 2026, total £372,256.92.
- Mayor's Charity Account: 1st to 30th June 2026 - None

Payroll Account

- 1st to 30th June 2026, total £92,664.96.

Petty Cash Account

- 1st to 30th June 2026, total payments £364.99.

It was noted that the year-to-date position at the end of June 2026 showed a surplus of £36,469.

RESOLVED that the Management Accounts 1st to 30th June 2026 be received and accepted

320.2 Hospitality & Gift Register

It was noted that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 30th June 2026.

321 CONCLUSION OF AUDIT 2025-26: REPORT NOT YET RECEIVED

It was noted that the Conclusion of Audit report had not been received in time for this meeting and would be considered at the next meeting of this Committee.

322 RUGBY CLUB LEASE: RENT REVIEW

Sevenoaks Town Council granted a lease of land at Knole Paddock to Sevenoaks Rugby Club for a term of 25 years expiring on 24 December 2044. The current annual rent payable under the lease is £3,750. In accordance with the provisions of the lease, the first rent review falls due on 25 December 2026.

Councillors considered the lease and felt that the rent payable should be in keeping with other similar Town Council sports facilities.

RESOLVED:

- 1) To note that the first rent review under the Sevenoaks Rugby Club lease of land at Knole Paddock is due on 25 December 2026
- 2) That the annual rent payable for the Sevenoaks Rugby Club lease of land at Knole Paddock be a peppercorn rent for the next 5 years with effect from 25th December 2026.

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

323 ADDITIONAL LAND AT LONGSPRING WOODS

At the previous meeting of this Committee (*Minute 229, F&D 20.07.26 refers*) Councillors considered the purchase of an additional parcel of land available at Longspring Woods.

Following discussion at that meeting of the Town Council's wish to maintain the ancient woodland in perpetuity and consideration of practical issues including maintenance and enabling public access to the site, together with the possibility of the site being leased to a neighbouring resident, it was suggested that Kent County Council be asked about their long-term plans for the adjacent playing field.

Additional information was considered relating to the long-term lease for the adjacent land which should provide protection against potential development.

RESOLVED: That Sevenoaks Town Council does not purchase the land.

324 SEVENOAKS TOWN COUNCIL RISK ASSESSMENT

The Committee received and considered the Town Council's Risk Assessment and noted that there was an Action Plan in place in relation to one risk: Financial Management (risk of County or District Council going bankrupt). The Town Council aimed to control this risk by increasing its revenue reserves by £20,000 per year.

RESOLVED: That Sevenoaks Town Council's Risk Assessment and Action Plan be received and accepted.

325 COMMUNITY ASSET TRANSFER – STAG COMMUNITY ARTS CENTRE

It was noted that at the meeting of the Council immediately prior to this meeting, the Council had RESOLVED that

- 1) Sevenoaks Town Council acquire the freehold of the Stag Community Arts Centre, at the cost of £650,000, the purchase being contingent on a successful community fundraising campaign and satisfactory agreement on heads of terms
- 2) That authority be delegated to the Town Clerk in consultation with the Leader of the Council to begin negotiations with Sevenoaks District Council

It was also noted that the Town Council had previously Resolved that if the Freehold could not be negotiated it would opt for the 30-year lease, even noting all the [difficulties relating to this](#).

The Finance & Delivery & Delivery Committee noted that it was agreed that the purchase price would be met as follows:

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

Public Works Loan	£350,000
Town Council Capital Reserves	£200,000
Community Fundraising target	£100,000
Total	£650,000

This model included that the annual payment of the Public Works Loan would be met by the £27,000 previously paid in an annual grant to the Stag and would not therefore result in an increase to the precept.

RESOLVED to note:

- 1) the decision by Sevenoaks Town Council to acquire the freehold of the Stag Community Arts Centre, at the cost of £650,000, the purchase being contingent on a successful community fundraising campaign and satisfactory agreement on heads of terms
- 2) that the purchase price would be met as follows:

Public Works Loan	£350,000
Town Council Capital Reserves	£200,000
Community Fundraising target	£100,000
- 3) that an Extra Ordinary meeting of the Town Council would be held on 7th September 2026 to consider the Public Works Loan Board borrowing process.

326 GRANT APPLICATIONS

326.1 Grants Budget 2026-27

The Committee noted the Grants Budget 2026-27 and the balance to date.

326.2 Request to repurpose grant award

In February 2026, the Committee awarded We Are Beams a grant of £1,584 towards the hire of House in the Basement (HitB) for family advice clinics, one day per week for 36 weeks (*Minute 667.2 F&D 23.02.26 refers*). Due to funding difficulties, We Are Beams was unable to continue the service at HitB and asked to use the remaining £1,100 of the grant to support its Cygnet Parenting Programme.

RESOLVED that the remaining unused £1,100 of the grant award to We Are Beams be repurposed towards supporting the Cygnet Parenting Programme, ring fenced for families living with the Sevenoaks Town Council Parish.

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

326.3 Grant Subsidies for free room hire: Sevenoaks Society

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.

RESOLVED: That Sevenoaks Society be added to the approved list of organisations approved to receive grant subsidies for free room hire in 2026-27, to receive one free room hire per year at Bat & Ball Station.

326.4 Grant Applications for Consideration

The Committee considered the grant applications received.

Whilst expressing support for the Sevenoaks Library of Things project, the Committee agreed that they would like more information and asked that the applicants be invited to meet with Town Council representatives to discuss their project further.

It was noted that grant applications received from Sevenoaks Three Arts Festival Young Musician of the Year and Sevenoaks Sea Cadets would be considered at the Youth Services Committee on 23rd September 2026.

RESOLVED that:

- 1) Consideration of the Sevenoaks Library of Things application be deferred and the applicants invited to meet with Town Council representatives to discuss their project further.
- 2) Grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No	Organisation	Purpose of award	Grant Application	Grant Awarded
63	Age UK	To support delivery of information & advice service for older people living in Sevenoaks Town, contributing to staff costs & volunteer expenses.	£2,500	£2,500

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

Grant Ref No	Organisation	Purpose of award	Grant Application	Grant Awarded
68	Baby Umbrella	To provide free specialist 1:1 support from qualified lactation consultants and breastfeeding counsellors.	£1,764	£1,000
45	Hi Kent	Tu run free hearing aid clinics in Sevenoaks Town for another year.	£1,000	£1,000
44	Lewis Project	Annual rental costs of House in the Basement.	£2,740	£2,740
75	PHAB	Contribution to annual rent of hall for weekly club for adults with either learning disability and/or physical disability	£500	£500
11	Sevenoaks Counselling	To subsidise clients unable to afford recommended contribution towards cost of counselling services.	£2,000	£2,000
Total				£9,740

327 DARENT VALLEY COMMUNITY RAIL PARTNERSHIP

RESOLVED to receive and note:

- Darent Valley Community Rail Partnership Annual Report 2026
- Rail Safe Friendly Project Infographic
- Darent Valley Community Rail Perception Survey 2025

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

RESOLVED:

- 1) To note that the Ministry of Housing, Communities and Local Government was seeking views on revised statutory guidance for local and strategic authorities in England to comply with the Best Value Duty
- 2) To note that full details on the consultation were available via the following link, and that the survey will remain open until 11:59pm on 7th October 2026:
([Best Value Duty: consultation on revised statutory guidance - GOV.UK](#))
- 3) That authority be delegated to the Town Clerk, Chair and Vice-Chair of the Finance & Delivery Committee, to compile a response to the consultation by the deadline of 7th

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

October 2026, the response to be submitted to the next meeting of this Committee for information.

329 CURRENT MATTERS

RESOLVED: To receive and note updates to the list of current matters.

330 PRESS RELEASE

RESOLVED: That a press release be issued in respect of the Rugby Club lease rent review and Grants Awarded to local community groups.

331 EXCLUSION OF PUBLIC & PRESS

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

332 CAFÉ ON THE VINE CONCESSION

RESOLVED:

- 1) to receive and note the update report following the tender exercise for the operation of Café on the Vine including the principal terms being discussed with the preferred operator
- 2) to note that authority had been previously delegated to the Town Clerk to progress the Café tender lease

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

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

1. Summary

As at the end of August, the year-to-date position shows a surplus of £22,354.

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

- Bat and Ball Centre: Income is under budget year to date (£17k). Comparing income to the same time last year 2025 - £87,486 – 2026 £63,929. There has been a significant drop in income that will have an adverse effect as the year continues.
- Knole Paddock nominal has exceeded its annual budget by £1,954 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 £17k above budget year to date.
- Establishment: Legal expenses is £29,740 over the annual budget due to the work with the Kings Council.
- Council Offices: Income is approximately £4,000 above projected year to date.
- Bat and Ball Station: Hire income at the Station is approximately £4,500 above projected year to date.

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. Outstanding Debts

There are no outstanding debts.

4. Statutory Balance Sheet

The total assets to end of August 2026 are £2,281,567, this is a decrease of £219,845 from the end of July 2026. Revenue (general) reserves have increased by £312 leaving a balance of £561,221.

Earmarked Reserves have increased by £11,349 since July 26 leaving a balance of £1,450,332.

This includes:

- Payment of £2,790 for two lanterns at Oak Avenue which are the responsibility of STC.
- Payment of £2,000 towards the skate park event from surplus Youth Grant from last year.
- Payment of £109,970 to Longley for Greatness Pavilion.
- Receipt of £31,378 from Football Foundation for Greatness Pavilion.
- Receipt of £10k from STFC for 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:

- Investec – 3 month fixed term (3.7%) - £275,396.99.
- Standard Chartered 6 month fixed term (4.05%) - £516,048.97.
- Santander 9 month fixed term (3.95%) - £390,762.82.

6. Proposed rental of Business Hub

EPP Group has approached Sevenoaks Town Council regarding occupation of a defined office suite at The Hub. Their original proposal is for an enclosed workspace for an initial team of eight, with potential capacity for up to ten workstations. The proposed works include full-height white-framed double-glazed partitioning and matching glazed doors.

The area would remain separate from the shared lounge, pods, meeting room, kitchen and welfare facilities.

EPP has advised that it would design, procure and install the proposed partitioning. Its proposal also includes air-conditioning, with EPP meeting the full cost of the materials and installation. The improvements would remain as a permanent asset of the Council's building following completion.

EPP Group works alongside clients, consultants and building teams to plan, coordinate and deliver commercial construction and interiors projects across London and the South East which is why it is able to deliver the internal fit out works.

Budget Impact

The proposed rental is expected to have a positive impact on the Council’s budget, generating an estimated net benefit of approximately £11,000 per annum. The final financial benefit will be confirmed once the additional costs associated with occupation of the space, particularly increased electricity consumption, can be assessed against the rental income received.



Decision Required

To note that terms are being agreed.

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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	3,299	3,358	59	16,030	16,790	760	40,301		24,271	39.8%	
4270 Employers Pension Contribution	114	125	11	558	625	67	1,500		942	37.2%	
6240 Computer/ Data Base/WP's	55	50	(5)	262	250	(12)	700		438	37.4%	
6630 Professional Fees	129	400	271	448	667	219	800		352	56.0%	
6730 Subscriptions	0	0	0	975	650	(325)	650		(325)	150.0%	
Planning - General :- Indirect Expenditure	3,597	3,933	336	18,272	18,982	710	43,951	0	25,679	41.6%	0
Net Expenditure	(3,597)	(3,933)	(336)	(18,272)	(18,982)	(710)	(43,951)				
<u>20 Community Bus</u>											
5525 Equipment Maintenance	0	0	0	99	0	(99)	0		(99)	0.0%	
5550 Vehicle Expenses	0	0	0	102	0	(102)	0		(102)	0.0%	
5700 Fuel	54	0	(54)	64	0	(64)	0		(64)	0.0%	
6020 Insurance Cost	1,265	0	(1,265)	1,265	0	(1,265)	0		(1,265)	0.0%	
Community Bus :- Indirect Expenditure	1,319	0	(1,319)	1,530	0	(1,530)	0	0	(1,530)		0
Net Expenditure	(1,319)	0	1,319	(1,530)	0	1,530	0				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	319	1,000	681	12,797	14,822	2,025	29,120			43.9%	
1030 Electricity recharge	0	0	0	409	950	541	3,800			10.8%	
1316 Raleys Car Park Permits	235	0	(235)	1,903	1,815	(88)	1,809			105.2%	

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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
1550 Insurance Claims	0	0	0	2,124	0	(2,124)	0			0.0%	
1850 Log Sales	0	0	0	125	0	(125)	815			15.4%	
1853 Adopt a Tree income	0	0	0	0	0	0	108			0.0%	
1990 Other Income	0	48	48	135	144	9	292			46.1%	
O/ Spaces & Leisure - General :- Income	554	1,048	494	17,493	17,731	238	35,944			48.7%	0
4010 Gross Pay	21,177	21,187	11	99,793	105,935	6,142	254,240		154,447	39.3%	
4011 Mileage	86	0	(86)	517	0	(517)	0		(517)	0.0%	
4270 Employers Pension Contribution	1,040	1,366	326	5,011	6,830	1,819	16,430		11,419	30.5%	
5010 Vine Area General Maintenance	0	0	0	505	0	(505)	0		(505)	0.0%	
5013 Graffiti Removal	0	500	500	0	833	833	1,000		1,000	0.0%	
5025 Lower St Johns Toilets	508	1,250	742	4,312	6,250	1,938	15,000		10,688	28.7%	
5026 Greatness Rec Convenience	379	275	(104)	1,966	1,375	(591)	3,304		1,338	59.5%	
5030 St Nicholas Burial Ground	0	0	0	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	2,500	2,500	600	4,167	3,567	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	1,240	0	(1,240)	6,456	2,300	(4,156)	4,600		(1,856)	140.3%	
5110 Knole Paddock & Pavilion	26	373	347	92	1,119	1,027	3,730		3,638	2.5%	
5120 Knole Paddock Pitch & Grnd Mt	76	222	146	4,618	1,110	(3,508)	2,664		(1,954)	173.4%	
5310 Miscellaneous Open Spaces	87	459	372	4,599	2,295	(2,304)	5,512		913	83.4%	
5311 Security Open Spaces	2,949	2,583	(366)	14,553	12,915	(1,638)	31,000		16,447	46.9%	
5316 Skatepark Maintenance	0	167	167	7,050	835	(6,215)	2,000		(5,050)	352.5%	7,050
5317 Raleys Car Park	0	0	0	486	458	(28)	457		(29)	106.3%	

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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
5320 Fertilizers	0	0	0	1,546	575	(971)	2,300		754	67.2%	
5330 Grass Seed	0	1,000	1,000	2,916	2,000	(916)	3,000		84	97.2%	
5340 Plants	123	0	(123)	715	800	85	3,198		2,483	22.4%	
5410 Repairs & General Maintenance	17	154	137	329	770	441	1,845		1,516	17.8%	
5412 Capital Refurbishments	0	0	0	4,000	0	(4,000)	4,000		0	100.0%	
5500 Equipment Hired and New	100	514	414	1,419	2,570	1,151	6,175		4,756	23.0%	
5525 Equipment Maintenance	31	470	439	274	3,293	3,019	8,000		7,726	3.4%	
5550 Vehicle Expenses	0	10,000	10,000	2,238	14,000	11,762	14,000		11,762	16.0%	
5700 Fuel	143	524	381	2,314	2,620	306	6,289		3,975	36.8%	
6011 Electricity	0	583	583	(2,644)	2,915	5,559	7,000		9,644	(37.8%)	
6013 Cleaning	0	54	54	100	270	170	649		549	15.4%	
6014 Water	191	89	(102)	1,186	445	(741)	1,066		(120)	111.3%	
6016 Contractor Payments	0	0	0	73	0	(73)	0		(73)	0.0%	
6101 Telephone	0	13	13	0	65	65	155		155	0.0%	
6104 Mobile Telephone	20	30	10	100	150	50	362		262	27.6%	
6105 Broadband wi-fi service	29	26	(3)	143	130	(13)	319		176	45.0%	
6320 Staff Training	0	0	0	0	500	500	2,000		2,000	0.0%	
6330 Welfare/Hospitality	0	56	56	490	280	(210)	666		176	73.6%	
6635 Professional Fees Licensing	0	27	27	0	135	135	320		320	0.0%	
6730 Subscriptions	0	16	16	437	80	(357)	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	90	90	213		213	0.0%	
6900 Sundry Expenses	0	7	7	0	35	35	86		86	0.0%	
6922 Health&Safety/Risk Assessments	130	142	12	130	710	580	1,700		1,570	7.6%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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
6930 Alarm Maintenance	0	0	0	95	316	221	952		857	10.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	728	800	72	3,198		2,470	22.8%	
6935 Waste Bin Disposal-Waste Bins	585	333	(252)	1,811	1,665	(146)	4,000		2,189	45.3%	
6952 Protective Clothing	315	133	(182)	728	665	(63)	1,600		872	45.5%	
O/ Spaces & Leisure - General :- Indirect Expenditure	29,251	45,071	15,820	169,687	187,523	17,836	427,316	0	257,629	39.7%	7,050
Net Income over Expenditure	(28,697)	(44,023)	(15,326)	(152,194)	(169,792)	(17,598)	(391,372)				
8001 plus Transfer from EMR	0	0	0	7,050	0	(7,050)	0				
Movement to/(from) Gen Reserve	(28,697)	(44,023)	(15,326)	(145,144)	(169,792)	(24,648)	(391,372)				
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	10,103	6,750	(3,353)	50,090	33,750	(16,340)	81,000			61.8%	
O/ Spaces & Leisure - Cemetery :- Income	10,103	6,750	(3,353)	50,090	33,750	(16,340)	81,000			61.8%	0
4010 Gross Pay	9,203	8,970	(233)	42,640	44,850	2,210	107,762		65,122	39.6%	
4011 Mileage	8	0	(8)	49	0	(49)	0		(49)	0.0%	
4270 Employers Pension Contribution	724	833	109	3,503	4,165	662	10,000		6,497	35.0%	
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	75	107	32	622	535	(87)	1,298		676	47.9%	(4,910)
5500 Equipment Hired and New	101	333	232	392	1,665	1,273	4,000		3,608	9.8%	
5525 Equipment Maintenance	2,500	583	(1,917)	5,474	2,915	(2,559)	7,000		1,526	78.2%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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
5700 Fuel	67	83	16	278	415	137	1,000		722	27.8%	
6000 Rent & Rates	884	925	41	4,420	4,625	205	11,100		6,680	39.8%	
6011 Electricity	0	176	176	588	1,235	647	3,000		2,412	19.6%	
6013 Cleaning	60	50	(10)	125	250	125	600		475	20.8%	
6014 Water	0	98	98	197	490	293	1,172		975	16.8%	
6016 Contractor Payments	0	0	0	772	0	(772)	0		(772)	0.0%	
6101 Telephone	151	71	(80)	434	355	(79)	852		418	50.9%	
6104 Mobile Telephone	0	2	2	0	10	10	27		27	0.0%	
6105 Broadband wi-fi service	10	11	1	50	55	5	130		80	38.5%	
6240 Computer/ Data Base/WP's	145	79	(66)	336	395	59	713		377	47.2%	
6320 Staff Training	0	0	0	0	250	250	1,000		1,000	0.0%	
6330 Welfare/Hospitality	0	26	26	191	130	(61)	319		128	60.0%	
6500 Goods for Resale	32	12	(20)	69	60	(9)	135		66	51.2%	
6720 Books and Periodicals	0	54	54	0	54	54	54		54	0.0%	
6730 Subscriptions	0	0	0	220	213	(7)	213		(7)	103.3%	
6802 Trees Plants Turf & Fertilizer	198	0	(198)	973	780	(193)	3,120		2,147	31.2%	
6822 Roads Path & Boundaries	0	0	0	9	436	427	871		862	1.0%	
6832 Lawn/Wall of Remembrance	290	0	(290)	290	32	(258)	128		(162)	226.6%	
6922 Health&Safety/Risk Assessments	354	325	(29)	654	650	(4)	1,300		647	50.3%	
6930 Alarm Maintenance	0	151	151	1,040	755	(285)	1,812		772	57.4%	
6932 Cemetery Security	684	575	(109)	3,422	2,875	(547)	6,900		3,478	49.6%	
6935 Waste Bin Disposal-Waste Bins	281	133	(148)	647	665	18	1,600		953	40.4%	
6952 Protective Clothing	47	61	14	47	305	258	728		681	6.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	15,813	13,658	(2,155)	67,442	69,344	1,902	167,710	0	100,268	40.2%	(4,910)
Net Income over Expenditure	(5,711)	(6,908)	(1,197)	(17,352)	(35,594)	(18,242)	(86,710)				
8001 plus Transfer from EMR	0	0	0	(4,910)	0	4,910	0				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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	(5,711)	(6,908)	(1,197)	(22,262)	(35,594)	(13,332)	(86,710)				
<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	611	566	(45)	3,332	2,830	(502)	6,787		3,455	49.1%	
4270 Employers Pension Contribution	80	70	(10)	413	350	(63)	840		427	49.1%	
5410 Repairs & General Maintenance	0	0	0	422	0	(422)	0		(422)	0.0%	351
6002 QH Allotments Costs	22	0	(22)	588	0	(588)	0		(588)	0.0%	
6014 Water	135	0	(135)	260	253	(7)	1,011		751	25.8%	
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	847	636	(211)	5,015	3,509	(1,506)	8,778	0	3,763	57.1%	351
Net Income over Expenditure	(847)	(636)	211	(4,915)	(3,509)	1,406	1,899				
8001 plus Transfer from EMR	0	0	0	351	0	(351)	0				
Movement to/(from) Gen Reserve	(847)	(636)	211	(4,565)	(3,509)	1,056	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	0	0	0	1,040	1,040	1,040			0.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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
1997 In Bloom Income	0	0	0	200	0	(200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	200	1,040	840	9,040			2.2%	0
6861 Public Clock Maintenance	0	0	0	99	183	84	732		633	13.5%	
6862 Street Lighting	2,790	0	(2,790)	5,731	2,000	(3,731)	9,000		3,269	63.7%	2,790
6865 In Bloom Costs	3,241	4,418	1,177	10,031	12,813	2,782	15,022		4,991	66.8%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	6,031	4,418	(1,613)	15,861	14,996	(865)	24,754	0	8,893	64.1%	2,790
Net Income over Expenditure	(6,031)	(4,418)	1,613	(15,661)	(13,956)	1,705	(15,714)				
8001 plus Transfer from EMR	2,790	0	(2,790)	2,790	0	(2,790)	0				
Movement to/(from) Gen Reserve	(3,241)	(4,418)	(1,177)	(12,871)	(13,956)	(1,085)	(15,714)				
28 O/ Spaces & Leisure-Vine Cafe											
1211 Sale of Goods	7,168	0	(7,168)	31,750	0	(31,750)	0			0.0%	
1213 Event catering	0	0	0	183	0	(183)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	7,168	0	(7,168)	31,933	0	(31,933)	0				0
4010 Gross Pay	3,047	0	(3,047)	13,191	0	(13,191)	0		(13,191)	0.0%	
4012 Expenses	0	0	0	8	0	(8)	0		(8)	0.0%	
4270 Employers Pension Contribution	162	0	(162)	687	0	(687)	0		(687)	0.0%	
5410 Repairs & General Maintenance	1,640	0	(1,640)	2,172	0	(2,172)	0		(2,172)	0.0%	
5500 Equipment Hired and New	95	0	(95)	596	0	(596)	0		(596)	0.0%	
5525 Equipment Maintenance	303	0	(303)	1,032	0	(1,032)	0		(1,032)	0.0%	
6000 Rent & Rates	64	0	(64)	317	0	(317)	0		(317)	0.0%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6010 Light Heat & Cleaning	9	0	(9)	89	0	(89)	0		(89)	0.0%	
6011 Electricity	0	0	0	948	0	(948)	0		(948)	0.0%	
6014 Water	2,430	0	(2,430)	2,691	0	(2,691)	0		(2,691)	0.0%	
6101 Telephone	131	0	(131)	335	0	(335)	0		(335)	0.0%	
6200 Printing & Stationery	27	0	(27)	47	0	(47)	0		(47)	0.0%	
6330 Welfare/Hospitality	0	0	0	11	0	(11)	0		(11)	0.0%	
6500 Goods for Resale	1,824	0	(1,824)	8,750	0	(8,750)	0		(8,750)	0.0%	
6505 Cafe consumables	158	0	(158)	430	0	(430)	0		(430)	0.0%	
6635 Professional Fees Licensing	327	0	(327)	327	0	(327)	0		(327)	0.0%	
6900 Sundry Expenses	2	0	(2)	2	0	(2)	0		(2)	0.0%	
6922 Health&Safety/Risk Assessments	253	0	(253)	965	0	(965)	0		(965)	0.0%	
6930 Alarm Maintenance	0	0	0	53	0	(53)	0		(53)	0.0%	
6935 Waste Bin Disposal-Waste Bins	158	0	(158)	397	0	(397)	0		(397)	0.0%	
6976 Credit card charges	263	0	(263)	1,156	0	(1,156)	0		(1,156)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	10,893	0	(10,893)	34,203	0	(34,203)	0	0	(34,203)		0
Net Income over Expenditure	(3,726)	0	3,726	(2,269)	0	2,269	0				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	167	167	300	835	535	1,000			30.0%	
1211 Sale of Goods	0	0	0	175	0	(175)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	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	0	167	167	3,174	3,505	331	5,670			56.0%	0

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	3,595	2,292	(1,303)	13,525	11,460	(2,065)	27,500		13,975	49.2%	
4270 Employers Pension Contribution	79	136	57	383	680	297	1,638		1,255	23.4%	
5010 Vine Area General Maintenance	621	222	(399)	873	1,110	237	2,667		1,794	32.7%	
5015 Vine Pavilion maintenance	0	0	0	0	213	213	213		213	0.0%	
5020 Vine Public Convenience	379	1,167	788	2,139	5,835	3,696	14,000		11,861	15.3%	
5340 Plants	0	0	0	67	0	(67)	0		(67)	0.0%	
5410 Repairs & General Maintenance	0	68	68	84	340	256	820		736	10.3%	
5500 Equipment Hired and New	0	343	343	295	1,715	1,420	2,056		1,761	14.3%	
6011 Electricity	0	0	0	132	0	(132)	0		(132)	0.0%	
6014 Water	56	44	(12)	147	220	73	532		385	27.6%	
6635 Professional Fees Licensing	0	0	0	0	215	215	215		215	0.0%	
6868 Summer Concerts	950	1,919	969	1,795	3,198	1,403	3,838		2,043	46.8%	
6869 Special Events	0	0	0	0	143	143	143		143	0.0%	
6922 Health&Safety/Risk Assessments	0	42	42	300	210	(90)	500		200	60.0%	
6931 CCTV Maintenance	750	748	(2)	750	748	(2)	748		(2)	100.3%	
6935 Waste Bin Disposal-Waste Bins	78	65	(13)	369	325	(44)	780		411	47.3%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	6,509	7,046	537	20,858	26,412	5,554	55,650	0	34,792	37.5%	0
Net Income over Expenditure	(6,509)	(6,879)	(370)	(17,685)	(22,907)	(5,222)	(49,980)				
30 F& G P - Bat & Ball Station											
1010 Rental Income	417	417	0	2,085	2,085	0	5,000			41.7%	
1022 Letting & Hire of Facilities	1,394	1,333	(61)	11,392	6,665	(4,727)	16,000			71.2%	
1213 Event catering	50	0	(50)	50	0	(50)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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
1861 Recharge Income	983	250	(733)	4,422	1,250	(3,172)	3,000			147.4%	
1990 Other Income	0	475	475	0	2,375	2,375	5,700			0.0%	
F& G P - Bat & Ball Station :- Income	2,844	2,475	(369)	17,949	12,375	(5,574)	29,700			60.4%	0
4010 Gross Pay	2,113	1,415	(698)	6,658	7,075	417	16,978		10,320	39.2%	
4270 Employers Pension Contribution	22	83	61	116	415	299	1,000		884	11.6%	
5410 Repairs & General Maintenance	0	520	520	854	2,600	1,746	6,240		5,386	13.7%	
5500 Equipment Hired and New	0	85	85	0	425	425	1,025		1,025	0.0%	
6000 Rent & Rates	550	147	(403)	2,751	735	(2,016)	1,760		(991)	156.3%	
6011 Electricity	1,045	750	(295)	3,948	3,750	(198)	9,000		5,052	43.9%	
6012 Gas	47	208	161	606	1,040	434	2,500		1,894	24.2%	
6013 Cleaning	439	324	(115)	2,046	1,620	(426)	3,887		1,841	52.6%	
6014 Water	(79)	54	133	184	270	86	650		466	28.3%	
6016 Contractor Payments	0	0	0	521	0	(521)	0		(521)	0.0%	
6101 Telephone	131	44	(87)	335	220	(115)	532		197	63.0%	
6241 Website Costs	50	30	(20)	378	150	(228)	360		(18)	104.9%	
6330 Welfare/Hospitality	105	0	(105)	521	0	(521)	0		(521)	0.0%	
6635 Professional Fees Licensing	180	53	(127)	180	265	85	640		460	28.1%	
6869 Special Events	70	0	(70)	75	0	(75)	0		(75)	0.0%	
6922 Health&Safety/Risk Assessments	204	0	(204)	504	666	162	1,332		828	37.8%	
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	220	167	(53)	853	835	(18)	2,000		1,147	42.7%	
F& G P - Bat & Ball Station :- Indirect Expenditure	5,097	3,880	(1,217)	20,624	20,066	(558)	48,984	0	28,360	42.1%	0
Net Income over Expenditure	(2,254)	(1,405)	849	(2,675)	(7,691)	(5,016)	(19,284)				

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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>31 F & G P - Establishments</u>											
1115 Interest on Deposits	4,708	4,750	42	24,809	23,750	(1,059)	57,000			43.5%	
1230 Roadside Advertising-Charities	60	62	2	360	310	(50)	750			48.0%	
1231 Banner Income	270	67	(203)	540	335	(205)	800			67.5%	
1232 Town Crier Advertising	250	350	100	350	700	350	1,400			25.0%	
1889 Waste Sacks Income	483	0	(483)	3,423	0	(3,423)	0			0.0%	
1990 Other Income	16	0	(16)	(27)	0	27	0			0.0%	
F & G P - Establishments :- Income	5,786	5,229	(557)	29,456	25,095	(4,361)	59,950			49.1%	0
4010 Gross Pay	37,108	37,417	309	183,852	187,085	3,233	449,000		265,148	40.9%	
4011 Mileage	8	51	43	126	255	129	604		478	20.8%	
4012 Expenses	107	89	(18)	486	445	(41)	1,082		596	44.9%	
4270 Employers Pension Contribution	3,182	3,902	720	15,826	19,510	3,684	46,826		31,000	33.8%	
5500 Equipment Hired and New	560	89	(471)	840	445	(395)	1,066		226	78.8%	
6020 Insurance Cost	0	0	0	24,363	25,000	637	25,000		637	97.5%	
6101 Telephone	1,229	488	(741)	3,104	2,440	(664)	5,852		2,748	53.0%	
6200 Printing & Stationery	3,983	0	(3,983)	10,465	6,000	(4,465)	24,000		13,535	43.6%	
6210 Postage & Courier	0	0	0	1,429	2,500	1,071	5,000		3,571	28.6%	
6240 Computer/ Data Base/WP's	1,664	2,250	586	9,342	11,250	1,908	27,000		17,658	34.6%	
6241 Website Costs	0	0	0	500	600	100	600		100	83.3%	
6242 I.T. Infrastructure	404	693	289	1,886	3,465	1,579	8,320		6,434	22.7%	
6300 Computer Software	538	529	(9)	7,897	5,822	(2,075)	9,000		1,103	87.7%	
6315 Recruitment Costs	0	167	167	816	835	19	2,000		1,184	40.8%	
6320 Staff Training	352	337	(15)	1,234	1,685	451	4,040		2,806	30.5%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	309	355	46	2,697	1,775	(922)	4,264		1,567	63.2%	
6410 Civic Exps/Annual Reception	0	0	0	968	1,500	532	3,000		2,032	32.3%	
6415 Gifts/hospitality	30	100	70	444	500	56	1,200		756	37.0%	
6421 Honour Bd. Badges & Insignia	0	30	30	177	150	(27)	364		188	48.5%	
6435 Members Expenses	0	3,158	3,158	0	3,158	3,158	3,730		3,730	0.0%	
6460 Publicity & Democratic notices	0	0	0	1,589	400	(1,189)	1,600		11	99.3%	
6461 Banner Costs	0	133	133	2,177	665	(1,512)	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	14,366	0	(14,366)	31,872	1,026	(30,846)	2,132		(29,740)	1495.0%	
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	255	260	5	2,322	1,300	(1,022)	3,120		798	74.4%	
6720 Books and Periodicals	0	416	416	0	416	416	416		416	0.0%	
6730 Subscriptions	133	731	598	7,288	5,699	(1,589)	7,200		(88)	101.2%	
6889 Waste Sacks	0	0	0	2,760	0	(2,760)	0		(2,760)	0.0%	
6900 Sundry Expenses	0	43	43	56	215	159	520		464	10.7%	
6922 Health&Safety/Risk Assessments	62	100	38	4,263	4,548	285	5,543		1,280	76.9%	
6975 Bank Charges	490	142	(348)	1,508	710	(798)	1,705		197	88.4%	
6976 Credit card charges	84	100	16	715	500	(215)	1,200		485	59.6%	
7010 Election Expenses	0	6,000	6,000	0	6,000	6,000	6,000		6,000	0.0%	(6,000)
7611 Contingency provision	0	6,014	6,014	0	22,610	22,610	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	0	0	0	35,801	35,801	0	71,602		35,801	50.0%	
F & G P - Establishments :- Indirect Expenditure	64,864	63,594	(1,270)	358,890	355,560	(3,330)	796,791	0	437,901	45.0%	(6,000)
Net Income over Expenditure	(59,078)	(58,365)	713	(329,434)	(330,465)	(1,031)	(736,841)				
8001 plus Transfer from EMR	0	0	0	(6,000)	0	6,000	0				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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	(59,078)	(58,365)	713	(335,434)	(330,465)	4,969	(736,841)				
<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	25	1,333	1,308	25	1,333	1,308	28,000		27,975	0.1%	
6491 Remembrance Day/Civic Serv.	241	330	89	586	330	(256)	5,330		4,744	11.0%	
6869 Special Events	3,000	2,000	(1,000)	7,285	10,000	2,716	12,000		4,716	60.7%	
F & G P - General :- Indirect Expenditure	3,266	3,663	397	7,896	11,663	3,767	45,330	0	37,434	17.4%	0
Net Income over Expenditure	(3,266)	(3,663)	(397)	(7,896)	(11,663)	(3,767)	(37,330)				
<u>33 F & G P - Council Offices</u>											
1022 Letting & Hire of Facilities	1,331	1,333	2	11,104	6,665	(4,439)	16,000			69.4%	
1030 Electricity recharge	0	0	0	480	0	(480)	0			0.0%	
F & G P - Council Offices :- Income	1,331	1,333	2	11,584	6,665	(4,919)	16,000			72.4%	0
4010 Gross Pay	2,674	3,750	1,076	12,667	18,750	6,083	45,000		32,333	28.1%	
4270 Employers Pension Contribution	22	231	209	116	1,155	1,039	2,772		2,656	4.2%	
5410 Repairs & General Maintenance	4,355	83	(4,272)	4,661	415	(4,246)	1,000		(3,661)	466.1%	
5500 Equipment Hired and New	0	0	0	132	0	(132)	0		(132)	0.0%	
6000 Rent & Rates	2,622	3,300	678	13,105	16,500	3,395	33,000		19,895	39.7%	
6010 Light Heat & Cleaning	52	83	31	559	415	(144)	1,000		441	55.9%	

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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	0	271	271	1,372	1,355	(17)	3,245		1,873	42.3%	
6012 Gas	130	167	37	1,386	835	(551)	2,000		614	69.3%	
6013 Cleaning	81	0	(81)	81	0	(81)	0		(81)	0.0%	
6014 Water	102	211	109	647	1,055	408	2,541		1,894	25.5%	
6016 Contractor Payments	0	0	0	693	0	(693)	0		(693)	0.0%	
6104 Mobile Telephone	0	13	13	0	65	65	156		156	0.0%	
6922 Health&Safety/Risk Assessments	201	300	99	1,343	600	(743)	958		(385)	140.2%	
6930 Alarm Maintenance	0	0	0	706	1,000	294	1,000		294	70.6%	
6935 Waste Bin Disposal-Waste Bins	268	126	(142)	715	630	(85)	1,514		799	47.3%	
6952 Protective Clothing	219	0	(219)	400	0	(400)	104		(296)	384.2%	
F & G P - Council Offices :- Indirect Expenditure	10,726	8,535	(2,191)	38,584	42,775	4,191	94,290	0	55,706	40.9%	0
Net Income over Expenditure	(9,395)	(7,202)	2,193	(27,000)	(36,110)	(9,110)	(78,290)				
<u>36 F & G P - Bat & Ball Centre</u>											
1022 Letting & Hire of Facilities	9,464	14,000	4,536	63,929	81,000	17,071	120,000			53.3%	
1030 Electricity recharge	0	0	0	17	125	108	500			3.4%	
1213 Event catering	25	0	(25)	70	0	(70)	0			0.0%	
1445 Outdoor Activities	0	18	18	14	90	76	216			6.6%	
1457 Indoor Activities	850	500	(350)	3,145	2,500	(645)	6,000			52.4%	
1990 Other Income	0	0	0	185	0	(185)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	10,339	14,518	4,179	67,360	83,715	16,355	126,716			53.2%	0
4010 Gross Pay	7,547	7,833	286	36,803	39,165	2,362	94,000		57,197	39.2%	

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	218	275	57	1,103	1,375	272	3,300		2,197	33.4%	
5340 Plants	0	0	0	0	0	0	205		205	0.0%	
5410 Repairs & General Maintenance	186	0	(186)	2,230	2,000	(230)	8,000		5,770	27.9%	
5500 Equipment Hired and New	0	0	0	321	532	211	1,066		745	30.1%	
5525 Equipment Maintenance	0	0	0	23	0	(23)	0		(23)	0.0%	
6000 Rent & Rates	588	800	212	2,940	4,000	1,060	8,000		5,060	36.8%	
6011 Electricity	1,067	1,244	177	3,933	6,220	2,287	14,924		10,991	26.4%	
6012 Gas	13	0	(13)	607	1,150	543	2,300		1,693	26.4%	
6013 Cleaning	349	178	(171)	1,286	890	(396)	2,132		846	60.3%	
6014 Water	22	125	103	230	625	395	1,500		1,270	15.3%	
6101 Telephone	131	54	(77)	335	270	(65)	649		314	51.7%	
6104 Mobile Telephone	8	20	12	42	100	58	246		204	17.0%	
6330 Welfare/Hospitality	66	44	(22)	261	220	(41)	532		271	49.0%	
6520 Refreshments for Resale	0	250	250	1,029	1,250	221	3,000		1,971	34.3%	
6635 Professional Fees Licensing	581	0	(581)	1,417	271	(1,146)	541		(876)	261.9%	
6900 Sundry Expenses	0	0	0	0	0	0	54		54	0.0%	
6922 Health&Safety/Risk Assessments	584	0	(584)	1,168	0	(1,168)	2,600		1,433	44.9%	
6930 Alarm Maintenance	95	0	(95)	95	0	(95)	800		705	11.9%	
6931 CCTV Maintenance	0	0	0	0	0	0	410		410	0.0%	
6935 Waste Bin Disposal-Waste Bins	397	208	(189)	1,098	1,040	(58)	2,500		1,402	43.9%	
6952 Protective Clothing	0	0	0	16	0	(16)	250		234	6.5%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	11,853	11,031	(822)	54,936	59,108	4,172	147,009	0	92,073	37.4%	0
Net Income over Expenditure	(1,514)	3,487	5,001	12,424	24,607	12,183	(20,293)				

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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	2,000	0	(2,000)	2,740	0	(2,740)	10,000		7,260	27.4%	3,513
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557 Community Rail Partnership	0	3,000	3,000	3,000	3,000	0	3,000		0	100.0%	
F & G P - Grants :- Indirect Expenditure	2,000	3,000	1,000	33,240	35,000	1,760	70,000	0	36,760	47.5%	3,513
Net Expenditure	(2,000)	(3,000)	(1,000)	(33,240)	(35,000)	(1,760)	(70,000)				
8001 plus Transfer from EMR	2,000	0	(2,000)	3,513	0	(3,512)	0				
Movement to/(from) Gen Reserve	0	(3,000)	(3,000)	(29,728)	(35,000)	(5,272)	(70,000)				
39 F & G P - Property											
1469 O/S Ground Rents & Wayleaves	0	555	555	2,879	2,775	(104)	6,662	3,700		98.8%	
F & G P - Property :- Income	0	555	555	2,879	2,775	(104)	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	2,775	(92)	6,662				

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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>											
1204 Holly Party	28	0	(28)	28	0	(28)	0			0.0%	
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	28	0	(28)	8,075	5,000	(3,075)	12,450			64.9%	0
6101 Telephone	0	9	9	0	45	45	110		110	0.0%	
6200 Printing & Stationery	0	10	10	0	50	50	114		114	0.0%	
6240 Computer/ Data Base/WP's	0	70	70	0	350	350	847		847	0.0%	
6241 Website Costs	0	0	0	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	800	800	0	800	800	8,318		8,318	0.0%	
6323 Business Show	0	307	307	4,996	1,535	(3,461)	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	335	240	805		710	11.8%	
7000 Reinvestment	0	71	71	0	355	355	850		850	0.0%	
Town Team :- Indirect Expenditure	0	1,334	1,334	7,584	4,071	(3,513)	17,450	0	9,866	43.5%	0
Net Income over Expenditure	28	(1,334)	(1,362)	491	929	438	(5,000)				

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
41 Business Hub											
1022 Letting & Hire of Facilities	22	117	95	434	585	151	1,406			30.9%	
1026 Hot Desking Facility	52	467	415	3,147	2,335	(812)	5,624			56.0%	
1029 Office Pods	1,173	1,481	308	6,688	7,405	717	17,815			37.5%	
1031 Chamber of Commerce	559	491	(68)	2,774	2,455	(319)	5,896			47.1%	
1861 Recharge Income	290	0	(290)	290	0	(290)	0			0.0%	
Business Hub :- Income	2,096	2,556	460	13,334	12,780	(554)	30,741			43.4%	0
4010 Gross Pay	880	750	(130)	2,894	3,750	856	9,000		6,106	32.2%	
4270 Employers Pension Contribution	0	22	22	38	110	72	263		225	14.6%	
5410 Repairs & General Maintenance	295	21	(274)	1,355	129	(1,226)	324		(1,031)	418.2%	
5500 Equipment Hired and New	0	45	45	0	225	225	541		541	0.0%	
6000 Rent & Rates	149	210	61	745	1,050	305	2,100		1,355	35.5%	
6010 Light Heat & Cleaning	0	0	0	115	0	(115)	0		(115)	0.0%	
6011 Electricity	271	0	(271)	1,685	2,250	565	9,000		7,315	18.7%	
6013 Cleaning	0	50	50	0	250	250	600		600	0.0%	
6014 Water	0	0	0	0	125	125	500		500	0.0%	
6105 Broadband wi-fi service	142	160	19	708	800	93	1,918		1,211	36.9%	
6900 Sundry Expenses	99	89	(10)	499	445	(54)	1,082		583	46.1%	
6922 Health&Safety/Risk Assessments	190	0	(190)	490	184	(306)	184		(306)	266.3%	
6930 Alarm Maintenance	0	0	0	209	326	117	324		115	64.5%	
6931 CCTV Maintenance	0	15	15	172	75	(97)	173		1	99.6%	
6952 Protective Clothing	(108)	0	108	(108)	0	108	0		108	0.0%	
6976 Credit card charges	28	32	4	255	160	(95)	379		124	67.3%	
Business Hub :- Indirect Expenditure	1,945	1,394	(551)	9,057	9,879	822	26,388	0	17,331	34.3%	0
Net Income over Expenditure	151	1,162	1,011	4,277	2,901	(1,376)	4,353				

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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	160	0	(160)	2,043	0	(2,043)	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%	
1758 Garden Party Income	1,085	0	(1,085)	1,085	0	(1,085)	0			0.0%	
Sevenoaks Town Mayor :- Income	<u>1,245</u>	<u>0</u>	<u>(1,245)</u>	<u>5,464</u>	<u>0</u>	<u>(5,464)</u>	<u>0</u>				<u>0</u>
6448 Mayors Allowance 2026/2027	458	0	(458)	2,279	6,044	3,765	6,044		3,765	37.7%	
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.	0	0	0	27	0	(27)	0		(27)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	<u>458</u>	<u>0</u>	<u>(458)</u>	<u>16,543</u>	<u>8,759</u>	<u>(7,784)</u>	<u>8,759</u>	<u>0</u>	<u>(7,784)</u>	<u>188.9%</u>	<u>6,443</u>
Net Income over Expenditure	<u>787</u>	<u>0</u>	<u>(787)</u>	<u>(11,078)</u>	<u>(8,759)</u>	<u>2,319</u>	<u>(8,759)</u>				
8001 plus Transfer from EMR	0	0	0	6,443	0	(6,443)	0				
Movement to/(from) Gen Reserve	<u>787</u>	<u>0</u>	<u>(787)</u>	<u>(4,636)</u>	<u>(8,759)</u>	<u>(4,123)</u>	<u>(8,759)</u>				
<u>43</u> <u>Youth Council</u>											
1990 Other Income	19	0	(19)	19	0	(19)	0			0.0%	
Youth Council :- Income	<u>19</u>	<u>0</u>	<u>(19)</u>	<u>19</u>	<u>0</u>	<u>(19)</u>	<u>0</u>				<u>0</u>

Continued over page

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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
7555 Youth Council Support	0	0	0	18	0	(18)	500		482	3.6%	18
Youth Council :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>18</u>	<u>0</u>	<u>(18)</u>	<u>500</u>	<u>0</u>	<u>482</u>	<u>3.6%</u>	<u>18</u>
Net Income over Expenditure	<u>19</u>	<u>0</u>	<u>(19)</u>	<u>1</u>	<u>0</u>	<u>(1)</u>	<u>(500)</u>				
8001 plus Transfer from EMR	0	0	0	18	0	(18)	0				
Movement to/(from) Gen Reserve	<u>19</u>	<u>0</u>	<u>(19)</u>	<u>19</u>	<u>0</u>	<u>(19)</u>	<u>(500)</u>				
50 Youth Cafe											
1022 Letting & Hire of Facilities	292	333	41	1,662	1,665	3	4,000			41.5%	
1211 Sale of Goods	436	208	(228)	1,585	1,040	(545)	2,500			63.4%	
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	<u>728</u>	<u>541</u>	<u>(187)</u>	<u>4,642</u>	<u>2,705</u>	<u>(1,937)</u>	<u>6,500</u>			<u>71.4%</u>	<u>0</u>
4010 Gross Pay	7,093	5,833	(1,260)	30,750	29,165	(1,585)	70,000		39,250	43.9%	
4270 Employers Pension Contribution	241	208	(33)	968	1,040	72	2,500		1,532	38.7%	
5410 Repairs & General Maintenance	0	89	89	415	445	30	1,066		651	39.0%	
5500 Equipment Hired and New	0	46	46	890	230	(660)	541		(349)	164.5%	
6010 Light Heat & Cleaning	12	25	13	114	125	11	300		186	38.0%	
6101 Telephone	131	63	(68)	335	315	(20)	757		422	44.2%	
6105 Broadband wi-fi service	33	35	2	164	175	11	416		252	39.5%	
6200 Printing & Stationery	0	18	18	120	90	(30)	213		93	56.3%	
6240 Computer/ Data Base/WP's	0	43	43	158	215	57	520		362	30.5%	

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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	15	52	37	63	105	42	213		150	29.6%	
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)	4	0	(4)	0		(4)	0.0%	
6340 Staff Uniforms	0	0	0	0	51	51	205		205	0.0%	
6500 Goods for Resale	287	180	(107)	1,578	900	(678)	2,163		585	72.9%	
6505 Cafe consumables	0	0	0	5	0	(5)	0		(5)	0.0%	
6635 Professional Fees Licensing	0	0	0	327	176	(151)	350		23	93.3%	
6900 Sundry Expenses	0	35	35	150	175	25	416		266	36.0%	
6922 Health&Safety/Risk Assessments	32	100	69	52	500	449	1,200		1,149	4.3%	
6976 Credit card charges	11	0	(11)	54	0	(54)	0		(54)	0.0%	
Youth Cafe :- Indirect Expenditure	7,856	6,727	(1,129)	36,146	33,841	(2,305)	81,499	0	45,353	44.4%	0
Net Income over Expenditure	(7,129)	(6,186)	943	(31,503)	(31,136)	367	(74,999)				
60 Markets											
1017 Rental Income Sat Market	2,059	1,833	(226)	9,998	9,165	(833)	22,000			45.4%	
1018 Rental Income Wed Market	764	1,068	304	4,670	5,340	670	12,818			36.4%	
1019 Rental Income Blighs Market	1,825	1,644	(181)	7,875	8,220	345	19,732			39.9%	
1208 Other Events Income	0	0	0	460	0	(460)	0			0.0%	
Markets :- Income	4,648	4,545	(103)	23,003	22,725	(278)	54,550			42.2%	0
4010 Gross Pay	178	190	12	898	950	52	2,285		1,387	39.3%	
5410 Repairs & General Maintenance	0	0	0	0	51	51	205		205	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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	1,519	1,600	81	6,684	7,040	356	16,640		9,956	40.2%	
5421 Wednesday Market charges	1,192	1,550	358	6,558	6,820	262	16,120		9,562	40.7%	
5424 Vegan Market Expenditure	120	0	(120)	640	0	(640)	0		(640)	0.0%	
6001 Blighs Market Charges	2,420	792	(1,628)	5,280	3,960	(1,320)	9,500		4,220	55.6%	
6010 Light Heat & Cleaning	0	0	0	0	106	106	213		213	0.0%	
6011 Electricity	6	0	(6)	188	0	(188)	0		(188)	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	5,436	4,132	(1,304)	20,547	19,029	(1,518)	45,065	0	24,518	45.6%	0
Net Income over Expenditure	(788)	413	1,201	2,456	3,696	1,240	9,485				
<u>70 Precept</u>											
1995 Precept	135,341	135,340	(1)	676,703	676,700	(3)	1,624,084			41.7%	
Precept :- Income	135,341	135,340	(1)	676,703	676,700	(3)	1,624,084			41.7%	0
Net Income	135,341	135,340	(1)	676,703	676,700	(3)	1,624,084				
<u>91 Capital Infrastructure Budget</u>											
1350 Revenue Grant income	64,028	0	(64,028)	64,028	0	(64,028)	0			0.0%	
2002 Capital Grants	41,379	0	(41,379)	497,478	0	(497,478)	0			0.0%	497,478
2012 CIL income allocation	100,000	0	(100,000)	164,517	0	(164,517)	0			0.0%	164,517
Capital Infrastructure Budget :- Income	205,407	0	(205,407)	726,024	0	(726,024)	0				661,995

Detailed Income & Expenditure by Phased Budget Heading 24/09/2026

Month No: 5

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
9046 Knole Paddock/ Raleys Pitch	408	0	(408)	5,318	0	(5,318)	0		(5,318)	0.0%	5,318
9048 External CIL Payments	0	0	0	9,434	0	(9,434)	0		(9,434)	0.0%	9,434
9050 Capital Costs-general	64,028	0	(64,028)	83,860	0	(83,860)	0		(83,860)	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	0	0	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
9066 NDP	6,071	0	(6,071)	6,071	0	(6,071)	0		(6,071)	0.0%	6,071
9077 QS & EA Fees - Greatness Pav	3,200	0	(3,200)	16,000	0	(16,000)	0		(16,000)	0.0%	16,000
9079 Greatness Recreation Ground	4,534	0	(4,534)	56,520	0	(56,520)	0		(56,520)	0.0%	57,575
9080 Legal Fees - Greatness Pavilio	0	0	0	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	109,970	0	(109,970)	850,717	0	(850,717)	0		(850,717)	0.0%	850,717
Capital Infrastructure Budget :- Indirect Expenditure	188,212	0	(188,212)	1,049,168	7,460	(1,041,708)	7,460	0	(1,041,708)	14063.9%	971,727
Net Income over Expenditure	17,195	0	(17,195)	(323,144)	(7,460)	315,684	(7,460)				
8001 plus Transfer from EMR	125,239	0	(125,239)	971,727	0	(971,727)	0				
8002 less Transfer to EMR	141,379	0	(141,379)	661,995	0	(661,995)	0				
Movement to/(from) Gen Reserve	1,056	0	(283,813)	(13,413)	(7,460)	(1,318,038)	(7,460)				
Grand Totals:- Income	387,637	175,057	(212,580)	1,689,481	906,561	(782,920)	2,117,684			79.8%	
Expenditure	375,975	182,052	(193,923)	1,986,113	927,977	(1,058,136)	2,117,684	0	131,571	93.8%	
Net Income over Expenditure	11,662	(6,995)	(18,657)	(296,631)	(21,416)	275,215	0				
plus Transfer from EMR	130,029	0	(130,029)	980,981	0	(980,981)	0				
less Transfer to EMR	141,379	0	(141,379)	661,995	0	(661,995)	0				
Movement to/(from) Gen Reserve	312	(6,995)	(7,307)	22,354	(21,416)	(43,770)	0				

August 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	(18,272)	(18,982)	(710)	(43,951)	Subscriptions has exceeded its annual budget by £325 this includes survey monkey and the mapping software.
Community & Well Being					
Youth Council	(19)	-	19	(500)	

August 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	(145,144)	(169,792)	(24,648)	(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 £1,856 due to the ongoing tree works. Knole Paddock nominal has exceeded its annual budget by £1,954 due to Bourne Sport improving one pitch as a cost of £4,125. The rugby club obtained a grant for the other pitches. 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	(22,262)	(35,594)	(13,332)	(86,710)	Cemetery income is approximately £17k above budget year to date . Overall expenditure is YTD is approximately £2k under budget.
Allotments	(4,565)	(3,509)	1,056	1,899	The invoices for the allotments will be issued in September.
Street lighting/ general	(12,871)	(13,956)	(1,085)	(15,714)	The streetlight invoices will be issued in March 2027.
Vine Grounds	(17,685)	(22,907)	(5,222)	(49,980)	
Community Bus	(1,530)	-	1,530		The temporary insurance up to December 26 for the second minibus was £1,265,
Café					
Vine Café	(2,269)	-	2,269	-	The position as at Aug of last year was a deficit of £4,529 against a deficit this year of £2,269. The income as at Aug of last year was £29,607 against £31,933 this year. *the figures are slightly skewed as STC is now paying staff on an annualised hours basis
Bat & Ball Station	(2,675)	(7,691)	(5,016)	(19,284)	Business rates have increased this year but Lilia's Kitchen is being recharged for a 40% contribution.
Finance & Delivery					

August 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	(335,434)	(330,465)	4,969	(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 £29,740 over the annual budget due to the work with the Kings Council.
General	(7,896)	(11,663)	(3,767)	(37,330)	
Council Offices	(27,000)	(36,110)	(9,110)	(78,290)	Income is favourable at £4,439 above budget YTD. The repairs and general maintenance nominal is over its annual budget by £3,661 this is due to replacing the carpet in the main office at a cost of £2,679 and redecoration of the main office at a cost of £865. The health and safety nominal is £385 over its annual budget due to entering into a Rentokil contract (£440.56) and undertaking a legionella risk assessment (£300) The overall expenditure is approximately £4k under budget YTD.
Bat & Ball Centre	12,424	24,607	12,183	(20,293)	Income is under budget YTD (£17k) with an income of £63,929, compared to income the same time last year of £87,486 Professional Licencing is £876 over its annual budget due to increased bookings that require a music license. Overall expenditure is approximately £4k under budget YTD.
Grants	(29,728)	(35,000)	(5,272)	(70,000)	
Property	2,867	2,775	(92)	6,662	

August 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	491	929	438	(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	4,277	2,901	(1,376)	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 £1,031 above its annual budget due to an electrical condition report being undertaken. The health & safety nominal is £306 over its annual budget due to a legionella risk assessment being undertaken this year.
Sevenoaks Town Mayor	(4,636)	(8,759)	(4,123)	(8,759)	
Youth Cafe	(31,503)	(31,136)	367	(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	2,456	3,696	1,240	9,485	
Precept	676,703	676,700	(3)	1,624,084	
Revenue Surplus/ (Deficit) Total	35,730		(35,730)	-	
Capital Infrastructure	(13,413)			-	
Total inc Capital	22,317	(14,468)	(35,730)	-	

Summary by Committee:

Planning	(18,272)	(18,982)	(710)	(43,951)
Community and Well Being	(19)	-	19	(500)
Vine Café	(2,269)	-	2,269	-
Bat & Bell Station	(2,675)	(7,691)	(5,016)	(19,284)

August 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	(616,209)	(663,983)	(47,774)	(1,560,349)	
Precept	676,703	676,700	(3)	1,624,084	
Capital Infrastructure	(13,413)	-	13,413	-	

Sevenoaks Town Council

Statement of Fund Balances as at 31st August 2026

£ (2025/26)		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				
38,010	Business Reserve Account			16,445			
194,445	Current Account			256,203			1.46%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
10,449	Sevenoaks Town Partnership			10,449			
15,308	Mayors Charity Account			10,531			
					295,628	13.75%	
	<u>HSBC</u>	AA	A-1				
53,478	Business money manager			53,652			1.29%
					53,652	1.20%	
	<u>Handelsbanken</u>	AA-	A-1+				
173	Deposit account			174			2.20%
1,720	35 day notice account			1,726			2.20%
					1,901	0.09%	
	<u>Nationwide</u>	A+	A-1				
2,835	Instant Saver			2,835			0.00%
21	Sevenoaks Fund Instant Saver			21			1.45%
					2,855	0.13%	
	<u>CCLA</u>	AAA (Fitch only)					
830,000	Public Sector Deposit			605,000			4.30%
					605,000	28.15%	
	<u>Virginmoney</u>	BBB	A-2				
1	Current account			1			
7,742	95 Day Notice			7,795			2.75%
					7,796	0.36%	
	Insignis Investments						
	Santander (9 Months)	A-		390,763			3.70%
1,568	Insignis Earmarked Fees			583			
270,316	HSBC Tracker (31 Day Notice)	AA		274,534			3.70%
516,049	Standard Chartered Bank (6 month)	AA-		516,049			4.05%
					1,181,929	54.99%	
460	<u>Petty Cash</u>				571	0.03%	
	<u>Cashbook suspense</u>				0	0.00%	
1,944,576					2,149,332		

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

936,310
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 31/08/2026

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	21,688		
41,503	SCC Bookings Debtors	24,349		
121,023	Vat Control	81,483		
248	Allotment Ledger	0		
27,855	Prepayments	3,004		
1,711	Stock	1,711		
194,445	Nat West - Current Account	256,203		
1,000	Payroll Account	1,000		
15,308	Mayors Charity Account	10,531		
1,000	House i/t Basement Youth Cafe	1,000		
10,449	Sevenoaks Town Partnership	10,449		
460	Petty Cash	571		
173	Handelsbanken Investment	174		
1,720	Handelsbanken Notice Account	1,726		
2,835	Nationwide Instant Saver	2,835		
38,010	Natwest Investment	16,445		
1	Virgin Money Current Account	1		
53,478	HSBC Investment	53,652		
21	Nationwide Sevenoaks Fund	21		
830,000	CCLA Public Sector Deposit	605,000		
7,742	Virgin Money 90 day Notice	7,795		
1,568	Insignis Earmarked Fees	583		
270,316	HSBC Tracker (31 days Notice)	274,534		
516,049	Standard Chartered (6 Months)	516,049		
387,152	Investec (3 Months)	0		
0	Santander (9 Months)	390,763		
2,537,838			2,281,567	
	2,537,838 Total Assets			2,281,567
	Current Liabilities			
0	Allotment Ledger	94		
0	Cash Book Suspense	0		
52,532	Creditors	57,356		
1,123	Miscellaneous Creditors	101		
102,862	Accruals	34,496		

Balance Sheet as at 31/08/2026

31st March 2026		31st March 2027	
0	Superannuation Due	5,404	
52,041	Receipts in Advance	155,786	
3,690	Receipt in Advance-Cemetery	2,386	
9,328	Damage Deposit	6,144	
560	Key Deposit	569	
6,700	QH Allotment Key deposits	6,910	
817	BV Allotment key deposits	767	
229,652		270,013	
2,308,185	Total Assets Less Current Liabilities	2,011,554	
Represented By			
538,867	Revenue Reserve	561,221	
1,769,318	Earmarked Reserves	1,450,333	
2,308,185		2,011,554	

The above statement represents fairly the financial position of the Authority as at 31/08/2026 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	2,790.00	7,933.26
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	3,512.50	1,268.75
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	497,477.75	866,716.68	35,574.55
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	169,427.47	99,505.98	377,922.62
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	672,905.22	991,890.72	1,450,332.87

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st August 2026

31st March 2026		31st August 2026
	Operating Income	
51,040	O/ Spaces & Leisure - General	17,493
82,321	O/ Spaces & Leisure - Cemetery	50,090
9,994	O/ Spaces & Leisure- Allotment	100
12,498	Open Spaces-Street Lighting/Ge	200
39,270	O/ Spaces & Leisure-Vine Cafe	31,933
5,130	O/Spaces & Leisure-Vine Ground	3,174
41,300	F& G P - Bat & Ball Station	17,949
98,915	F & G P - Establishments	29,456
10,673	F & G P - General	0
25,474	F & G P - Council Offices	11,584
153,840	F & G P - Bat & Ball Centre	67,360
6,579	F & G P - Property	2,879
14,290	Town Team	8,075
26,878	Business Hub	13,334
18,889	Sevenoaks Town Mayor	5,464
0	Youth Council	19
20,826	Youth Cafe	4,642
56,234	Markets	23,003
1,545,147	Precept	676,703
2,282,563	Capital Infrastructure Budget	726,024
4,501,858	Total Income	1,689,481
	Running Costs	
41,117	Planning - General	18,272
4,730	Community Bus	1,530
366,916	O/ Spaces & Leisure - General	169,687
157,263	O/ Spaces & Leisure - Cemetery	67,442
9,493	O/ Spaces & Leisure- Allotment	5,015
30,005	Open Spaces-Street Lighting/Ge	15,861
68,449	O/ Spaces & Leisure-Vine Cafe	34,203
50,122	O/Spaces & Leisure-Vine Ground	20,858
88,820	F& G P - Bat & Ball Station	20,624
833,424	F & G P - Establishments	358,890
51,068	F & G P - General	7,896
55,720	F & G P - Council Offices	38,584
171,686	F & G P - Bat & Ball Centre	54,936
62,633	F & G P - Grants	33,240
0	F & G P - Property	12
17,059	Town Team	7,584
26,096	Business Hub	9,057
22,149	Sevenoaks Town Mayor	16,543
0	Youth Council	18
126	BID	0
91,469	Youth Cafe	36,146
41,661	Markets	20,547
1,443,125	Capital Infrastructure Budget	1,049,168
3,633,131	Total Expenditure	1,986,113

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st August 2026

31st March 2026		31st August 2026
	General Fund Analysis	
533,825	Opening Balance	538,867
4,501,858	Plus : Income for Year	1,689,481
5,035,683		2,228,348
3,633,131	Less : Expenditure for Year	1,986,113
1,402,552		242,236
863,685	Transfers TO / FROM Reserves	(318,986)
538,867	Closing Balance	561,221

Purchase Ledger for Month No 5

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
31/08/2026	11327	40222	ADADEMY CONSULTING	ACA001	3,200.00	640.00	3,840.00	9077	91	3,200.00	QS & Employer's Agent Fee
20/08/2026	STC0826	40152	ANDY LOGAN FLOORING	AND002	2,679.63	535.93	3,215.56	5410	33	2,679.63	Supply & fit carpet
18/08/2026	015	40098	APEX DECORATION	APE001	865.00	0.00	865.00	5410	33	865.00	Office decorating
17/08/2026	17/8	40201	BANKLINE	BANKL01	95.15	0.00	95.15	6975	31	95.15	bank chgs
05/08/2026	3712	40093	BARNES MEMORIALS	BAR005	290.00	58.00	348.00	6832	22	290.00	Memorial plaque
06/08/2026	46124525	40087	BIDFOOD	BID001	168.66	1.70	170.36	6500	28	168.66	goods for resale
06/08/2026	46125199	40088	BIDFOOD	BID001	155.75	12.22	167.97	6500	28	155.75	goods for resale
13/08/2026	46249391	40095	BIDFOOD	BID001	201.75	21.03	222.78	6500	28	201.75	goods for resale
15/06/2026	94483106	40183	BIDFOOD	BID001	-6.85	-1.37	-8.22	6500	28	-6.85	goods for resale
10/08/2026	94563879	40182	BIDFOOD	BID001	-51.91	-1.70	-53.61	6500	28	-51.91	goods for resale
11/08/2026	096	40094	BNSI ELECTRICAL	BNS001	120.00	0.00	120.00	5410	28	120.00	Electrical works
04/08/2026	0119340	40054	BOOKER	BOOK001	52.67	4.39	57.06	6500	28	30.72	Goods for resale
								6505	28	21.95	consumables
25/08/2026	0120057	40173	BOOKER	BOOK001	105.56	9.20	114.76	6500	28	59.54	Goods for resale
								6010	28	2.99	cleaning eq
								6505	28	43.03	consumables
28/08/2026	253806	40240	BOURNE SPORT	BOU002	168.00	0.00	168.00	9079	91	168.00	Grass seed 20kg
11/08/2026	262082473	40120	BP FUEL	BPF001	67.30	13.46	80.76	5700	22	67.30	fuel
18/08/2026	262084544	40162	BP FUEL	BPF001	4.16	0.00	4.16	5700	21	4.16	fuel
25/08/2026	262086128	40194	BP FUEL	BPF001	98.14	19.63	117.77	5700	21	98.14	fuel
25/08/2026	262086129	40193	BP FUEL	BPF001	35.40	0.00	35.40	5700	21	9.46	fuel
								5700	20	25.94	fuel
31/08/2026	262091019	40239	BP FUEL	BPF001	59.35	0.00	59.35	5700	21	31.14	fuel
								5700	20	28.21	fuel
15/06/2026	SVO/380190	40158	BREWERS	BREW001	54.21	10.84	65.05	5010	29	54.21	Paint equip
15/06/2026	SVO/380191	40159	BREWERS	BREW001	71.64	14.33	85.97	5010	29	71.64	Paint equip
30/06/2026	SVO/380383	40157	BREWERS	BREW001	39.96	7.99	47.95	5010	29	39.96	Paint equip
10/08/2026	SVO/380810	40156	BREWERS	BREW001	35.82	7.16	42.98	5410	22	35.82	Paint equip

Purchase Ledger for Month No 5

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
10/08/2026	SVO/380811	40155	BREWERS	BREW001	55.39	11.08	66.47	5310	21	55.39	Paint equip
17/08/2026	SVO/380865	40195	BREWERS	BREW001	39.15	7.83	46.98	5010	29	39.15	maint equip
24/08/2026	SVO/380910	40238	BREWERS	BREW001	19.15	3.83	22.98	5010	29	19.15	Paint
01/08/2026	11236	40057	CJS PLANTS	CJS001	2,635.00	527.00	3,162.00	6865	26	2,635.00	Floral maint chg
07/08/2026	157078	40131	CONNECTAPHONE	CON001	561.13	112.23	673.36	6101	50	50.98	Jul telephone chg
								6101	22	50.98	Jul telephone chg
								6101	28	50.98	Jul telephone chg
								6101	36	51.02	Jul telephone chg
								6101	30	50.98	Jul telephone chg
								6101	31	306.19	Jul telephone chg
20/08/2026	29119	40205	CORNERSTONE GROUP	COR003	750.00	150.00	900.00	6931	29	750.00	CCTV Maint 22.7.26-22.7.27
31/08/2026	I81471	40211	COUNTRY STYLE RECYCL	COU001	93.40	18.68	112.08	6935	29	77.90	Aug glass collection
								6935	36	15.50	Aug glass collection
24/07/2026	03-10601691	40127	DAC BEACHCROFT	DAC001	0.00	1.06	1.06			0.00	..**VAT Only Inv
04/08/2026	W28925	40056	DE JAGER & SONS	DEJAG001	320.75	64.15	384.90	6802	22	197.95	plants
								5340	21	122.80	plants
21/08/2026	16390	40154	STREETLIGHTS	DIR001	2,790.00	558.00	3,348.00	6862	26	2,790.00	Oak Avenue 2 x lanterns LED
								317		-2,790.00	Oak Avenue 2 x lanterns LED
								8001	26	2,790.00	Oak Avenue 2 x lanterns LED
27/08/2026	955805	40197	ERNEST DOE	DOE001	2,499.84	499.95	2,999.79	5525	22	2,499.84	JCB service
05/08/2026	6	40055	DONNA RUDD	DON002	150.00	0.00	150.00	6868	29	150.00	Bandstand show 30/7
04/08/2026	000029150744	40145	EDF ENERGY	EDF002	1,067.47	213.50	1,280.97	6011	36	1,067.47	Apr electric chg
04/08/2026	00002913372A	40178	EDF ENERGY	EDF003	35.04	1.75	36.79	6011	60	35.04	Apr electric chg
04/08/2026	00002913372REV	40177	EDF ENERGY	EDF003	-35.01	-1.75	-36.76	6011	60	-35.01	Apr electric chg
04/08/2026	000029133324	40138	EDF ENERGY	EDF003	-45.87	-2.29	-48.16	6011	60	-45.87	Apr electric chg
04/08/2026	000029133372	40139	EDF ENERGY	EDF003	35.01	1.75	36.76	6011	60	35.01	Apr electric chg
04/08/2026	000029133380	40140	EDF ENERGY	EDF003	-46.32	-2.32	-48.64	6011	60	-46.32	May electric chg
04/08/2026	000029133409	40141	EDF ENERGY	EDF003	36.21	1.81	38.02	6011	60	36.21	May electric chg
04/08/2026	000029133425	40143	EDF ENERGY	EDF003	-44.48	-2.22	-46.70	6011	60	-44.48	Jun electric chg

Purchase Ledger for Month No 5

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
04/08/2026	000029133463	40142	EDF ENERGY	EDF003	34.80	1.74	36.54	6011	60	34.80	Jun electric chg
05/08/2026	000029188378	40144	EDF ENERGY	EDF003	36.42	1.82	38.24	6011	60	36.42	Jul electric chg
05/08/2026	000029188757	40147	EDF ENERGY	EDF004	271.09	13.55	284.64	6011	41	271.09	Jul electric chg
05/08/2026	000029166009	40146	EDF ENERGY	EDF011	1,045.12	209.03	1,254.15	6011	30	1,045.12	Jul electric chg
04/08/2026	INV-1988	40058	EGM	EGM001	317.76	63.55	381.31	6952	41	71.96	staff uniform
								6952	21	245.80	staff uniform
24/07/2026	INV-50430	40110	EJPFIREPROTECT	EJPFIRE001	150.00	30.00	180.00	6922	28	150.00	Fire equip service
24/07/2026	INV-50431	40111	EJPFIREPROTECT	EJPFIRE001	204.00	40.80	244.80	6922	30	204.00	Fire equip service
24/07/2026	INV-50432	40112	EJPFIREPROTECT	EJPFIRE001	437.50	87.50	525.00	6922	36	437.50	Fire equip service
24/07/2026	INV-50433	40109	EJPFIREPROTECT	EJPFIRE001	190.00	38.00	228.00	6922	41	190.00	Fire equip service
24/08/2026	INV-50434	40148	EJPFIREPROTECT	EJPFIRE001	201.00	40.20	241.20	6922	33	201.00	fire equip maint
24/07/2026	INV-50435	40108	EJPFIREPROTECT	EJPFIRE001	353.50	70.70	424.20	6922	22	353.50	Fire equip service
31/08/2026	139382	40234	ATLAS FM/EMPRISE SVS	EMP001	684.35	136.87	821.22	6932	22	684.35	Aug lock up chg
31/08/2026	139383	40235	ATLAS FM/EMPRISE SVS	EMP001	1,768.86	353.77	2,122.63	5311	21	1,768.86	Aug lock up chg Pointoise
31/08/2026	139384	40236	ATLAS FM/EMPRISE SVS	EMP001	1,179.86	235.97	1,415.83	5311	21	1,179.86	Aug cleaning chg H.Str
19/08/2026	5866884	40114	EVERFLOW WATER	EVE002	2,992.86	0.00	2,992.86	6002	23	13.73	Water chg 19/9-18/10
								5025	21	122.12	Water chg 19/9-18/10
								6014	33	101.76	Water chg 19/9-18/10
								6014	36	21.71	Water chg 19/9-18/10
								6014	30	-78.52	Water chg 19/9-18/10
								6014	21	191.46	Water chg 19/9-18/10
								6014	28	2,429.76	Water chg 19/9-18/10
								6014	29	56.29	Water chg 19/9-18/10
								6014	23	134.55	Water chg 19/9-18/10
31/08/2026	G373038	40242	EVEREADY	EVE003	101.16	18.36	119.52	5500	22	101.16	Dumper hire
21/08/2026	CASV315891	40196	EXPRESS FACTORS	EXPR001	39.24	7.85	47.09	5410	22	39.24	maint equip
25/08/2026	INV603958	40191	GAZA TIMBER	GAZA001	99.67	19.93	119.60	5010	29	99.67	maint equip
25/08/2026	INV603959	40237	GAZA TIMBER	GAZA001	76.03	15.20	91.23	5120	21	76.03	maint equip
11/08/2026	234	40096	GLENN BALL	GLE001	408.32	0.00	408.32	9046	91	408.32	Architect expenses

Purchase Ledger for Month No 5

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
05/08/2026	0380596	40100	GM COACHWORK	GMC001	64,028.33	12,725.67	76,754.00	9050	91	64,028.33	Minibus Ford E-Transit
28/08/2026	567163	40246	GREEN-TECH	GREE005	3,510.00	702.00	4,212.00	9079	91	3,510.00	grass protection rolls
25/08/2026	SI-316	40174	HANDYMAN HICKS	HAN001	150.00	30.00	180.00	5410	41	150.00	Front door repair
12/08/2026	105445	40125	HERBERT & WARD	HAW001	154.00	12.60	166.60	6500	28	91.00	coffee
								6505	28	63.00	coffee cups
26/08/2026	105723	40179	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Coffee machine rental Aug
25/08/2026	25/8	40203	HAWKINGE TOWN COUNCI	HAW002	80.00	0.00	80.00	6448	42	80.00	Kent B.O.B Museum Tour
27/08/2026	31550	40181	HELIOCENTRIX	HELI001	1,156.00	231.20	1,387.20	6101	31	756.00	Telephone handsets
								6101	22	80.00	Telephone handsets
								6101	28	80.00	Telephone handsets
								6101	36	80.00	Telephone handsets
								6101	50	80.00	Telephone handsets
								6101	30	80.00	Telephone handsets
31/08/2026	31567	40223	HELIOCENTRIX	HELI001	1,964.20	392.84	2,357.04	6240	31	1,559.80	Aug IT support chg
								6242	31	404.40	Aug IT support chg
31/08/2026	T4142	40243	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Aug wifi chg
								6101	22	11.48	Aug wifi chg
								6105	41	141.50	Aug wifi chg
								6105	22	10.00	Aug wifi chg
								6105	21	28.69	Aug wifi chg
								6105	50	32.82	Aug wifi chg
27/08/2026	INV-076212	40187	HGS	HGS001	177.32	35.47	212.79	6013	36	177.32	cleaning equip
24/08/2026	0132363	40172	HOLLYBUSH LAUNDRY	HOL002	168.00	0.00	168.00	6013	36	168.00	Tablecloth laundry
18/08/2026	18/8	40097	IAN FOX	IAN001	200.00	0.00	200.00	6868	29	200.00	Bandstand show 13/8
13/08/2026	15471154493	40115	KALC	KALC	70.00	14.00	84.00	6710	31	70.00	RFO conference fee
31/07/2026	272004	40104	KCC KCS	KCC003	32.99	6.60	39.59	5500	31	32.99	storage box
01/08/2026	272229	40043	KCC KCS	KCC003	63.87	12.77	76.64	6200	31	17.99	stationery
								6010	33	45.88	cleaning equip
04/08/2026	272369	40046	KCC KCS	KCC003	59.68	11.94	71.62	6013	22	59.68	cleaning equip

Purchase Ledger for Month No 5

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
14/08/2026	274043	40116	KCC KCS	KCC003	126.21	25.24	151.45	6200	31	126.21	stationery
19/08/2026	275035	40103	KCC KCS	KCC003	319.99	64.00	383.99	5500	31	319.99	Desk for A.M
26/08/2026	276255	40186	KCC KCS	KCC003	5.90	1.18	7.08	6010	33	5.90	cleaning equip
27/08/2026	277870	40185	KCC KCS	KCC003	15.99	3.20	19.19	6200	31	15.99	stationery
28/08/2026	278385	40180	KCC KCS	KCC003	37.99	7.60	45.59	5500	31	37.99	noticeboard
02/08/2026	23023734	40042	KENT BOILER REPAIRS	KEN004	1,380.00	276.00	1,656.00	5410	28	1,380.00	Supply & fit water heater
17/08/2026	23023744	40117	KENT BOILER REPAIRS	KEN004	611.54	122.31	733.85	5410	33	611.54	boiler repair
20/08/2026	20/8	40106	KENT JAZZ	KENT008	300.00	0.00	300.00	6868	29	300.00	Bandstand show 20/8
23/08/2026	2012	40175	KING RAMPS	KIN001	2,000.00	400.00	2,400.00	7552	38	2,000.00	Skate Park Event
								321		-2,000.00	Skate Park Event
								8001	38	2,000.00	Skate Park Event
07/08/2026	162720	40122	LANDSCAPE SUPPLY CO	LAND001	150.10	30.02	180.12	9079	91	150.10	tree planting equip
10/08/2026	162744	40123	LANDSCAPE SUPPLY CO	LAND001	230.65	46.13	276.78	9079	91	230.65	Tree planting equip
19/08/2026	3519	40107	LONGLEY GROUP	LON002	109,970.39	21,994.08	131,964.47	9085	91	109,970.39	Greatness Pavillion refurb
06/08/2026	0000979329	40126	MAWS FINE FOODS	MAW001	65.00	0.00	65.00	6500	28	65.00	goods for resale
27/08/2026	0000983328	40208	MAWS FINE FOODS	MAW001	117.96	0.00	117.96	6500	28	117.96	Goods for resale
31/08/2026	MHC/37291	40230	MAY HARRIS	MAY001	378.64	75.73	454.37	5020	29	378.64	Aug cleaning chg
31/08/2026	MHC/37291A	40231	MAY HARRIS	MAY001	378.64	75.73	454.37	5025	21	378.64	Aug cleaning chg
31/08/2026	MHC/37291B	40232	MAY HARRIS	MAY001	378.63	75.73	454.36	6013	30	378.63	Aug cleaning chg
31/08/2026	MHC/37291C	40233	MAY HARRIS	MAY001	378.62	75.72	454.34	5026	21	378.62	Aug cleaning chg
28/07/2026	58487/6417	40244	MEDWAY INSULATIONS	MED001	130.00	26.00	156.00	6922	21	130.00	Asbestos collection
31/08/2026	INV24759	40226	MIDAS WASTE	MID001	207.92	41.58	249.50	6935	36	207.92	Aug bin collection chg
05/08/2026	INV33709	40047	MIDAS WASTE	MID001	120.00	24.00	144.00	5424	60	120.00	bin collection chg
31/07/2026	INV34060	40137	MIDAS WASTE	MID001	116.80	23.36	140.16	6935	30	116.80	Bin collection July
31/07/2026	INV34061	40133	MIDAS WASTE	MID001	173.90	34.78	208.68	6935	36	173.90	Bin collection July
31/07/2026	INV34062	40134	MIDAS WASTE	MID001	85.70	17.14	102.84	6935	28	85.70	Bin collection July
31/07/2026	INV34063	40136	MIDAS WASTE	MID001	131.35	26.27	157.62	6935	22	131.35	Bin collection July
31/07/2026	INV34064	40132	MIDAS WASTE	MID001	292.75	58.55	351.30	6935	21	292.75	Bin collection July
31/07/2026	INV34065	40135	MIDAS WASTE	MID001	132.40	26.48	158.88	6935	33	132.40	Bin collection July

Purchase Ledger for Month No 5

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
31/08/2026	INV34758	40227	MIDAS WASTE	MID001	103.30	20.66	123.96	6935	30	103.30	Aug bin collection chg
31/08/2026	INV34760	40229	MIDAS WASTE	MID001	72.20	14.44	86.64	6935	28	72.20	Aug bin collection chg
31/08/2026	INV34761	40224	MIDAS WASTE	MID001	150.04	30.00	180.04	6935	22	150.04	Aug bin collection chg
31/08/2026	INV34762	40225	MIDAS WASTE	MID001	292.30	58.46	350.76	6935	21	292.30	Aug bin collection chg
31/08/2026	INV34763	40228	MIDAS WASTE	MID001	135.70	27.14	162.84	6935	33	135.70	Aug bin collection chg
04/08/2026	INV-2465	40060	MULBERRY LOCAL	MUL001	60.00	12.00	72.00	6710	31	60.00	GJ Annual LAS Conference
03/08/2026	3/8/26	40053	NATIONAL ALLOTMENT	NAS001	70.00	14.00	84.00	6730	31	70.00	National Allotment Society sub
17/08/2026	434571	40219	NATIONAL LEAFLET CO	NAT010	3,823.00	0.00	3,823.00	6200	31	3,823.00	Town Crier Print chg
31/08/2026	NEREODBS19918	40210	NEREO	NER001	31.50	2.00	33.50	6922	50	31.50	DBS check I.C-W
28/08/2026	UKSPS00201411	40184	NEXUDUS SL	NEX001	99.32	19.86	119.18	6900	41	99.32	Hub booking chg
26/08/2026	34036252	40199	NISBETS	NIS001	81.35	16.27	97.62	6013	33	81.35	cleaning equip
26/08/2026	34036253	40198	NISBETS	NIS001	60.66	12.13	72.79	6013	30	60.66	cleaning equip
19/08/2026	0001/00229059	40160	OBM	OBM001	72.80	14.56	87.36	5010	29	72.80	Maint equip
21/08/2026	0001/00229243	40188	OBM	OBM001	25.28	5.06	30.34	5010	29	25.28	maint equip
25/08/2026	0001/00229464	40190	OBM	OBM001	72.80	14.56	87.36	9079	91	72.80	maint equip
25/08/2026	0001/00229466	40189	OBM	OBM001	36.40	7.28	43.68	9079	91	36.40	maint equip
13/08/2026	78033	40118	ONE STOP	ONE001	60.95	12.19	73.14	5410	36	60.95	flag rope
28/08/2026	28/AUG26/GEO	40206	ONECARD	ONE002	2,704.28	221.96	2,926.24	6922	31	62.00	Legionella training course
								6500	28	101.49	Goods for resale
								6500	28	35.46	Goods for resale
								6500	50	14.50	Goods for resale
								6500	50	18.12	Goods for resale
								6500	28	30.29	Goods for resale
								6500	28	62.46	Goods for resale
								6500	50	43.07	Goods for resale
								6500	50	23.29	Goods for resale
								6500	28	53.23	Goods for resale
								6500	28	60.42	Goods for resale
								6500	28	48.17	Goods for resale

Purchase Ledger for Month No 5

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	17.04	Goods for resale
								6500	50	31.67	Goods for resale
								6500	28	67.89	Goods for resale
								6500	28	57.96	Goods for resale
								6500	28	23.64	Goods for resale
								6500	28	46.67	Goods for resale
								6500	28	71.99	Goods for resale
								6500	28	51.67	Goods for resale
								6500	28	27.65	Goods for resale
								6500	28	97.12	Goods for resale
								6500	50	47.79	Goods for resale
								6500	50	91.21	Goods for resale
								6500	28	48.62	Goods for resale
								6500	28	31.17	Goods for resale
								6500	28	-2.10	Goods for resale
								6010	28	4.50	cleaning equip
								6010	50	9.58	cleaning equip
								6010	50	2.29	cleaning equip
								6010	28	0.96	cleaning equip
								6010	28	0.96	cleaning equip
								6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad
								6101	31	8.34	Youth Work mobile
								6505	28	5.92	consumables
								6505	28	3.50	consumables
								6240	31	10.83	Software design subs
								6491	32	31.00	Parking Bay suspension
								6491	32	210.00	Parking Bay suspension
								6200	28	1.00	stationery

Purchase Ledger for Month No 5

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
								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
								6330	50	2.00	plasters
								6002	23	8.34	Allotment data
								6320	31	179.00	NW LW exam fee
								6320	31	173.00	NW FM exam fee
								6241	50	15.00	website maintenance
								6630	11	110.34	Street naming payment
								6730	31	54.00	Chat GPT subs
								5500	28	73.32	Parasols
								5500	28	9.49	Parasol base
								5500	31	85.95	leaflet holders
								5500	31	83.33	Bookcase
								6490	32	25.00	CLSO road closure app
								6300	31	203.53	Adobe subscription
								5410	33	17.49	Blinds
								9079	91	28.50	sewer riser
								5525	21	31.26	Maint equip
28/08/2026	28/AUG26/LIN	40281	ONECARD	ONE002	127.21	3.80	131.01	6240	31	89.14	Fireflies plan
								6240	31	3.83	Fireflies plan
								6630	11	18.99	survey subscription
								6330	31	7.95	refreshments
								6330	31	7.30	refreshments
23/08/2026	INV22082026	40167	OXTED BAND	OXTE001	300.00	0.00	300.00	6868	29	300.00	Bandstand show 22/8
31/08/2026	1828	40241	PEAR TECHNOLOGY	PEA002	95.00	19.00	114.00	6240	22	95.00	Map maint annual fee
31/08/2026	31/8	40209	PHIL RAYMOND	PHI002	70.00	0.00	70.00	6869	30	70.00	Forget Me Not Talk
12/08/2026	SIN3427809	40128	PPL PRS	PPLPRS001	327.36	65.47	392.83	6635	28	327.36	Music lic 2026/27

Purchase Ledger for Month No 5

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
18/08/2026	SIN3431998	40113	PPL PRS	PPLPRS001	581.30	116.26	697.56	6635	36	581.30	Music Lic 2026/27
20/08/2026	236709	40151	PREMIER ALARMS	PREM001	95.00	19.00	114.00	6930	36	95.00	Call out for alarm fault
08/03/2025	6754	40220	PRIMO	PRIMO001	115.00	0.00	115.00	6330	31	115.00	coffee
12/02/2026	7467	40221	PRIMO	PRIMO001	120.00	0.00	120.00	6330	31	120.00	coffee
18/08/2026	291006	40161	PROVENDER	PRO002	105.01	21.00	126.01	5010	29	105.01	Maint equip
21/08/2026	101761	40153	REPOSS LTD	REP001	33.34	6.67	40.01	5525	28	33.34	Monthly till support
31/07/2026	2014802579	40165	SCREWFIX	SCREW001	68.99	0.00	68.99	6952	21	68.99	boots
06/08/2026	2014928447	40121	SCREWFIX	SCREW001	62.39	12.49	74.88	5110	21	17.48	maint equip
								5410	36	44.91	maint equip
12/08/2026	2015076822	40166	SCREWFIX	SCREW001	133.32	26.66	159.98	5410	33	133.32	Maint equip
17/08/2026	2015162760	40164	SCREWFIX	SCREW001	146.64	29.33	175.97	6952	22	46.65	trousers
								5500	21	99.99	grinder
04/08/2026	2104360	40059	SDC	SDC001	2,711.31	0.00	2,711.31	5421	60	1,192.29	August market rent
								5420	60	1,519.02	August market rent
05/08/2026	2104375	40044	SDC	SDC001	606.00	40.00	646.00	6865	26	606.00	In Bloom booklets
27/08/2026	2104533	40212	SDC	SDC001	180.00	0.00	180.00	6635	30	180.00	Premises Lic
31/07/2026	233190	40124	SEV GLAZING	SEV001	48.84	9.77	58.61	5410	36	48.84	noticeboard glass
14/08/2026	233237	40105	SEV GLAZING	SEV001	145.00	29.00	174.00	5410	41	145.00	window repair
28/08/2026	1863	40245	SG PLUMBING AND HEAT	SGP001	94.38	18.88	113.26	5010	29	94.38	Plumbing work
26/08/2026	100027210	40282	SHARPE PRITCHARD	SHA001	14,366.40	2,873.28	17,239.68	6620	31	14,366.40	Due diligence for judicial rev
24/08/2026	16849	40200	SJM 360 GROUP	SJM001	150.00	30.00	180.00	5525	28	150.00	Aircon service
11/08/2026	BK227058-2	40130	SLCC	SLCC001	165.00	8.00	173.00	6710	31	165.00	Annual conference G.J
11/08/2026	BK227058-3	40129	SLCC	SLCC001	-40.00	-8.00	-48.00	6710	31	-40.00	Annual conference G.J
25/08/2026	25/8	40202	SOROPTIMIST INTERNAT	SOR001	24.00	0.00	24.00	6448	42	24.00	Soroptimist Quiz 10/10
25/08/2026	INVOICE-021	40168	STRATFORD THEATRE CO	STR003	3,000.00	0.00	3,000.00	6869	32	3,000.00	Theatre Shows x 4
25/08/2026	25/8		SWANLEY TOWN COUNCIL	SWA002	96.00	0.00	96.00	6448	42	96.00	Lullingstone Caste Tour 7/10
03/08/2026	INV-000558	40045	JS TAYLOR	TAYL001	140.00	0.00	140.00	5410	28	140.00	Water heater electrical work
06/08/2026	1048970101	40119	TRAVIS PERKINS	TRA005	8.74	1.75	10.49	5110	21	8.74	maint equip
07/08/2026	1049029752	40163	TRAVIS PERKINS	TRA005	32.04	6.41	38.45	5310	21	32.04	Maint equip

Purchase Ledger for Month No 5

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
25/08/2026	INV-7182	40176	TREE ABILITY	TREE001	1,240.00	248.00	1,488.00	5070	21	1,240.00	Tree work Brittain's Common
21/08/2026	INV-26109	40150	TRI-METAL SOLUTIONS	TRI001	337.39	67.48	404.87	9079	91	337.39	CCTV extension post
								360		-337.39	CCTV extension post
								8001	91	337.39	CCTV extension post
28/08/2026	0927	40218	URBAN STUDIO	UIS001	6,071.00	1,214.20	7,285.20	9066	91	6,071.00	St John's parking study
05/08/2026	I-0445564	40049	UNITED GAS AND POWER	UNI002	46.88	2.34	49.22	6012	30	46.88	Jul gas chg
05/08/2026	I-0440206	40051	UNITED GAS AND POWER	UNI003	-59.24	-2.96	-62.20	6012	36	-59.24	Jun-Jul gas credit
05/08/2026	I-0445566	40050	UNITED GAS AND POWER	UNI003	72.14	3.61	75.75	6012	36	72.14	Jun-Jul gas chg
05/08/2026	I-0445571	40048	UNITED GAS AND POWER	UNI004	130.43	6.52	136.95	6012	33	130.43	Jul gas chg
03/08/2026	BLIGHS MARKET	40052	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	Jul market set up chg
02/11/2025	OCTOBER25	40170	V.C HANDYMAN	VCH001	660.00	132.00	792.00	6001	60	660.00	Sep 25 market set up chg
04/10/2025	SEPTEMBER25	40171	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	Sep 25 market set up chg
01/08/2026	22395	40017	VISION ICT	VISICT001	50.00	10.00	60.00	6241	30	50.00	SSL Certificate Renewal
31/08/2026	45533705	40216	WORLDPAY	WOR001	262.92	19.60	282.52	6976	28	262.92	Aug card trans chg
31/08/2026	455199171	40213	WORLDPAY	WOR001	65.39	10.63	76.02	6976	31	65.39	Aug card trans chg
31/08/2026	455218383	40214	WORLDPAY	WOR001	11.29	0.76	12.05	6976	50	11.29	Aug card trans chg
31/08/2026	455284096	40215	WORLDPAY	WOR001	18.91	0.02	18.93	6976	31	18.91	Aug card trans chg
01/07/2026	WM12736512REV	40149	WORLDPAY	WOR001	-9.95	-1.99	-11.94	6976	31	-9.95	Jun card trans chg
01/08/2026	WM12760262	40061	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Jul card trans chg
05/08/2026	111032904	40101	WRIGHTSURE SERVICES	WRI001	1,236.94	0.00	1,236.94	6020	20	1,236.94	Minibus WF26 KGP insurance
13/08/2026	559559222	40102	WRIGHTSURE SERVICES	WRI001	28.00	0.00	28.00	6020	20	28.00	Minibus WF26 KGP insurance
TOTAL INVOICES					264,546.34	48,620.33	313,166.67			264,546.34	

List of Payments made between 01/08/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
03/08/2026	Reach PLC	DD01/AUG26	16.90		Sev Chronicle subs
03/08/2026	Sevenoaks District Council	DD02/AUG26	884.00		Aug Business Rates chg
03/08/2026	Sevenoaks District Council	DD03/AUG26	2,622.00		Aug Business Rates chg
03/08/2026	Sevenoaks District Council	DD04/AUG26	588.00		Aug Business Rates chg
03/08/2026	Sevenoaks District Council	DD05/AUG26	64.00		Aug Business Rates chg
03/08/2026	Sevenoaks District Council	DD06/AUG26	149.00		Aug Business Rates chg
03/08/2026	Sevenoaks District Council	DD07/AUG26	550.00		Aug Business Rates chg
04/08/2026	BACS P/L Pymnt Page 7325	BACS Pymnt	71,496.03		BACS P/L Pymnt Page 7325
04/08/2026	BP Fuel	DD08	136.78		fuel
04/08/2026	NATWEST ONE CARD	DD09	4,213.69		paper lanterns
05/08/2026	Nexodus S.L	DD10	119.81		Hub booking chg Aug
06/08/2026	EDF Energy - St John's Hill	DD11	513.32		Electric chg 1/4-6/7
06/08/2026	EDF Energy - Vine Cafe	DD12	988.17		Electric chg 1/4-16/7
07/08/2026	BP Fuel	DD13	25.88		fuel
11/08/2026	United Gas & Power - Bat & Bal	DD14	49.22		Jul gas chg
11/08/2026	United Gas And Power - Offices	DD15	136.95		Jul gas chg
11/08/2026	United Gas & Power - Bat & Bal	DD16	13.55		Jun-Jul gas credit
11/08/2026	Information Commissioner's Off	DD17	47.00		ICO subs 2026/27
11/08/2026	EDF Energy - Vine Gardens	DD18	479.44		Electric chg 1/4-6/7
12/08/2026	BACS P/L Pymnt Page 7329	BACS Pymnt	25,681.22		BACS P/L Pymnt Page 7329
12/08/2026	F.V	BACS12/8	30.00		Allot key refund
13/08/2026	EDF ENERGY - Knole Paddock	DD19	352.27		Electric chg 14/6-13/7
14/08/2026	BACS P/L Pymnt Page 7337	BACS Pymnt	1,264.94		BACS P/L Pymnt Page 7337
17/08/2026	BACS P/L Pymnt Page 7338	BACS Pymnt	76,754.00		BACS P/L Pymnt Page 7338
17/08/2026	Connectaphone	DD20	673.36		Jul telephone chg
17/08/2026	NatWest Bankline	bln	95.15		bank chgs
18/08/2026	BP Fuel	DD21	80.76		fuel
19/08/2026	WorldPay	DD22	11.62		Jul card trans chg
19/08/2026	WorldPay	DD23	252.63		Jul card trans chg
19/08/2026	WorldPay	DD24	80.69		Jul card trans chg
19/08/2026	WorldPay	DD25	120.23		Jul card trans chg
20/08/2026	BACS P/L Pymnt Page 7339	BACS Pymnt	4,496.05		BACS P/L Pymnt Page 7339
20/08/2026	WorldPay	DD26	11.94		Jul card trans chg
21/08/2026	Petty Cash	002018	372.17		petty cash top up
21/08/2026	EDF ENERGY - Cemetery	DD28	120.97		Jul electric chg
21/08/2026	Reposs Ltd	DD27	40.01		Monthly till support
25/08/2026	EDF Energy - Bat and Ball Cent	DD29	1,280.97		Apr electric chg
25/08/2026	BP Fuel	DD30	4.16		fuel
25/08/2026	Payroll A/c	BACS25/8	69,502.93		August Salaries Tfr
26/08/2026	BACS P/L Pymnt Page 7344	BACS Pymnt	152,279.71		BACS P/L Pymnt Page 7344
26/08/2026	EDF ENERGY - B&B Station	DD31	1,254.15		Jul electric chg
26/08/2026	EDF Energy - Business Hub	DD32	284.64		Jul electric chg
26/08/2026	EDF Energy - High Street Marke	DD33	6.09		Apr electric chg

List of Payments made between 01/08/2026 and 31/08/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
26/08/2026	Payroll A/c	BACS26/8	29,908.79		August HMRC/KCC Tfr
27/08/2026	Everflow Water	DD34	2,126.66		Water chg 19/9-18/10
27/08/2026	Country Style Recycling	DD35	100.82		Jul bin collection chg
27/08/2026	Everflow Water	DD34	10.00		Water chg 19/9-18/10
27/08/2026	Reach PLC	DDREF	-7.80		Sev Chronicle subs
28/08/2026	BACS P/L Pymnt Page 7351	BACS Pymnt	4,182.76		BACS P/L Pymnt Page 7351
Total Payments			<u>454,465.63</u>		

Receipts for Month 5				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: 25/08/2026		69,502.93						
BACS25/8	Nat West - Current Account	69,502.93			201		69,502.93	August Salaries Tfr
Banked: 26/08/2026		29,908.79						
BACS26/8	Nat West - Current Account	29,908.79			201		29,908.79	August HMRC/KCC Tfr
Total Receipts for Month		99,411.72	0.00	0.00			99,411.72	
Cashbook Totals		100,411.72	0.00	0.00			100,411.72	

Payments for Month 5				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>
25/08/2026	Employees	BACS25/8	69,342.93			520		69,342.93	August Salaries payments
25/08/2026	Councillors	BACS25/8-	160.00			520		160.00	August Allowances payment
26/08/2026	HMRC/KCC	BACS26/8	29,908.79			515		25,518.65	August HMRC Payments
						516	0	4,390.14	August KCC Payments
Total Payments for Month			99,411.72	0.00	0.00			99,411.72	
Balance Carried Fwd			1,000.00						
Cashbook Totals			100,411.72	0.00	0.00			100,411.72	

Receipts for Month 5				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 :		578.94					578.94
Banked: 21/08/2026		372.17					
002018	Nat West - Current Account	372.17			201		372.17 petty cash top up
Total Receipts for Month		372.17	0.00	0.00			372.17
Cashbook Totals		951.11	0.00	0.00			951.11

Payments for Month 5

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>
03/08/2026	Bat and Ball Centre	1393/A	34.89		5.82	5410	36	29.07	maint equip
03/08/2026	Bat and Ball Centre	1393/B	1.85			6330	36	1.85	refreshments
03/08/2026	Bat and Ball Centre	1393/C	19.32		3.22	6330	36	16.10	refreshments
10/08/2026	Open Spaces	1395/A	8.80		1.47	5025	21	7.33	maint equip
10/08/2026	Council Offices	1395/B	38.98			6952	33	38.98	Caretaker boots
19/08/2026	Council Offices	1396	57.17		9.53	5410	33	47.64	Toilet seat
19/08/2026	Open Spaces	1397	20.00		3.33	5410	21	16.67	keys
19/08/2026	Council Offices	1398	6.80			6330	31	6.80	milk
19/08/2026	Establishments	1399	3.30		0.55	4012	31	2.75	parking
24/08/2026	Bat and Ball Centre	1400/A	4.75		0.79	6013	36	3.96	cleaning equip
24/08/2026	Bat and Ball Centre	1400/B	2.49		0.42	5410	36	2.07	batteries
24/08/2026	Bat and Ball Centre	1400/C	3.70			6330	36	3.70	refreshments
24/08/2026	Cemetery	1401	20.00		3.33	6500	22	16.67	engraving
26/08/2026	Vine Cafe	1402/A	70.10			6500	28	70.10	goods for resale
26/08/2026	Vine Cafe	1402/B	9.68		1.61	6500	28	8.07	goods for resale
26/08/2026	Vine Cafe	1402/C	1.90		0.32	6900	28	1.58	batteries
26/08/2026	Vine Cafe	1402/D	15.00		2.50	5500	28	12.50	kitchen equip
26/08/2026	Vine Cafe	1402/E	20.95			6505	28	20.95	consumables
26/08/2026	Vine Cafe	1402/F	25.57			6200	28	25.57	stationery
27/08/2026	Cemetery	1403	14.95			6500	22	14.95	engraving

Total Payments for Month

380.20

0.00

32.89

347.31

Balance Carried Fwd

570.91

Cashbook Totals

951.11

0.00

32.89

918.22

Ms L Larter
Sevenoaks Town Council
Council Offices
Bradbourne Vale Road
Sevenoaks
Kent TN13 3QG

Direct line: +44 (0)191 383 6348

Email: local.councils@mazars.co.uk

Date: 23 September 2026

Dear Ms Larter

Completion of the limited assurance review for the year ended 31 March 2026

We have completed our review for the year ended 31 March 2026 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council should consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, such as the Smaller Authorities Proper Practices Panel Practitioners' Guide (England) 2026/27. This can be obtained via your NALC or SLCC branch, or downloaded free of charge at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2025.html>.

Please also note that a copy of the 2026/27 Practitioner's Guide has now been released and is available, alongside a summary of the summary of changes from the 2025 version, at the following website: <https://www.nalc.gov.uk/resource/practitioners-guide-2026-27.html>. We would encourage all authorities to become familiar with this document ahead of preparing their 2026/27 Annual Governance and Accountability Returns.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the review has been concluded and that the statement of accounts has been published;
 - of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
 - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
 - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2026/27

As part of our guidance documents for the limited assurance review, we requested copies of the bank statement(s)/investment statement(s) at 31 March 2026 to support balances disclosed in the authority's bank reconciliation. These were not provided to us initially by the Council resulting in a follow-up request for information. The Council should ensure it includes copies of all bank statement/short term investment balance statements to support the figures within the bank reconciliation as part of the initial AGAR submission.

As part of our guidance documents for the limited assurance review, we requested evidence to confirm the competence and independence of the internal auditor, the engagement letter for the internal auditor, and the internal auditor's programme of work. These were not provided to us initially by the Council resulting in a follow-up request for information. We request that, in future, the Council includes copies of all information requested in our guidance documents as part of the initial AGAR submission.

Amendment to the Practitioners' Guide 2026/27 in respect of Section 2 Box 11 Trust Fund Transactions

As part of the Accounting Statements (Section 2), the authority is asked to confirm whether there are any trust fund transactions included in the figures. Box 11 has been amended to state the authority should answer based on whether trust fund transactions have been excluded from the AGAR.

We wish to draw attention to a change within the 2026/27 Practitioner's Guide (point 2.32) which confirms the authority will need to respond 'Yes' where the figures include trust fund transactions. We would encourage all authorities to familiarise themselves with the 2026/27 Practitioner's Guide (available on the NALC website) ahead of completing their 2026/27 AGAR.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations 2015 requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

If your invoice is not as expected, please check the audit fee scales via the link above as your fee band may have changed.

Commitment to achieving net zero

We've made an important change to how we handle post - and sustainability is driving it. In line with our net zero targets, we encourage digital communication wherever possible. However, should it be necessary for you to communicate with us by post, our correspondence address is **30 Old Bailey, London, EC4M 7AU**.

Yours sincerely



Mark Outterside – Director, For and on behalf of Forvis Mazars LLP

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

SEVENOAKS TOWN COUNCIL

ENTER PUBLIC www.sevenoakstown.gov.uk PAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

08/09/2025

12/01/2026

29/05/2026

A Beams, Mulberry LAS Ltd

INTERNAL AUDITOR

Signature of person who carried out the internal audit

A Beams

Date

29/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

SEVENOAKS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

08/06/2026

and recorded as minute reference:

M151.2 (2)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[Signature]

[Signature]

www.sevenoakstown.gov.uk

Section 2 – Accounting Statements 2025/26 for

SEVENOAKS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	1,656,321	1,439,458	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,437,614	1,545,147	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	932,098	2,956,711	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,188,510	1,235,043	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	71,602	71,602	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,326,463	2,326,486	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,439,458	2,308,185	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,447,135	2,331,727	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	11,033,336	10,859,029	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,149,327	1,100,697	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

C. Wacouson
Date 05/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

08/06/2026

as recorded in minute reference:

151.2(1) NGE

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Sevenoaks Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

22 September 2026

Sevenoaks Town Council

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2026

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for Sevenoaks Town Council for the year ended 31 March 2026 has been concluded. 2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Sevenoaks Town Council on application to: (b) Georgina Jackson, Responsible Finance Office and Deputy Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN133QG 2. Copies will be provided to any local government elector on payment of £0.75 for each copy of the Annual Return. Announcement made by: (d) Georgina Jackson, Responsible Finance Office and Deputy Clerk, Date of announcement: (e) 23/09/2026	(a) Delete as appropriate (b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return (c) Insert a reasonable sum for copying costs (d) Insert name and position of person placing the notice (e) Insert date of placing of the notice

Sevenoaks Town Council

Report on Public Works Loan Board (PWLB)

1. Purpose of Report

Sevenoaks Town Council (STC) applied to the Secretary of State for borrowing approval of up to £350,000 over a 25-year period to support the acquisition of The Stag Theatre. STC has now received verbal confirmation that the borrowing application has been approved.

Alongside the proposed borrowing, STC invited members of the public to make pledges towards the acquisition of The Stag Theatre. Pledges totalling approximately £121,000 have been received to date, and the Council is now in the process of contacting those who made pledges to request payment.

Subject to receipt of the pledged funds, it is proposed that the Council reduces its borrowing requirement from £350,000 to £329,000. Based on the revised borrowing requirement, the estimated annual loan repayment would be £28,003.16 over a term of 22.5 years.

The Council has sufficient funds within its capital reserves to meet the Stamp Duty Land Tax payable in connection with the acquisition. This cost will therefore not form part of the proposed borrowing.

The legal work associated with the acquisition of The Stag Theatre is being undertaken by Warners Solicitors on a pro bono basis, with no legal fees being charged to the Council.

2. Recommended Council Resolution

It is recommended that, subject to receipt of the pledged funds, Sevenoaks Town Council resolves to seek revised borrowing approval from the Secretary of State for Housing, Communities and Local Government for the sum of £329,000 over a period of 22.5 years for the purpose of acquiring The Stag Theatre through a Community Asset Transfer arrangement.

The estimated annual loan repayment is £28,003.16. The Council does not propose to increase the precept to fund the borrowing repayments. Instead, the annual grant currently provided to The Stag will be redirected towards meeting the annual loan repayments.

Chamber Fees and Charges
COUNCIL CHAMBER & HOUSE IN THE BASEMENT

FEES & CHARGES FROM 1 APRIL 2027
(Prices inclusive of VAT)

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	44.00 46.00
Hourly Charge (6+ hours)	Local Organisations only	37.00 38.00
Hourly Charge	Non-local Organisations	50.00 52.00
Set up costs (	Services of Caretaker	49.00 51.00
Unlimited Tea/Coffee	Per person/per session	3.00 3.00

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.34 1.40
	Subsequent copies	0.24 0.25
Photocopying - Copying from caller's original	Per copy (black and white)	0.24 0.25
	Per copy (colour)	0.43 0.44
Signing Document		19.00 20.00

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	22.00 23.00

BAT & BALL CENTRE CHARGES FROM 1 April 2027

(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	61.00 63.00
	Hourly Charge 6hrs+	54.00 56.00
John London (B)	Hourly Charge	54.00 56.00
	Hourly Charge 6hrs+	49.00 51.00
Meeting Room	Hourly Charge	37.00 38.00
	Hourly Charge 6hrs+	31.00 32.00
A+B	Hourly Charge	115.00 119.00
	Hourly Charge 6hrs+	103.00 107.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	49.00 51.00
	6:00pm – 11:00pm	54.00 56.00
	6hrs + of hire	43.00 45.00
John London (B)	9:00am – 6:00pm	43.00 45.00
	6:00pm – 11:00pm	49.00 51.00
	6hrs + of hire	37.00 38.00
Meeting Room	9:00am – 6:00pm	26.00 27.00
	6:00pm – 11:00pm	31.00 32.00
	6hrs + of hire	19.00 20.00
A+B	9:00am – 6:00pm	92.00 96.00
	6:00pm – 11:00pm	103.00 107.00
	6hrs + of hire	80.00 83.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	49.00 51.00
Kitchen	Per Session	31.00 32.00
A1 Poster Bays	Per Month, Per Bay	74.00 77.00
6ft Round Tables	Each	3.00 3.00
Round Tablecloths	Each	12.00 13.00
Tea Dance	Per Person	5.00 5.00
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	26.00 27.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Damage Deposit per booking – 25% (Min £150 or £400 at the discretion of the Council)

Refreshments/Technical AV Support are available - POA

BAT and BALL STATION CHARGES FROM 1 APRIL 2027
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Booking Hall	Hourly charge	50.00 52.00
	Hourly charge 6hrs +	44.00 46.00
Luggage Room Hall	Hourly charge	38.00 40.00
	Hourly charge 6hrs +	32.00 33.00
Hall Set up Costs	For the caretaker to set up the hall, as required	49.00 51.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	38.00 40.00
	Mon-Fri 6:00pm – 10:30pm	44.00 46.00
	Mon-Fri 6hrs+ hire	32.00 33.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	27.00 28.00
	Mon-Fri 6:00pm – 10:30pm	32.00 33.00
	Mon-Fri 6hrs+ hire	19.00 20.00
Hall Set up Costs	For the caretaker to set up the hall, as required	49.00 51.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA

Refundable Deposit per booking - £150

Refreshments/Technical AV Support are available - POA

Access to parking at the Community Centre included in all rates

Email: hallhire@sevenoakstown.gov.uk

Phone: 01732 459953

Business Hub CHARGES FROM 1 APRIL 2027
(Prices inclusive of VAT)

MONTHLY RATES (£)		
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	352.00 366.00
Hot Desk monthly		246.00 256.00
Private Room		671.00 698.00

Hotdesking – ½ day	Am or Pm	12.50 13.00
Hotdesking – full day	Full day	25.00 26.00
Meeting Room	Room seating 8 people Refreshments facilities Hourly Charge	26.00 27.00

Sports Facilities Charges 01.04.2027 to 31.03.2028

SPORTS FEES

FEES & CHARGES FROM 01 April 2027

CRICKET (Summer Sport)	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	131.00 136.00	118.00 122.00	99.00 103.00
Weekday games - Juniors	77.00 80.00	72.00 75.00	57.00 59.00
Weekend games - Adults	166.00 172.00	136.00 141.00	118.00 122.00
Weekend games - Juniors	103.00 107.00	80.00 83.00	70.00 72.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	87.00 90.00	75.00 78.00	57.00 59.00
Weekday games - Juniors	58.00 60.00	51.00 53.00	36.00 37.00
Weekend games - Adults	124.00 129.00	94.00 97.00	75.00 78.00
Weekend games - Juniors	82.00 85.00	63.00 66.00	49.00 51.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	111.00 115.00
Weekday games - Juniors	60.00 62.00
Weekend games - Adults	136.00 141.00
Weekend games - Juniors	67.00 69.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	69.00 72.00
Weekday games - Juniors	40.00 41.00
Weekend games - Adults	94.00 98.00
Weekend games - Juniors	46.00 47.00
Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	136.00 141.00
Weekday games - Juniors	77.00 80.00
Weekend games - Adults	161.00 167.00
Weekend games - Juniors	103.00 107.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	94.00 97.00
Weekday games - Juniors	58.00 60.00
Weekend games - Adults	118.00 122.00
Weekend games - Juniors	82.00 85.00
Mini Tournaments	180.00 187.00
Junior Training Areas	50.00 52.00
Adult Training per hour	41.00 43.00
Outside Rugby clubs-normal fee plus	41.00 43.00
Sports Camps	
Small Sports Camps	103.00 107.00
Larger Sports Camps	136.00 141.00

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire

Sports Facilities Charges 01.04.2027 to 31.03.2028

SPORTS FEES

FEES & CHARGES FROM 01 April 2027

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	43.00 45.00
Per hour - Juniors	21.00 22.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	28.00 29.00
Per hour - Juniors	15.00 16.00
Daily rates (Up to 7 hours)	
For Sevenoaks organisations	148.00 154.00
For non-Sevenoaks organisations	179.00 186.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	502.00 522.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	266.00 277.00
Junior Sports Meetings (Up to 7 hours)	
Restricted Area	137.00 142.00
One field and Pavilion	228.00 237.00
One field	210.00 218.00
Athletics Track by arrangement	

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire

Cemetery Charges 01.04.2027 to 31.03.2028

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2027

(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	1,325.00 1,378.00	3,975.00 4,134.00
Earth (Lawn section) Grave Site B	802.00 835.00	2,406.00 2,502.00
Earth (Lawn section) Grave Site C	515.00 536.00	1,544.00 1,605.00
Infants (non-viable fetuses, still born children, and under 5 years)	27.00 28.00	81.00 84.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	92.00 96.00	92.00 96.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	182.00 189.00	546.00 568.00
Single depth in an adult grave (all ages)	636.00 661.00	1,909.00 1,985.00
Double depth in an adult grave (all ages)	855.00 889.00	2,565.00 2,668.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	109.00 113.00	328.00 341.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	89.00 93.00	89.00 93.00
To search Register of Burials per name (same family)	45.00 47.00	45.00 47.00
Annual Grave Maintenance-Grass Grave	129.00 134.00	129.00 134.00
Annual Grave Maintenance-Full Memorial	179.00 186.00	179.00 186.00
Turfing of old graves (at client's request)	94.00 98.00	94.00 98.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	201.00 209.00	201.00 209.00
Weekend surcharge-cremated remains burial	201.00 209.00	201.00 209.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	72.00 75.00	72.00 75.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	POA

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who for a period resided within the Town area and who at the time of his/ her death had not been resident outside that area for more than 10 years.

NON-RESIDENT

Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

Cemetery Charges 01.04.2027 to 31.03.2028

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2027

(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required) *visual tributes over 25 pictures incur an additional cost of £50	264.00 275.00	264.00 275.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	222.00 231.00	222.00 231.00
Double headstones	442.00 460.00	442.00 460.00
Additional inscriptions after first interment	152.00 158.00	152.00 158.00
Tablets, scrolls, bird baths and books up to 15 inches in height	167.00 174.00	167.00 174.00
To replace a memorial with similar or smaller memorial	60.00 62.00	60.00 62.00
Memorial removal and disposal fee	134.00 139.00	134.00 139.00
Notes to Memorial permits		
1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). 2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	165.00 171.00	165.00 171.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	320.00 333.00	961.00 999.00
Additional inscription to existing plaque	64.00 66.00	64.00 66.00
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	230.00 239.00	690.00 718.00
Interment of ashes (digging charge)	109.00 113.00	328.00 341.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	200.00 208.00	200.00 208.00

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

<u>RESIDENT</u>	A parishioner (or ex-parishioner) of Sevenoaks Town who for a period resided within the Town area and who at the time of his/ her death had not been resident outside that area for more than 10 years.
<u>NON-RESIDENT</u>	Any non-parishioner

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances.
Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.*

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2027

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.25 per m2 wef 29.09.2027 (£63.25 per 253m2 plot)
Quakers Hall Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.26 per m2 wef 29.09.2027 (£65.78 per 253m2 plot)
Logs:	
- Full Load - Half Load	£152.00 158.00 £96.00 100.00
RALEY'S CAR PARK	
Annual car park pass (limited number available to applicants who meet specified requirements)	£68.00 71.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 26 March 2021 for 5 years. Lease expires 2044)	Rent Review December 2026 agreed – One Peppercorn per annum
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028
The Sevenoaks Vine Club	
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£4,000 per annum
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town FC Ltd:	
Pitch 1(Lease expires 17 May 2043)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 2 Tenancy at Will commenced July 2013	£520 per annum
Pavilion Tenancy at Will commenced July 2013	£1 per annum

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2027

Sevenoaks Day Care	One peppercorn per annum
The Stag Community Arts Centre	Premium Nil
Access to Mount Close Play Area	£7.70 per annum 8.00
Adopt a Tree	£115 120.00

Markets Fees and Charges 01.04.2027 to 31.03.2028

FEES & CHARGES FROM 1 APRIL 2027
(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	50.00 52.00
Wednesday Market		Available on Application
Saturday Market		Available on Application
Christmas Market		50.00 52.00

Sevenoaks Town Council

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2026/2027

	Monday (Tennis Nets)	Tuesday	Wednesday (Tennis Nets)	Thursday	Friday	Saturday	Sunday (Tennis Nets)
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Bookable for sports parties at B&B Ctr	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

Charging for Pre-Booked:

Non-Commercial Junior	£5.70 ~~5.90~~	Per hour Including VAT
Non- Commercial Adult	£11.50 ~~11.95~~	Per hour Including VAT
Commercial	£28.80 ~~30.00~~	Per hour Including VAT
Team Sports Adults	£28.80 ~~30.00~~	Per hour Including VAT
Team Sports Juniors	£23.00 ~~23.90~~	Per hour Including VAT

Sevenoaks Town Council

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2026/2027

- i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.
- ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.
- iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons
- iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form
- v) Use of the floodlights will need to be part of a pre-booked and paid for session.

Sevenoaks Town Council**DRAFT REVENUE ESTIMATES and PRECEPT FOR 2027-2028**

It should be noted that this is an initial draft of the forthcoming budget which will be reviewed through the process and may be impacted by the annual Band D figures provided by SDC.

The summary by cost centre and detailed breakdown by cost centre and account code are attached to this paper.

Key Inclusions in Revenue Estimate for 2026/2027

Inflation	Inflation is at 3.1% (Consumer Price Index) but expected to rise in coming months, the budget has been set at 4%.
Income	4% Increase.
Staff cost of living pay rise	3.3% as per the National Agreement.
Cafes	The revenue estimate does not include any budget for the Vine Café. I left this out of the budget in case it did not complete. It is hoped that this will have moved to a concession by 1 st January 2027.
Station	The running costs of the station are expected to be reduced by approximately £25k due to the concession.
Real Living Wage staff	It has also taken into account predicted increase in National Minimum Wage.
Minimum wage staff	The Low Pay Commission estimates that the National Living Wage (which is essentially the minimum for over-21s) will need to rise from £12.71 (current rate from April 2026) to about £13.13/hr for April 2027. That's about a 3.7% increase.
PWLB repayments	£71,603 for Community Centre £28,151 for Stag Freehold.
Merit Award	Has not been included again in this budget.
Vehicle Ear Marked Reserve	The movement to the vehicle ear marked reserve has stayed at £10k.
Capital Refurbishments	Capital refurbishment has stayed at £4k.
Contingency	The contingency has increased to £70k from £75k.
Bat & Ball Centre	The income has not been increased in 2027/2028 due to the reduction in income in this financial year.
Business Hub	STC are in talks with a company to hire out a defined office suite within the Business Hub. Any rent from this has not been included in the budget.

HitB	The income has been reduced slightly as a regular hirer has had to stop their session due to financial constraints.
Rugby	The land rental of £3,750 has been taken out of the budget as it will be proceeding on a peppercorn rent.

First Draft Precept for 2026/2027

This is a first draft of the revenue budget for 2027/28 and is subject to change.

The Town Council receives the tax base number from Sevenoaks District Council in December and it is expected that this will reduce the percentage increase.

	2025/26	2026/27	2027/28
Precept	1,545,147	1,624,084	1,687,531
Tax Base	10,055	10,076	10,076
Band D Equivalent	153.67	161.19	167.48
	5.74%	4.90%	3.90%
	2.96 per week	3.10 per week	3.22 per week

Key Points- 2026/27 Forecast

The current forecast predicts a year-end surplus of £47,441. This is sufficient to accommodate the £20,000 budgeted contribution to General Reserves, while still providing some flexibility during the remainder of the financial year.

There remain a number of significant expenditure commitments and uncertainties over the next six months. These include major Council events, such as the Christmas Lights Switch-On and Remembrance Service, together with ongoing pressures on energy costs. The forecast should therefore continue to be treated with a degree of caution and monitored throughout the remainder of the year.

Community Bus

Current expenditure indicates that the existing budget should be sufficient to absorb the costs associated with the Community Bus.

Open Spaces

The forecast currently predicts that this cost centre will finish approximately £3,000 under budget. However, the final position will depend on the level of tree works required during the autumn and winter months. Tree-related expenditure has been relatively high over the last couple of years, and this therefore remains an area of potential budget pressure.

Cemetery

The Cemetery is also forecast to finish approximately £3,000 under budget. A relatively conservative approach has been taken when forecasting income, and therefore there is potential for the year-end position to improve over the remaining six months.

Bat & Ball Station

The café moved to a concession arrangement on 1 October 2025, making 2026/27 the first full financial year in which STC has not directly operated the café.

The cost centre is currently forecast to finish approximately £2,000 over budget, with an overall deficit of approximately £21,578. This nevertheless represents a significant improvement on the previous financial year, when the Station finished with a deficit of £47,520.

Vine Café

No operating budget was set for the Vine Café for 2026/27. The café is due to close for the winter at the end of October and is currently forecast to finish the year with a deficit of approximately £10,760, which has been absorbed within the Council's overall forecast position.

This compares favourably with the deficit of £29,179 at the end of the previous financial year. STC is currently in discussions regarding moving the café to a concession arrangement.

Council Offices

Due to stronger than anticipated income, the Council Offices cost centre is currently forecast to finish approximately £15,000 under budget.

Bat & Ball Centre

The Bat & Ball Centre is currently forecast to finish broadly in line with budget, with an overall deficit of approximately £19,000.

The forecast assumes that the budgeted income target of £120,000 will be achieved. This is considered achievable but will need to be monitored, particularly as it represents a reduction from the £139,000 income achieved in the previous financial year.

Markets

The Wednesday Market is currently operating at a deficit year to date, meaning that the cost of operating the market is presently exceeding the income received. This has resulted in a weaker forecast position than originally budgeted.

Markets were budgeted to generate a surplus of approximately £9,000 for the year. The current forecast predicts a significantly reduced year-end surplus of approximately £1,600.

Overall Position

Overall, the forecast remains positive, with a projected surplus of £47,441 against the 2026/27 budget. This provides sufficient provision for the planned £20,000 contribution to General Reserves.

However, there are still six months of the financial year remaining and a number of areas that could affect the final position, particularly energy costs, winter tree works, major Council events and the achievement of forecast income levels. The forecast will therefore continue to be reviewed and updated as the financial year progresses.

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
11	<u>Planning - General</u>									
4010	Gross Pay	37,040	37,479	40,301	16,030	39,000	0	41,000	0	0
4270	Employers Pension Contribution	1,522	1,311	1,500	558	1,250	0	1,300	0	0
6240	Computer/ Data Base/WP's	800	513	700	262	600	0	728	0	0
6330	Welfare/Hospitality	0	26	0	0	0	0	0	0	0
6460	Publicity & Democratic notices	0	380	0	0	0	0	0	0	0
6630	Professional Fees	922	659	800	448	850	0	825	0	0
6730	Subscriptions	615	750	650	975	1,100	0	900	0	0
	Overhead Expenditure	40,899	41,117	43,951	18,272	42,800	0	44,753	0	0
	Movement to/(from) Gen Reserve	(40,899)	(41,117)	(43,951)	(18,272)	(42,800)		(44,753)		
20	<u>Community Bus</u>									
1990	Other Income	0	0	0	0	0	0	1,000	0	0
	Total Income	0	0	0	0	0	0	1,000	0	0
5525	Equipment Maintenance	0	0	0	99	300	0	400	0	0
5550	Vehicle Expenses	0	0	0	102	200	0	0	0	0
5700	Fuel	0	23	0	64	300	0	300	0	0
6020	Insurance Cost	0	4,707	0	1,265	1,500	0	0	0	0
	Overhead Expenditure	0	4,730	0	1,530	2,300	0	700	0	0
	20 Net Income over Expenditure	0	-4,730	0	-1,530	-2,300	0	300	0	0
8001	plus Transfer from EMR	0	4,707	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(23)	0	(1,530)	(2,300)		300		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
21	<u>O/ Spaces & Leisure - General</u>									
1022	Letting & Hire of Facilities	28,000	32,058	29,120	13,157	30,000	0	30,285	0	0
1030	Electricity recharge	3,800	2,737	3,800	409	2,500	0	3,000	0	0
1316	Raleys Car Park Permits	1,739	2,467	1,809	1,928	2,000	0	1,881	0	0
1350	Revenue Grant income	0	2,666	0	0	0	0	0	0	0
1550	Insurance Claims	0	8,488	0	2,124	2,124	0	0	0	0
1850	Log Sales	0	227	815	125	200	0	500	0	0
1853	Adopt a Tree income	102	575	108	0	0	0	111	0	0
1990	Other Income	276	1,821	292	135	500	0	301	0	0
	Total Income	33,917	51,040	35,944	17,878	37,324	0	36,078	0	0
4010	Gross Pay	204,378	202,711	254,240	99,793	244,586	0	267,000	0	0
4011	Mileage	800	602	0	517	700	0	0	0	0
4012	Expenses	0	38	0	0	0	0	0	0	0
4270	Employers Pension Contribution	16,558	11,756	16,430	5,011	12,500	0	16,000	0	0
5010	Vine Area General Maintenance	0	0	0	145	0	0	0	0	0
5013	Graffiti Removal	1,000	248	1,000	0	400	0	1,000	0	0
5025	Lower St Johns Toilets	14,350	16,904	15,000	4,677	14,000	0	15,000	0	0
5026	Greatness Rec Convenience	3,177	4,050	3,304	2,116	3,600	0	3,500	0	0
5030	St Nicholas Burial Ground	102	138	108	0	150	0	111	0	0
5050	Seats And Litter Bins	2,357	303	2,451	0	1,500	0	2,527	0	0
5060	Sevenoaks Common	5,125	7,647	5,000	600	8,500	0	5,200	0	0
5065	Tree Safety Survey	4,100	4,100	4,500	0	4,500	0	4,750	0	0
5070	Other Woodlands	4,100	11,987	4,600	6,456	12,000	0	4,784	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5110	Knole Paddock & Pavilion	3,587	2,926	3,730	92	1,500	0	3,879	0	0
5120	Knole Paddock Pitch & Grnd Mt	2,562	3,404	2,664	5,671	6,000	0	2,743	0	0
5310	Miscellaneous Open Spaces	5,300	6,282	5,512	4,668	7,000	0	5,683	0	0
5311	Security Open Spaces	28,000	32,723	31,000	14,553	35,000	0	34,000	0	0
5316	Skatepark Maintenance	2,050	66	2,000	7,050	2,000	0	2,000	0	0
5317	Raleys Car Park	439	550	457	486	500	0	500	0	0
5320	Fertilizers	1,537	2,076	2,300	1,546	2,200	0	2,392	0	0
5330	Grass Seed	2,562	3,904	3,000	3,734	4,500	0	4,500	0	0
5340	Plants	3,075	3,592	3,198	715	2,000	0	3,297	0	0
5410	Repairs & General Maintenance	1,845	498	1,845	380	600	0	1,800	0	0
5412	Capital Refurbishments	8,000	4,000	4,000	4,000	4,000	0	4,000	0	0
5500	Equipment Hired and New	7,175	3,294	6,175	1,609	3,500	0	5,500	0	0
5525	Equipment Maintenance	8,000	7,204	8,000	317	7,500	0	8,320	0	0
5550	Vehicle Expenses	12,037	4,310	14,000	2,318	15,000	0	14,560	0	0
5700	Fuel	6,047	4,054	6,289	2,487	5,000	0	5,000	0	0
6010	Light Heat & Cleaning	8,712	0	0	0	0	0	0	0	0
6011	Electricity	0	9,765	7,000	-2,644	10,000	0	8,500	0	0
6013	Cleaning	615	453	649	164	450	0	600	0	0
6014	Water	1,025	1,206	1,066	1,224	2,000	0	1,108	0	0
6016	Contractor Payments	0	2,113	0	73	200	0	0	0	0
6101	Telephone	149	0	155	0	0	0	160	0	0
6104	Mobile Telephone	348	264	362	100	300	0	373	0	0
6105	Broadband wi-fi service	307	344	319	143	350	0	329	0	0
6200	Printing & Stationery	0	3	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6210	Postage & Courier	0	14	0	0	0	0	0	0	0
6320	Staff Training	3,075	1,127	2,000	0	1,500	0	2,000	0	0
6330	Welfare/Hospitality	640	225	666	490	700	0	692	0	0
6460	Publicity & Democratic notices	0	260	0	1,520	0	0	0	0	0
6635	Professional Fees Licensing	308	10	320	0	100	0	330	0	0
6730	Subscriptions	185	430	192	437	450	0	450	0	0
6812	Road Dues	1,128	1,690	1,420	0	1,700	0	1,700	0	0
6851	Bus Shelter Maintenance	205	0	213	0	0	0	220	0	0
6900	Sundry Expenses	82	0	86	0	0	0	89	0	0
6922	Health&Safety/Risk Assessments	1,700	1,751	1,700	130	1,700	0	1,700	0	0
6930	Alarm Maintenance	902	836	952	95	850	0	982	0	0
6931	CCTV Maintenance	615	0	615	0	0	0	634	0	0
6934	Waste Bin Collection-Dog Bins	3,075	2,912	3,198	728	2,000	0	3,000	0	0
6935	Waste Bin Disposal-Waste Bins	2,767	3,427	4,000	1,811	4,000	0	4,160	0	0
6952	Protective Clothing	1,600	720	1,600	807	1,000	0	1,500	0	0
Overhead Expenditure		375,701	366,916	427,316	174,018	426,036	0	446,573	0	0
21 Net Income over Expenditure		-341,784	-315,876	-391,372	-156,140	-388,712	0	-410,495	0	0
8001	plus Transfer from EMR	0	-10,368	0	-2,950	0	0	0	0	0
8002	less Transfer to EMR	0	8,488	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(341,784)	(334,733)	(391,372)	(159,090)	(388,712)		(410,495)		
22	<u>O/ Spaces & Leisure - Cemetery</u>									
1700	Cemetery Income	78,000	82,321	81,000	52,345	82,000	0	84,240	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		78,000	82,321	81,000	52,345	82,000	0	84,240	0	0
4010	Gross Pay	105,490	102,838	107,762	42,640	104,000	0	109,000	0	0
4011	Mileage	0	120	0	49	120	0	0	0	0
4012	Expenses	0	124	0	0	0	0	0	0	0
4270	Employers Pension Contribution	8,818	9,583	10,000	3,503	9,000	0	10,000	0	0
5210	Cemetery Chapel & Office	153	0	159	0	0	0	150	0	0
5230	Cemetery Wshop/Messroom Mtce	717	147	717	0	500	0	739	0	0
5410	Repairs & General Maintenance	1,230	2,793	1,298	693	1,600	0	1,350	0	0
5500	Equipment Hired and New	4,100	3,058	4,000	833	3,000	0	4,000	0	0
5525	Equipment Maintenance	9,000	3,449	7,000	5,494	9,000	0	9,000	0	0
5700	Fuel	1,230	718	1,000	353	800	0	1,000	0	0
6000	Rent & Rates	10,500	8,818	11,100	5,304	11,000	0	11,544	0	0
6011	Electricity	2,152	3,168	3,000	700	3,700	0	3,300	0	0
6013	Cleaning	1,025	518	600	125	700	0	624	0	0
6014	Water	1,127	390	1,172	197	600	0	1,000	0	0
6016	Contractor Payments	0	147	0	772	900	0	0	0	0
6101	Telephone	820	875	852	446	900	0	750	0	0
6104	Mobile Telephone	26	0	27	0	0	0	28	0	0
6105	Broadband wi-fi service	154	120	130	50	150	0	135	0	0
6200	Printing & Stationery	0	475	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	686	1,331	713	336	1,200	0	741	0	0
6320	Staff Training	1,537	269	1,000	0	500	0	500	0	0
6330	Welfare/Hospitality	307	212	319	191	250	0	329	0	0
6500	Goods for Resale	128	716	135	244	800	0	139	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6720	Books and Periodicals	52	0	54	0	0	0	56	0	0
6730	Subscriptions	205	125	213	220	220	0	220	0	0
6802	Trees Plants Turf & Fertilizer	3,000	3,063	3,120	973	3,000	0	3,245	0	0
6822	Roads Path & Boundaries	871	93	871	9	400	0	898	0	0
6832	Lawn/Wall of Remembrance	123	0	128	290	0	0	132	0	0
6922	Health&Safety/Risk Assessments	1,500	3,828	1,300	654	2,000	0	1,352	0	0
6930	Alarm Maintenance	1,742	995	1,812	1,040	1,100	0	1,400	0	0
6932	Cemetery Security	6,150	7,680	6,900	3,422	8,000	0	8,000	0	0
6935	Waste Bin Disposal-Waste Bins	1,332	1,375	1,600	647	1,600	0	1,664	0	0
6952	Protective Clothing	700	236	728	77	300	0	751	0	0
Overhead Expenditure		164,875	157,263	167,710	69,263	165,340	0	172,047	0	0
22 Net Income over Expenditure		-86,875	-74,943	-86,710	-16,918	-83,340	0	-87,807	0	0
8001	plus Transfer from EMR	0	0	0	-4,910	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(86,875)</u>	<u>(74,943)</u>	<u>(86,710)</u>	<u>(21,828)</u>	<u>(83,340)</u>		<u>(87,807)</u>		
23	<u>O/ Spaces & Leisure- Allotment</u>									
1010	Rental Income	1,636	1,494	1,700	1,403	1,500	0	1,600	0	0
1047	QH Allotments Income	8,759	8,500	8,977	9,216	9,200	0	9,255	0	0
Total Income		10,395	9,994	10,677	10,620	10,700	0	10,855	0	0
4010	Gross Pay	6,000	6,822	6,787	3,332	8,000	0	7,400	0	0
4270	Employers Pension Contribution	400	932	840	413	1,000	0	866	0	0
5340	Plants	0	75	0	0	0	0	0	0	0
5410	Repairs & General Maintenance	0	239	0	422	600	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5500	Equipment Hired and New	0	97	0	0	0	0	0	0	0
6002	QH Allotments Costs	0	760	0	602	900	0	0	0	0
6014	Water	973	563	1,011	1,120	700	0	1,051	0	0
6300	Computer Software	25	0	0	0	0	0	0	0	0
6730	Subscriptions	62	0	64	0	0	0	66	0	0
6922	Health&Safety/Risk Assessments	73	0	76	0	0	0	78	0	0
6935	Waste Bin Disposal-Waste Bins	0	7	0	0	0	0	0	0	0
Overhead Expenditure		7,533	9,493	8,778	5,888	11,200	0	9,461	0	0
23 Net Income over Expenditure		2,862	501	1,899	4,731	-500	0	1,394	0	0
8001	plus Transfer from EMR	0	1,132	0	351	0	0	0	0	0
Movement to/(from) Gen Reserve		2,862	1,633	1,899	5,082	(500)		1,394		
26	<u>Open Spaces-Street Lighting/Ge</u>									
1480	Streetlighting income	9,000	5,163	8,000	0	7,000	0	8,000	0	0
1550	Insurance Claims	0	4,485	0	0	0	0	0	0	0
1990	Other Income	1,000	0	1,040	0	0	0	0	0	0
1997	In Bloom Income	0	2,850	0	200	200	0	0	0	0
Total Income		10,000	12,498	9,040	200	7,200	0	8,000	0	0
6861	Public Clock Maintenance	205	1,873	732	99	1,500	0	1,200	0	0
6862	Street Lighting	11,000	11,479	9,000	5,731	10,000	0	8,000	0	0
6865	In Bloom Costs	14,350	16,653	15,022	12,741	11,000	0	15,000	0	0
Overhead Expenditure		25,555	30,005	24,754	18,571	22,500	0	24,200	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
26 Net Income over Expenditure		-15,555	-17,507	-15,714	-18,371	-15,300	0	-16,200	0	0
8001	plus Transfer from EMR	0	0	0	2,790	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(15,555)</u>	<u>(17,507)</u>	<u>(15,714)</u>	<u>(15,581)</u>	<u>(15,300)</u>		<u>(16,200)</u>		
28	<u>O/ Spaces & Leisure-Vine Cafe</u>									
1211	Sale of Goods	0	38,746	0	35,921	0	0	0	0	0
1212	Events Management	0	0	0	0	38,000	0	0	0	0
1213	Event catering	0	523	0	183	300	0	0	0	0
Total Income		<u>0</u>	<u>39,270</u>	<u>0</u>	<u>36,105</u>	<u>38,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4010	Gross Pay	0	31,237	0	13,191	22,000	0	0	0	0
4012	Expenses	0	0	0	8	0	0	0	0	0
4270	Employers Pension Contribution	0	1,594	0	687	900	0	0	0	0
5410	Repairs & General Maintenance	0	1,037	0	2,172	2,500	0	0	0	0
5500	Equipment Hired and New	1,580	5,119	0	596	700	0	0	0	0
5525	Equipment Maintenance	0	2,537	0	1,185	1,200	0	0	0	0
6000	Rent & Rates	0	736	0	381	800	0	0	0	0
6010	Light Heat & Cleaning	0	194	0	115	200	0	0	0	0
6011	Electricity	0	3,336	0	948	2,000	0	0	0	0
6014	Water	0	1,894	0	3,167	3,000	0	0	0	0
6016	Contractor Payments	0	372	0	0	0	0	0	0	0
6101	Telephone	0	612	0	371	600	0	0	0	0
6200	Printing & Stationery	0	39	0	47	60	0	0	0	0
6210	Postage & Courier	0	42	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6330	Welfare/Hospitality	0	49	0	11	50	0	0	0	0
6500	Goods for Resale	0	13,469	0	8,976	10,000	0	0	0	0
6505	Cafe consumables	0	744	0	430	600	0	0	0	0
6635	Professional Fees Licensing	0	620	0	327	650	0	0	0	0
6900	Sundry Expenses	0	20	0	2	0	0	0	0	0
6922	Health&Safety/Risk Assessments	0	1,379	0	1,739	1,100	0	0	0	0
6930	Alarm Maintenance	0	516	0	53	600	0	0	0	0
6935	Waste Bin Disposal-Waste Bins	0	1,524	0	397	800	0	0	0	0
6976	Credit card charges	0	1,379	0	1,156	1,300	0	0	0	0
Overhead Expenditure		1,580	68,449	0	35,959	49,060	0	0	0	0
Movement to/(from) Gen Reserve		(1,580)	(29,179)	0	145	(10,760)		0		
29	<u>O/Spaces & Leisure-Vine Ground</u>									
1208	Other Events Income	1,538	440	1,000	300	500	0	500	0	0
1211	Sale of Goods	0	24	0	175	175	0	0	0	0
1805	Tea Kiosk Rental & Pavilion	3,587	4,000	4,000	2,000	4,000	0	4,000	0	0
1870	Vine Club Insurance Contrib.	382	666	670	699	699	0	696	0	0
Total Income		5,507	5,130	5,670	3,174	5,374	0	5,196	0	0
4010	Gross Pay	25,505	25,411	27,500	13,525	28,000	0	28,353	0	0
4270	Employers Pension Contribution	1,427	893	1,638	383	900	0	1,400	0	0
5010	Vine Area General Maintenance	2,565	6,897	2,667	1,660	2,000	0	2,500	0	0
5015	Vine Pavilion maintenance	205	0	213	0	0	0	220	0	0
5020	Vine Public Convenience	14,000	10,344	14,000	2,139	13,000	0	10,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5340	Plants	0	0	0	67	0	0	0	0	0
5410	Repairs & General Maintenance	820	207	820	84	300	0	852	0	0
5500	Equipment Hired and New	2,056	315	2,056	295	2,000	0	2,138	0	0
6011	Electricity	0	0	0	132	1,000	0	0	0	0
6014	Water	512	311	532	218	700	0	553	0	0
6460	Publicity & Democratic notices	0	1,008	0	0	0	0	0	0	0
6635	Professional Fees Licensing	215	70	215	0	200	0	222	0	0
6868	Summer Concerts	3,690	3,420	3,838	3,945	3,800	0	3,991	0	0
6869	Special Events	143	0	143	0	0	0	147	0	0
6922	Health&Safety/Risk Assessments	1,000	517	500	300	550	0	516	0	0
6931	CCTV Maintenance	748	0	748	965	800	0	778	0	0
6935	Waste Bin Disposal-Waste Bins	984	730	780	369	800	0	811	0	0
Overhead Expenditure		53,870	50,122	55,650	24,081	54,050	0	52,481	0	0
Movement to/(from) Gen Reserve		(48,363)	(44,992)	(49,980)	(20,907)	(48,676)		(47,285)		
30	<u>F& G P - Bat & Ball Station</u>									
1010	Rental Income	0	1,251	5,000	2,085	5,000	0	5,000	0	0
1022	Letting & Hire of Facilities	16,000	14,723	16,000	14,160	16,000	0	17,000	0	0
1211	Sale of Goods	0	15,059	0	0	0	0	0	0	0
1213	Event catering	0	6,500	0	50	100	0	0	0	0
1861	Recharge Income	0	3,766	3,000	4,422	9,000	0	8,000	0	0
1990	Other Income	0	0	5,700	0	0	0	0	0	0
Total Income		16,000	41,300	29,700	20,717	30,100	0	30,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4010	Gross Pay	20,637	44,780	16,978	6,658	17,000	0	17,000	0	0
4270	Employers Pension Contribution	1,040	1,357	1,000	116	400	0	1,031	0	0
5410	Repairs & General Maintenance	6,000	6,735	6,240	1,120	4,000	0	5,000	0	0
5500	Equipment Hired and New	1,025	801	1,025	0	0	0	1,057	0	0
5525	Equipment Maintenance	0	359	0	0	0	0	0	0	0
6000	Rent & Rates	1,500	1,406	1,760	3,301	6,600	0	6,600	0	0
6011	Electricity	8,500	10,075	9,000	4,948	11,000	0	12,000	0	0
6012	Gas	1,455	1,751	2,500	769	2,000	0	2,000	0	0
6013	Cleaning	3,587	4,125	3,887	2,046	3,200	0	3,500	0	0
6014	Water	1,500	306	650	214	500	0	670	0	0
6016	Contractor Payments	0	1,859	0	561	1,000	0	0	0	0
6020	Insurance Cost	1,000	0	0	0	0	0	0	0	0
6101	Telephone	512	612	532	347	700	0	548	0	0
6200	Printing & Stationery	0	31	0	0	0	0	0	0	0
6241	Website Costs	410	345	360	378	378	0	390	0	0
6330	Welfare/Hospitality	0	1,408	0	858	900	0	0	0	0
6460	Publicity & Democratic notices	0	19	0	0	0	0	0	0	0
6500	Goods for Resale	0	7,243	0	0	0	0	0	0	0
6505	Cafe consumables	0	333	0	0	0	0	0	0	0
6520	Refreshments for Resale	0	162	0	0	0	0	0	0	0
6635	Professional Fees Licensing	615	295	640	180	300	0	660	0	0
6869	Special Events	0	225	0	75	0	0	0	0	0
6900	Sundry Expenses	0	160	0	0	0	0	0	0	0
6922	Health&Safety/Risk Assessments	1,332	1,773	1,332	504	1,100	0	1,200	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6930	Alarm Maintenance	717	438	800	95	550	0	825	0	0
6931	CCTV Maintenance	174	207	280	0	250	0	289	0	0
6935	Waste Bin Disposal-Waste Bins	820	1,528	2,000	853	1,800	0	2,000	0	0
6976	Credit card charges	0	489	0	0	0	0	0	0	0
Overhead Expenditure		50,824	88,820	48,984	23,023	51,678	0	54,770	0	0
Movement to/(from) Gen Reserve		(34,824)	(47,520)	(19,284)	(2,306)	(21,578)		(24,770)		
31	<u>F & G P - Establishments</u>									
1115	Interest on Deposits	50,000	88,704	57,000	24,809	80,000	0	62,000	0	0
1230	Roadside Advertising-Charities	416	480	750	360	500	0	500	0	0
1231	Banner Income	1,025	390	800	570	700	0	825	0	0
1232	Town Crier Advertising	1,000	1,300	1,400	350	700	0	700	0	0
1889	Waste Sacks Income	0	5,899	0	4,111	6,500	0	0	0	0
1990	Other Income	0	2,142	0	-27	0	0	0	0	0
Total Income		52,441	98,915	59,950	30,173	88,400	0	64,025	0	0
4010	Gross Pay	400,529	436,092	449,000	183,852	442,000	0	459,000	0	0
4011	Mileage	572	811	604	126	900	0	623	0	0
4012	Expenses	1,025	1,058	1,082	489	1,000	0	1,116	0	0
4270	Employers Pension Contribution	44,006	43,609	46,826	15,826	35,000	0	46,000	0	0
4271	Pension Deficiency	80,000	82,052	0	0	0	0	0	0	0
5340	Plants	0	67	0	0	0	0	0	0	0
5500	Equipment Hired and New	1,025	3,970	1,066	1,300	1,400	0	1,109	0	0
6016	Contractor Payments	0	766	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6020	Insurance Cost	20,000	22,275	25,000	26,391	27,000	0	27,000	0	0
6101	Telephone	5,627	5,681	5,852	3,166	7,000	0	5,800	0	0
6200	Printing & Stationery	19,000	23,366	24,000	10,908	24,000	0	24,960	0	0
6210	Postage & Courier	4,100	6,443	5,000	2,843	5,600	0	5,200	0	0
6240	Computer/ Data Base/WP's	24,000	24,477	27,000	9,536	26,000	0	28,080	0	0
6241	Website Costs	6,915	6,896	600	500	500	0	619	0	0
6242	I.T. Infrastructure	6,000	4,067	8,320	1,886	4,000	0	12,000	0	0
6300	Computer Software	7,637	10,760	9,000	8,824	11,000	0	11,000	0	0
6315	Recruitment Costs	2,000	0	2,000	816	1,000	0	2,000	0	0
6320	Staff Training	4,000	3,818	4,040	1,234	3,500	0	4,165	0	0
6321	Investors in People	1,000	4,000	1,000	0	1,000	0	1,000	0	0
6330	Welfare/Hospitality	4,100	3,486	4,264	3,054	4,000	0	4,396	0	0
6340	Staff Uniforms	0	175	0	0	0	0	0	0	0
6410	Civic Exps/Annual Reception	2,152	1,602	3,000	968	2,000	0	3,000	0	0
6415	Gifts/hospitality	1,200	829	1,200	444	900	0	1,000	0	0
6421	Honour Bd. Badges & Insignia	350	95	364	177	200	0	375	0	0
6435	Members Expenses	3,587	2,472	3,730	0	3,500	0	4,000	0	0
6460	Publicity & Democratic notices	1,000	3,059	1,600	1,589	3,500	0	1,650	0	0
6461	Banner Costs	1,600	2,182	1,600	2,177	3,000	0	1,650	0	0
6610	Audit Fees	5,125	7,181	4,500	0	3,500	0	4,500	0	0
6620	Legal Expenses	2,050	9,296	2,132	31,872	35,000	0	4,000	0	0
6630	Professional Fees	5,950	21,125	0	2,448	4,000	0	0	0	0
6635	Professional Fees Licensing	1,000	570	1,000	0	600	0	1,031	0	0
6710	Conference Fees & Expenses	3,000	3,796	3,120	2,452	2,500	0	3,245	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6720	Books and Periodicals	416	149	416	0	0	0	429	0	0
6730	Subscriptions	6,765	9,901	7,200	7,309	10,000	0	9,000	0	0
6889	Waste Sacks	0	4,560	0	2,760	5,000	0	0	0	0
6900	Sundry Expenses	500	472	520	56	500	0	536	0	0
6922	Health&Safety/Risk Assessments	5,330	4,903	5,543	4,263	5,500	0	5,765	0	0
6952	Protective Clothing	0	447	0	0	0	0	0	0	0
6975	Bank Charges	1,640	3,618	1,705	1,609	3,800	0	2,000	0	0
6976	Credit card charges	820	1,697	1,200	725	1,500	0	1,237	0	0
7010	Election Expenses	6,000	0	6,000	0	6,000	0	6,000	0	0
7611	Contingency provision	48,170	0	64,705	0	40,000	0	75,000	0	0
7614	Stag reserve	1,000	0	1,000	0	1,000	0	1,000	0	0
7617	PWLB Loan Repayment	71,602	71,602	71,602	35,801	71,602	0	71,602	0	0
7618	Stag PWLB Loan Repayment	0	0	0	0	0	0	28,151	0	0
Overhead Expenditure		800,793	833,424	796,791	365,400	798,502	0	859,239	0	0
31 Net Income over Expenditure		-748,352	-734,509	-736,841	-335,227	-710,102	0	-795,214	0	0
8001	plus Transfer from EMR	0	-165	0	-6,000	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(748,352)</u>	<u>(734,674)</u>	<u>(736,841)</u>	<u>(341,227)</u>	<u>(710,102)</u>		<u>(795,214)</u>		
32	<u>F & G P - General</u>									
1208	Other Events Income	0	828	0	0	0	0	0	0	0
1490	Christmas Lights Switch On	6,000	9,845	8,000	0	9,000	0	8,500	0	0
Total Income		6,000	10,673	8,000	0	9,000	0	8,500	0	0
6330	Welfare/Hospitality	0	5	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6490	Christmas Lights Switch On	28,000	33,078	28,000	25	31,000	0	28,868	0	0
6491	Remembrance Day/Civic Serv.	5,125	5,614	5,330	586	5,800	0	5,495	0	0
6869	Special Events	10,500	12,372	12,000	6,082	12,000	0	12,372	0	0
Overhead Expenditure		43,625	51,068	45,330	6,693	48,800	0	46,735	0	0
32 Net Income over Expenditure		-37,625	-40,395	-37,330	-6,693	-39,800	0	-38,235	0	0
8001	plus Transfer from EMR	0	2,705	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(37,625)	(37,690)	(37,330)	(6,693)	(39,800)		(38,235)		
33	<u>F & G P - Council Offices</u>									
1022	Letting & Hire of Facilities	10,500	23,974	16,000	12,823	22,000	0	21,000	0	0
1030	Electricity recharge	0	1,500	0	480	1,000	0	0	0	0
Total Income		10,500	25,474	16,000	13,303	23,000	0	21,000	0	0
4010	Gross Pay	8,215	5,021	45,000	12,667	30,000	0	46,395	0	0
4270	Employers Pension Contribution	348	294	2,772	116	400	0	2,000	0	0
5410	Repairs & General Maintenance	717	1,242	1,000	5,449	5,100	0	1,031	0	0
5500	Equipment Hired and New	0	487	0	132	0	0	0	0	0
6000	Rent & Rates	28,700	28,860	33,000	15,727	32,000	0	33,000	0	0
6010	Light Heat & Cleaning	3,500	1,092	1,000	944	1,100	0	1,031	0	0
6011	Electricity	4,000	6,570	3,786	2,536	7,000	0	7,000	0	0
6012	Gas	2,000	5,638	2,000	1,304	4,000	0	4,500	0	0
6013	Cleaning	0	11	0	81	0	0	0	0	0
6014	Water	2,407	936	2,000	754	1,300	0	2,000	0	0
6016	Contractor Payments	0	904	0	693	700	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6104	Mobile Telephone	100	122	156	0	150	0	161	0	0
6635	Professional Fees Licensing	0	295	0	0	0	0	0	0	0
6922	Health&Safety/Risk Assessments	922	1,933	958	1,993	2,100	0	1,600	0	0
6930	Alarm Maintenance	1,000	921	1,000	706	800	0	1,000	0	0
6935	Waste Bin Disposal-Waste Bins	1,435	1,263	1,514	715	1,800	0	1,800	0	0
6952	Protective Clothing	100	131	104	219	500	0	107	0	0
Overhead Expenditure		53,444	55,720	94,290	44,037	86,950	0	101,625	0	0
Movement to/(from) Gen Reserve		(42,944)	(30,246)	(78,290)	(30,735)	(63,950)		(80,625)		
36	<u>F & G P - Bat & Ball Centre</u>									
1022	Letting & Hire of Facilities	115,000	139,079	120,000	82,480	120,000	0	121,000	0	0
1030	Electricity recharge	173	665	500	17	0	0	516	0	0
1213	Event catering	400	643	0	120	0	0	0	0	0
1445	Outdoor Activities	500	120	216	14	150	0	223	0	0
1457	Indoor Activities	6,000	6,561	6,000	3,550	6,200	0	6,240	0	0
1550	Insurance Claims	0	3,200	0	0	0	0	0	0	0
1989	Facilities Damage Income	0	3,099	0	0	0	0	0	0	0
1990	Other Income	0	473	0	235	0	0	0	0	0
Total Income		122,073	153,840	126,716	86,417	126,350	0	127,979	0	0
4010	Gross Pay	91,154	95,770	94,000	36,803	90,000	0	96,000	0	0
4012	Expenses	0	2	0	0	0	0	0	0	0
4270	Employers Pension Contribution	3,552	2,917	3,300	1,103	2,600	0	3,402	0	0
5318	SCC Car Park	0	696	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5320	Fertilizers	0	22	0	0	0	0	0	0	0
5340	Plants	205	44	205	0	0	0	211	0	0
5410	Repairs & General Maintenance	6,000	27,424	8,000	4,043	11,000	0	8,248	0	0
5500	Equipment Hired and New	1,025	6,727	1,066	501	1,200	0	1,099	0	0
5525	Equipment Maintenance	0	30	0	23	0	0	0	0	0
6000	Rent & Rates	6,150	6,487	8,000	3,528	7,000	0	8,320	0	0
6011	Electricity	14,350	12,197	14,924	5,025	14,000	0	15,387	0	0
6012	Gas	1,808	2,431	2,300	627	2,600	0	2,400	0	0
6013	Cleaning	2,050	3,218	2,132	1,568	2,500	0	2,500	0	0
6014	Water	2,000	0	1,500	339	1,000	0	1,547	0	0
6016	Contractor Payments	0	455	0	165	250	0	0	0	0
6101	Telephone	615	615	649	348	650	0	669	0	0
6104	Mobile Telephone	246	92	246	42	100	0	254	0	0
6200	Printing & Stationery	0	235	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	410	0	0	0	0	0	0	0	0
6330	Welfare/Hospitality	512	595	532	603	600	0	548	0	0
6520	Refreshments for Resale	3,000	3,770	3,000	1,809	3,000	0	3,000	0	0
6635	Professional Fees Licensing	520	443	541	1,417	2,000	0	1,500	0	0
6900	Sundry Expenses	52	90	54	6	0	0	56	0	0
6922	Health&Safety/Risk Assessments	2,500	4,558	2,600	2,264	2,500	0	2,704	0	0
6930	Alarm Maintenance	924	763	800	477	800	0	825	0	0
6931	CCTV Maintenance	410	240	410	0	350	0	423	0	0
6935	Waste Bin Disposal-Waste Bins	2,152	1,865	2,500	1,098	2,500	0	2,578	0	0
6952	Protective Clothing	250	0	250	16	150	0	258	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		139,885	171,686	147,009	61,803	144,800	0	151,929	0	0
36 Net Income over Expenditure		-17,812	-17,846	-20,293	24,613	-18,450	0	-23,950	0	0
8001	plus Transfer from EMR	0	8,157	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(17,812)</u>	<u>(9,689)</u>	<u>(20,293)</u>	<u>24,613</u>	<u>(18,450)</u>		<u>(23,950)</u>		
38	<u>F & G P - Grants</u>									
7500	Local Organisations Grants	22,900	22,445	24,000	12,240	2,400	0	24,000	0	0
7502	Sevenoaks Summer Festival	5,000	5,000	5,000	0	5,000	0	0	0	0
7520	Twinning Support	1,000	500	1,000	0	500	0	1,000	0	0
7552	Youth Outreach	8,200	4,688	10,000	6,860	10,000	0	10,000	0	0
7556	Stag Community Arts Centre	27,000	27,000	27,000	27,000	27,000	0	0	0	0
7557	Community Rail Partnership	3,000	3,000	3,000	3,000	3,000	0	3,000	0	0
Overhead Expenditure		67,100	62,633	70,000	49,100	47,900	0	38,000	0	0
8001	plus Transfer from EMR	0	-3,513	0	3,513	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(67,100)</u>	<u>(66,145)</u>	<u>(70,000)</u>	<u>(45,587)</u>	<u>(47,900)</u>		<u>(38,000)</u>		
39	<u>F & G P - Property</u>									
1469	O/S Ground Rents & Wayleaves	6,662	6,579	6,662	2,879	6,600	3,700	2,912	0	0
Total Income		6,662	6,579	6,662	2,879	6,600	3,700	2,912	0	0
Movement to/(from) Gen Reserve		<u>6,662</u>	<u>6,579</u>	<u>6,662</u>	<u>2,879</u>	<u>6,600</u>		<u>2,912</u>		
40	<u>Town Team</u>									
1204	Holly Party	0	1,581	0	28	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1206	Business Awards	7,450	5,983	7,450	0	6,000	0	7,450	0	0
1207	Business Show	5,000	6,725	5,000	5,730	5,730	0	5,730	0	0
1209	Wellbeing show income	0	0	0	1,817	1,817	0	0	0	0
1350	Revenue Grant income	0	0	0	500	500	0	0	0	0
Total Income		12,450	14,290	12,450	8,075	14,047	0	13,180	0	0
6101	Telephone	110	0	110	0	120	0	0	0	0
6200	Printing & Stationery	114	0	114	0	0	0	118	0	0
6240	Computer/ Data Base/WP's	847	0	847	0	0	0	873	0	0
6241	Website Costs	289	621	289	0	0	0	298	0	0
6244	Information Screens	1,000	480	1,000	240	600	0	1,031	0	0
6322	Business Awards	8,318	5,966	8,318	0	8,600	0	8,500	0	0
6323	Business Show	3,687	4,695	3,687	4,996	4,996	0	4,000	0	0
6325	Holly Party Expense	0	3,783	0	0	0	0	0	0	0
6326	Health & Wellness Initiative	0	199	0	2,373	2,373	0	179	0	0
6461	Banner Costs	827	0	827	0	850	0	853	0	0
6730	Subscriptions	603	150	603	0	300	0	622	0	0
6900	Sundry Expenses	805	1,010	805	95	300	0	830	0	0
6922	Health&Safety/Risk Assessments	0	80	0	0	0	0	0	0	0
7000	Reinvestment	850	0	850	0	0	0	0	0	0
7607	Christmas events	0	76	0	0	0	0	876	0	0
Overhead Expenditure		17,450	17,059	17,450	7,704	18,139	0	18,180	0	0
Movement to/(from) Gen Reserve		(5,000)	(2,770)	(5,000)	371	(4,092)		(5,000)		
41	<u>Business Hub</u>									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1022	Letting & Hire of Facilities	1,332	489	1,406	434	700	0	1,462	0	0
1026	Hot Desking Facility	5,330	5,287	5,624	3,147	5,600	0	5,798	0	0
1029	Office Pods	16,882	15,077	17,815	6,688	16,000	0	17,000	0	0
1031	Chamber of Commerce	5,587	6,025	5,896	2,774	6,000	0	6,000	0	0
1861	Recharge Income	0	0	0	290	290	0	0	0	0
Total Income		29,131	26,878	30,741	13,334	28,590	0	30,260	0	0
4010	Gross Pay	8,525	9,545	9,000	2,894	7,200	0	9,279	0	0
4270	Employers Pension Contribution	274	205	263	38	300	0	271	0	0
5410	Repairs & General Maintenance	307	2,284	324	1,485	2,000	0	334	0	0
5500	Equipment Hired and New	512	352	541	0	400	0	558	0	0
6000	Rent & Rates	2,000	1,647	2,100	894	1,800	0	2,165	0	0
6010	Light Heat & Cleaning	13,000	518	0	115	0	0	0	0	0
6011	Electricity	0	6,626	9,000	1,942	7,000	0	9,279	0	0
6013	Cleaning	0	0	600	0	400	0	619	0	0
6014	Water	0	0	500	0	500	0	516	0	0
6105	Broadband wi-fi service	1,845	1,698	1,918	708	1,600	0	1,977	0	0
6900	Sundry Expenses	1,025	1,187	1,082	499	1,000	0	1,116	0	0
6922	Health&Safety/Risk Assessments	177	1,174	184	490	900	0	600	0	0
6930	Alarm Maintenance	312	260	324	407	300	0	334	0	0
6931	CCTV Maintenance	164	166	173	172	172	0	178	0	0
6952	Protective Clothing	0	0	0	72	200	0	0	0	0
6976	Credit card charges	358	436	379	255	400	0	400	0	0
Overhead Expenditure		28,499	26,096	26,388	9,972	24,172	0	27,626	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>632</u>	<u>781</u>	<u>4,353</u>	<u>3,362</u>	<u>4,418</u>		<u>2,634</u>		
42	<u>Sevenoaks Town Mayor</u>									
1500	Fundraising	0	5,159	0	3,167	4,000	0	0	0	0
1752	Quiz Night Income	0	3,108	0	0	0	0	0	0	0
1754	Knole Tour Income	0	818	0	320	800	0	0	0	0
1755	Chevening Visit Income	0	1,319	0	2,016	4,016	0	0	0	0
1756	Int'l Women's Day Event Income	0	3,540	0	0	0	0	0	0	0
1757	Mayor's Stag event	0	4,945	0	0	0	0	0	0	0
1758	Garden Party Income	0	0	0	1,680	1,710	0	0	0	0
	Total Income	<u>0</u>	<u>18,889</u>	<u>0</u>	<u>7,183</u>	<u>10,526</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6446	Mayors Allowance 2025/2026	6,044	5,300	0	0	0	0	0	0	0
6447	Mayors Car Allowance 2025/2026	2,715	1,000	0	0	0	0	0	0	0
6448	Mayors Allowance 2026/2027	0	0	6,044	2,339	6,044	0	6,044	0	0
6449	Mayors Car Allowance 2026/2027	0	0	2,715	0	2,000	0	2,715	0	0
7100	Mayoral Charity Donations	0	6,185	0	11,679	0	0	0	0	0
7202	Quiz Night Expenditure	0	1,962	0	0	0	0	0	0	0
7204	Knole Tour Expenditure	0	466	0	131	550	0	0	0	0
7205	Chevening Visit Expenditure	0	2,416	0	2,277	2,400	0	0	0	0
7206	Int'l Women's Day Event Exp.	0	3,415	0	150	3,500	0	0	0	0
7207	Mayor's Stag Event Exp.	0	481	0	0	0	0	0	0	0
7208	Garden Party Exp.	0	0	0	1,107	1,200	0	0	0	0
7209	Mayor Stag Charity Expenditure	0	925	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	8,759	22,149	8,759	17,683	15,694	0	8,759	0	0
	42 Net Income over Expenditure	-8,759	-3,260	-8,759	-10,500	-5,168	0	-8,759	0	0
8001	plus Transfer from EMR	0	-6,443	0	6,443	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,759)</u>	<u>(9,703)</u>	<u>(8,759)</u>	<u>(4,057)</u>	<u>(5,168)</u>		<u>(8,759)</u>		
43	<u>Youth Council</u>									
1990	Other Income	0	0	0	19	19	0	0	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>19</u>	<u>19</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7555	Youth Council Support	500	0	500	18	500	0	500	0	0
	Overhead Expenditure	500	0	500	18	500	0	500	0	0
	43 Net Income over Expenditure	-500	0	-500	1	-481	0	-500	0	0
8001	plus Transfer from EMR	0	-500	0	18	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(500)</u>	<u>(500)</u>	<u>(500)</u>	<u>19</u>	<u>(481)</u>		<u>(500)</u>		
45	<u>BID</u>									
6630	Professional Fees	0	126	0	500	0	0	0	0	0
	Overhead Expenditure	0	126	0	500	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(126)</u>	<u>0</u>	<u>(500)</u>	<u>0</u>		<u>0</u>		
50	<u>Youth Cafe</u>									
1022	Letting & Hire of Facilities	4,000	6,159	4,000	1,772	3,000	0	3,500	0	0
1211	Sale of Goods	2,000	3,292	2,500	1,808	3,000	0	2,800	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1350	Revenue Grant income	0	11,375	0	1,375	0	0	0	0	0
1990	Other Income	0	0	0	20	0	0	0	0	0
Total Income		6,000	20,826	6,500	4,975	6,000	0	6,300	0	0
4010	Gross Pay	62,000	75,857	70,000	30,750	72,000	0	73,000	0	0
4270	Employers Pension Contribution	2,090	2,839	2,500	968	2,200	0	2,578	0	0
5410	Repairs & General Maintenance	1,025	2,028	1,066	472	1,000	0	1,109	0	0
5500	Equipment Hired and New	520	1,825	541	944	1,100	0	558	0	0
6010	Light Heat & Cleaning	205	310	300	151	300	0	309	0	0
6101	Telephone	717	612	757	386	650	0	780	0	0
6105	Broadband wi-fi service	400	394	416	164	400	0	429	0	0
6200	Printing & Stationery	205	60	213	120	150	0	220	0	0
6210	Postage & Courier	0	56	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	500	645	520	158	500	0	536	0	0
6241	Website Costs	205	144	213	63	200	0	220	0	0
6281	Furnishings,Furniture/Eqpt	515	0	535	0	300	0	552	0	0
6320	Staff Training	100	610	104	0	0	0	107	0	0
6330	Welfare/Hospitality	0	40	0	4	0	0	0	0	0
6340	Staff Uniforms	205	134	205	0	0	0	211	0	0
6460	Publicity & Democratic notices	0	506	0	0	0	0	0	0	0
6500	Goods for Resale	2,050	3,343	2,163	1,604	2,500	0	2,230	0	0
6505	Cafe consumables	0	18	0	5	0	0	0	0	0
6635	Professional Fees Licensing	461	672	350	327	350	0	361	0	0
6900	Sundry Expenses	400	358	416	150	300	0	429	0	0
6922	Health&Safety/Risk Assessments	1,250	645	1,200	52	700	0	1,237	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6952	Protective Clothing	0	103	0	0	0	0	0	0	0
6976	Credit card charges	0	72	0	54	100	0	100	0	0
9029	Youth Cafe toilet refurb	0	200	0	0	0	0	0	0	0
Overhead Expenditure		72,848	91,469	81,499	36,371	82,750	0	84,966	0	0
50 Net Income over Expenditure		-66,848	-70,643	-74,999	-31,396	-76,750	0	-78,666	0	0
8001	plus Transfer from EMR	0	399	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(66,848)	(70,244)	(74,999)	(31,396)	(76,750)		(78,666)		
60	<u>Markets</u>									
1017	Rental Income Sat Market	21,081	22,136	22,000	9,998	22,000	0	22,880	0	0
1018	Rental Income Wed Market	12,818	10,767	12,818	4,670	10,000	0	10,500	0	0
1019	Rental Income Blighs Market	18,974	19,489	19,732	7,875	18,000	0	18,000	0	0
1033	Rental income Christmas Market	0	3,362	0	0	0	0	0	0	0
1208	Other Events Income	0	480	0	460	500	0	0	0	0
Total Income		52,873	56,234	54,550	23,003	50,500	0	51,380	0	0
4010	Gross Pay	2,139	2,141	2,285	898	2,000	0	2,356	0	0
5410	Repairs & General Maintenance	205	150	205	0	0	0	211	0	0
5420	Saturday market charges	16,000	15,452	16,640	7,899	16,000	0	16,500	0	0
5421	Wednesday Market charges	15,500	15,452	16,120	8,048	15,000	0	16,620	0	0
5424	Vegan Market Expenditure	0	41	0	640	1,200	0	0	0	0
6001	Blighs Market Charges	9,000	7,752	9,500	5,280	14,000	0	9,880	0	0
6010	Light Heat & Cleaning	205	0	213	0	0	0	220	0	0
6011	Electricity	0	497	0	224	500	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6200	Printing & Stationery	0	20	0	0	0	0	0	0	0
6460	Publicity & Democratic notices	0	0	0	300	0	0	0	0	0
6461	Banner Costs	0	156	0	0	0	0	0	0	0
6635	Professional Fees Licensing	205	0	0	0	0	0	0	0	0
6730	Subscriptions	102	0	102	0	102	0	105	0	0
Overhead Expenditure		43,356	41,661	45,065	23,289	48,802	0	45,892	0	0
Movement to/(from) Gen Reserve		9,517	14,573	9,485	(286)	1,698		5,488		
70	<u>Precept</u>									
1995	Precept	1,545,147	1,545,147	1,624,084	812,042	1,624,084	0	1,687,531	0	0
Total Income		1,545,147	1,545,147	1,624,084	812,042	1,624,084	0	1,687,531	0	0
Movement to/(from) Gen Reserve		1,545,147	1,545,147	1,624,084	812,042	1,624,084		1,687,531		
91	<u>Capital Infrastructure Budget</u>									
1350	Revenue Grant income	0	76,996	0	64,028	0	0	0	0	0
2002	Capital Grants	0	1,368,003	0	497,478	0	0	0	0	0
2011	Capital Receipts	0	351,146	0	0	0	0	0	0	0
2012	CIL income allocation	0	486,417	0	164,517	0	0	0	0	0
Total Income		0	2,282,563	0	726,024	0	0	0	0	0
9014	Play Areas	0	27,474	0	0	0	0	0	0	0
9046	Knole Paddock/ Raleys Pitch	0	27,213	0	5,318	0	0	0	0	0
9048	External CIL Payments	0	0	0	9,434	0	0	0	0	0
9050	Capital Costs-general	0	106,418	0	83,860	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

		<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9053	Vine Area	0	40,883	0	3,491	0	0	0	0	0
9063	New Community Centre	0	41,138	7,460	7,460	0	0	0	0	0
9064	Stag Capital upgrades	0	15,000	0	0	0	0	0	0	0
9065	Rugby pitch	0	0	0	4,145	0	0	0	0	0
9066	NDP	0	16,588	0	6,071	0	0	0	0	0
9075	Public Realm	0	4,590	0	0	0	0	0	0	0
9077	QS & EA Fees - Greatness Pav	0	26,300	0	16,000	0	0	0	0	0
9079	Greatness Recreation Ground	0	0	0	146,316	0	0	0	0	0
9080	Legal Fees - Greatness Pavilio	0	14,491	0	7,928	8,000	0	0	0	0
9083	Building Control - Greatness	0	1,574	0	684	700	0	0	0	0
9085	Longley - Greatness Pavilion	0	1,121,457	0	850,717	0	0	0	0	0
Overhead Expenditure		0	1,443,125	7,460	1,141,424	8,700	0	0	0	0
91 Net Income over Expenditure		0	839,438	-7,460	-415,401	-8,700	0	0	0	0
8001	plus Transfer from EMR	0	1,337,238	0	1,057,924	0	0	0	0	0
8002	less Transfer to EMR	0	2,169,034	0	661,995	0	0	0	0	0
Movement to/(from) Gen Reserve		0	7,641	(7,460)	(19,472)	(8,700)		0		
Total Budget Income		1,997,096	4,501,858	2,117,684	1,868,463	2,198,114	3,700	2,188,436	0	0
Expenditure		1,997,096	3,633,131	2,117,684	2,134,601	2,150,673	0	2,188,436	0	0
Net Income over Expenditure		0	868,727	0	-266,138	47,441	3,700	0	0	0
plus Transfer from EMR		0	1,333,349	0	1,057,177	0	0	0	0	0
less Transfer to EMR		0	2,177,523	0	661,995	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

	<u>2025/2026</u>		<u>2026/2027</u>				<u>2027/28</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>24,554</u>	<u>0</u>	<u>129,044</u>	<u>47,441</u>		<u>0</u>		

**Sevenoaks Town Council
Finance & Delivery Committee 12th October 2026**

Library of Things

Following a grant application (full grant application previously circulated) for £5,000 from SCAN to create a 'Library of Things' it was agreed to have a discussion with those involved in the project to see if Sevenoaks Town Council could assist with any partnership working.

Cllr Shea and the Town Clerk met three representatives from SCAN who were progressing the Library of Things project. It is clear that they have made considerable progress on the project which aligns with the Town Council's climate change initiatives.

SCAN are however being practical in the approach and starting with a pilot project which is financially sustainable. Initially their idea was to have a 'custodian' system where items are stored at volunteer homes, and arrangements made for 'handover' between borrower and volunteer. At present if they had premises if these were financially available, they would be unlikely to have a presence for more than two sessions per week.

There are still some practicalities to be researched and confirmed including:

- Insurance
- Legal agreements – terms of hire
- Consideration of equipment and whether age appropriate, training required
- Maintenance of equipment
- Product Information
- Training if required

To users a small subscription charge would be required and a small charge for each item hire, this would help with maintenance and replacements. The aim is for the Library of Things to become self-sustaining.

Mention was made of the Town Council's current promotion of the Expression of Interest for the original pavilion at Greatness Recreation Ground. It was noted that at present if they had premises if these were financially available, they would be unlikely to have a presence for more than two sessions per week.

A further suggestion was that the Storage Unit at Bat & Ball Centre (adjacent to John London Hall) could be made available. This could be accessed externally and would enable flexibility for volunteers e.g. if one was unavailable another could access. It would also be more secure in Town Council premises.

RECOMMENDATION:

Sevenoaks Town Council enter into a partnership agreement with SCAN for the Library of Things project by

**Sevenoaks Town Council
Finance & Delivery Committee 12th October 2026**

- i) Providing the Storage Unit at Bat & Ball Centre free of charge.
- ii) Joint promotion and branding – including branding on front of Storage Unit.
- iii) Provide a grant of £3,000 For items for borrowing
- iv) Provide a grant of £1,000 For PAT Testing Equipment
- v) Include SCAN volunteers in future PAT training

Sevenoaks Town Team Minutes of the Executive Board Meeting

6:30pm: Wednesday 30th September 2026

Held at
The Council Chamber, Sevenoaks Town Council, Bradbourne Vale Road TN13 3QG

Meeting started 6.30 p.m.

Meeting concluded: 7.40pm

Executive Board

Cllr Nigel Wightman	Sevenoaks Town Council	Absent
Cllr Victoria Granville	Sevenoaks Town Council	Present
Cllr Libby Ancrum	Sevenoaks Town Council	Apologies
Linda Larter MBE	Sevenoaks Town Council	Present
Mike Reid	Town Team Facilitator	Present
Cllr Graham Clack	Sevenoaks District Council	Absent
Cllr Richard Streatfeild MBE	Kent County Council	Absent
Cllr Tony Clayton Chair	Sevenoaks Rail Travellers Association	Present
Austin Blackburn	Go Coach	Apologies
South Eastern	Jack Heidry	Absent
Tony McEwen	Stag	Apologies
Rebecca Ibbotson	Knole	Apologies
Dawn Blee	Chamber of Commerce	Absent
Rob Dummett	Estama (Blighs)	Absent
Richard Baxter	Sevenoaks Society	Present
Shane Smith	Leisure Centre	Absent
Maxine Morgans, V Chair	Specsavers	Present
Elizabeth Dolding	Warners Solicitors	Present
Roberta Ware	Francis Jones Jewellers	Present
Avril Hunter	Redlands RA	Present
Elizabeth Purves	Hollybush RA	Apologies
Byron Brown	Bradbourne RA	Apologies
Andrew Pring	Knole Paddock RA	Absent
PC Nick Hubbard/ PC Tom Costin	Police	Absent
Cllr Dr Marilyn Canet	Sevenoaks District Seniors Action Forum	Present
Dennis Glasspool	Safer Sevenoaks and District BCRP	Present

In attendance: Jim Hughes

1. Apologies for Absence

Cllr Ancrum, Rebecca Ibbotson, Austin Blackburn, Elizabeth Purves, Tony McEwen, Byron Brown

2. Declarations of Interest

None

3. Minutes

The minutes of the Executive Board Meeting held on May 13th 2026 were approved unanimously.

4. Business Improvement District (BID).

At the Sevenoaks Town Council EGM held on 24th August 2024 the following resolution had been passed: Sevenoaks Town Council on behalf of Sevenoaks Town Team RESOLVED to proceed with the actions required to progress the Sevenoaks BID referendum subject to final agreement on timetable.

Subsequent to that a formal "Proposal" setting out all details of the BID and its formative history, together with all the arrangements that need to be agreed with the District Council regarding the ballot and levy collection arrangements had been drafted for discussion and agreement with SDC.

A promotional video had been filmed was in the process of being edited.

5. Wayfinding

KCC has awarded a "Bus Intervention" grant of £260,000 towards the scheme which had been developed by a working group in 2022/3 and which had been stalled due to lack of funding. STC is obliged to provide a further £51,225 to meet the overall budget.

Though being negotiated the spend has to be completed by March 2027. A meeting to progress planning of the scheme with Alan Stevenson, the design consultant was arranged for 2nd October. Estama, the Blighs' managing agents are planning a wayfinding scheme within the shopping centre and a meeting with them is anticipated.

6. Public Realm

Discussions initiated with Sevenoaks School about the Battle of Solefields plaque set in the wall by at the junction of Tonbridge Road and Solefields Road were

originally about restoring the plaque which had become virtually illegible. The School has been thanked for taking the idea a step further by commissioning and installing an entirely new plaque as pictured.



7. The Shambles

The transfer of the freehold from SDC to STC for nil consideration is likely to take place in February or March 2027. In the interim discussions have taken place with the businesses having waste bins in the Shambles to look at ways to ameliorate their presence through perhaps using fewer contractors and repositioning them. It is intended that the pavings will be cleaned and that the planters will be renewed.

A discussion took place about the murals which are in need of renovation. Nothing has been arranged at this stage. It was also suggested that artistic decoration of the back elevation of the buildings in London Road would make the area more attractive.

8. Health & Wellness Initiative

The Fair was a great success with 47 exhibitors attending and a good public presence. Town Team member, Andrew Pring was thanked in his absence for having joined STC staff in managing the event.

All feedback has been positive and the event will be run again on Saturday 22nd May 2027.

9. Sevenoaks Street Food Festival

This took place on Saturday 29th August in appalling weather. Visitor numbers were naturally greatly reduced, but as far as is known at the moment, the event will run again in 2027.

10. KENT Biodiversity & Regenerative Foods Festival

This is a development of the Vegan Market and created by the same company. It will take place on Saturday 3rd October. 35 stalls made up of 13 community/charity/grower stalls and 22 businesses/caterers have booked, some 10 more than the usual Vegan market numbers. Being new, and the only such event in the County, the opportunity has been given to use the name “Kent” rather than “Sevenoaks” in the title.

11. Sevenoaks Business Awards 2026

The opportunity to nominate businesses had closed with 41 having now been sent entry forms. Judging will take place on 20th October.

The sponsors this year are Specsavers, West Kent Chamber of Commerce, Warners, Berry & Lamberts, STC, and newcomers, Savills and The Better Body Group.

Plans for the Awards evening are complete though a speaker has yet to be secured.

12. Holly Party 2026

To be held on Friday 11th December. Though marketed via websites, social media and emails to approaching 500 businesses, and previous attendees have yet to yield any bookings. Leaflets are also available for Town Team members to help promote the event.

13. Members Organisations

Specsavers – the roadworks at Riverhead are causing severe problems as many customers miss their appointments through severe delays. This was echoed by other members, and all were concerned that the works will take 2-3 months to complete. The Chair will ask the County Councillor to investigate whether the project can be better managed.

Redlands RA – the Association has held a session to assist residents complete objection forms regarding the Croudace scheme, which many found difficult to navigate. There is nothing more to do now pending the Examination in Public.

Sevenoaks Society - A recent talk about the development of Poundbury was well received by members with probably the most interesting fact being that the village was originally planned to be car free, and in practice that has not worked with residents using cars in the same way as anywhere else.

The next talk on 14th October is about the experiences of a UK Immigration Judge.

Warners – the firm was thanked for undertaking the pro bono work involved in respect of acquiring the freehold of The Stag.

The Stag – in absentia, this was sent by the CEO: The report from Stag would have been somewhat minimal if anything, we have just completed this year's maintenance cycle so few shows have happened of late. Cinema has been doing relatively well because of some good content availability.

BCRP - Shoplifting continues to affect businesses across the town.

Blighs Meadow Management have joined the Shopsafe scheme and now carry radios.

A recent meeting took place with local police representatives, Inspector Hinrich, Roberta and myself, to discuss a number of operational issues. One of the key points discussed was the importance of ensuring a police presence in the town during Christmas week.

It was also noted that Community Police are now referred to as the Neighbourhood Task Force (NTF). This includes Nick Hubbard and the Beat Officers, such as Tom Costin.

It was agreed that regular meetings should be established to maintain effective communication and ensure that any ongoing operational issues can be discussed and addressed promptly. It was observed that the Police have not been attending recent Town Team meetings.

Since the last meeting, 10 daytime exclusions and 4 nighttime exclusions have been issued.

There has been an increase in incidents targeting elderly individuals, including purse dipping and "Bank Follow-On" offences, where victims are distracted after withdrawing cash and their money is subsequently stolen.

Anti-social behaviour (ASB) continues to be an issue and forms part of an ongoing police operation around the Leisure Centre. Op Nebular, next Teams meeting is scheduled for 9 October.

SDSAF – Older people are concerned about the increasing risk of Bank Follow-on offences.

STC – The fundraising target of £100,000 worth of pledges for the purchase of the Stag freehold has been exceeded and stands at £112,000. Work on collecting the money from over 600 pledges has now started.

The Greatness football Pavillion has now been completed and an opening event held. The new children's playground and outdoor gym should be installed by Christmas. Expressions of interest are being invited to find uses for the former pavilion.

The former BT building at 160 London Road is being acquired by Hypha who have been appointed to provide a 'meanwhile use' for the old BT building specifically for artists of all genres. Sevenoaks Town Council has submitted an expression of interest.

Despite rumours, the Café on the Vine is not being sold, but offered as a concession in the same way as the successful arrangement with the Bat & Ball Station Café.

STC is now in its “Budget setting season”.

Meeting closed at 19.40

Date of next meeting

November 25th

DRAFT

Minutes of the meeting of the **Arts & Culture Working Group**
Held on Tuesday 23 June 2026 in the John London Hall, Bat and Ball Centre, TN14 5DN

Meeting commenced: 14:00

Meeting concluded: 15:58

Present:

Cllr Lise Michaelides (Chair)	Present	Cllr Tony Clayton (Vice-Chair)	Present
Cllr Dr Marilyn Canet	Present	Cllr Victoria Granville (Mayor)	Apologies
Cllr Sally Layne	Absent	Cllr Claire Shea	Present – Left 3:13 pm

Also present:

Linda Larter MBE- Town Clerk & CEO of Sevenoaks Town Council,
Tony McEwen – CEO of the Stag Community Arts Centre,
Lee Kings- Chairman of Sevenoaks Art Club,
Rob White- Chair of Sevenoaks Music Club,
Debra Exall- Treasurer of Sevenoaks Symphony Orchestra,
Andrew Mason- Sevenoaks & The Beatles,
Mandy Turnbull- Customer Service Development Librarian for Sevenoaks Library,
Jen D'Souza- National Trust Community, Participation and Volunteering Manager for
Ightham and Knole,
Kim Silver- Sevenoaks Literary Festival,
Sue Evans- Sevenoaks Visual Arts Forum (SVAF) & Kaleidoscope Gallery,
Susanne Beard- Sevenoaks Kaleidoscope Gallery,
Ieuan Chandler-Wilson- Youth Committee Clerk for Sevenoaks Town Council.

1 - CHAIR AND VICE CHAIR

It was noted that at the Annual Town Council meeting held on 11th May 2025,
The following appointments were made:

Chair: Cllr Lise Michaelides

Vice-Chair: Cllr Tony Clayton

2 - APOLOGIES FOR ABSENCE

It was noted that the following had sent apologies:

John Levett- Chair of Kent Youth Jazz Orchestra, Sevenoaks Summer Festival,
Cllr Alan Pett- Chair of Sevenoaks District Arts Council (SDAC),
Liz Botterill- Sevenoaks Museum,
Theo Gilbert- Art in June,
Hannah Barritt- Art Explorers,
Ray Russell- Sevenoaks Summer Festival,
Audry Franks- Sevenoaks Summer Festival,

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Amber Jellett- Drama Kids (Gravesend & Sevenoaks, formerly *Helen O'Grady Drama Academy*),
Rosalind Barker- Sevenoaks Visual Arts Forum,
Deborah Gjeshaj- Sevenoaks Kitchen Youth Opera,
Roger Lee- Sevenoaks Camera Club, SDAC,
Alison McFadyen- Chair of Sevenoaks and Tonbridge Concert Band & founder of Sevenoaks Saxs,
Ian Hooper- Sevenoaks & The Beatles,
Dareen Pascall- Sevenoaks U3A, SDAC, Sevenoaks Players,
Juliet Stephens- Co-Chair of Sevenoaks Sings.

3 - REQUESTS FOR DISPENSATIONS

Noted that all Councillors who were also Stag Trustees had a pre-approved dispensation, reference Minute 7.1 below regarding the Community Asset Transfer request for the Stag freehold.

4 - DECLARATIONS OF INTEREST

There were no Declarations of Interest from Town Councillors

5 - MINUTES OF THE MEETING HELD 23 OF APRIL 2025

It was agreed to accept and note the minutes of the meeting as a true record.

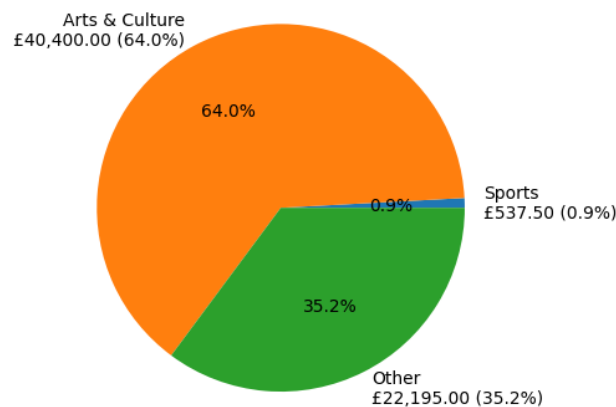
6 - STC ARTS AND CULTURE GRANTS REPORT

It was noted that the Town Council give over 64% of their grant funding to arts groups across the town and opens the application periods twice a year. The members were each handed a copy of a press release (Appendix 1) that had just been issued, calling for grant applications to be sent to the Town Council by the 31st of July for consideration at the Town Council's Finance & Delivery Committee on 1 September 2026 and Youth Services Committee on 23 September 2026. It was noted that more information about the Town Council's Grants can be found on the Town Council website. Please see the link below to the grants page:

<https://sevenoakstown.gov.uk/grants-information/>

Sevenoaks Town Council

Distribution of Grants Paid (2025/26) with Expenditure



7 - SEVENOAKS CULTURAL QUARTER STRATEGY

It was noted that there had been updates to some sections of the Cultural Quarter Strategy Document,

1.31- Connecting Routes/ 3.5- Wayfinding- It was noted that the Town Council is still awaiting information about their Grant Application for wayfinding in the town. The Working Group noted that the new owners of Bligh's Meadow had been interested in this project.

2.1- Creative Spaces- It was noted that the District Council had recently issued a press release regarding the Land East of High Street. The working group also noted that they would like to ask the developer to attend a future meeting.

3.7- Schools- It was noted that we have had a good number of schools engaging with different community-based projects, such as Sevenoaks in Bloom, where schools have been painting rocks, Building Sculptures, doing a bug audit and helping with cleaning the Vine ready for judging.

Tony also mentioned that the Stag has recently been working with Trinity School to display their artwork in the Flood Lights bar at the Stag, as well as offering tours of the Site to their Drama and Film studies groups as well.

Kim reported that the Literary Festival was also branching out to Primary Schools outside the Town that are in more deprived areas, such as New Ash Green and Swanley, as well as the schools they work with in the town.

7.1 - UPDATE ON THE STAG COMMUNITY ARTS CENTRE

The Working Group heard that the Sevenoaks Town Council had issued a press release (Appendix 2) following a meeting of the District Council regarding the Transfer of the freehold of the Stag. It was noted that the District Council had given the Town Council three options.

1. Transfer the freehold at a cost of £650,000

Sevenoaks Town Council

2. 30-year peppercorn rent (silent on tenancy rights to renew)
3. Remain with the Current remaining lease, to be transferred to the new Unitary Authority when created.

It was noted that the Town Council did not want to go with option 3 and was focusing on the other options. The following question was put to those in attendance:

What option do you feel the Town Council should go with, bearing in mind that option 1 would mean funds would have to be raised?

It was noted that while there was a moral aspect to this with regards to buying an asset already within the public ownership, those around the table felt that for the longevity of the Stag and to protect the memory of those who had volunteered and helped run the Stag over the years, it may be best to look at securing the Stag through purchasing the Freehold so that in the years to come, those who come after us are not faced with a similar situation 30 years down the line.

8 - SEVENOAKS BUSKING POLICY

It was noted that the Town Council had designed a Draft Busking policy, which had been given to the District Council, and who had requested that the Licensing Department's details be removed from the document.

It was noted that this could be progressed through the Sevenoaks BID.

9 - SEVENOAKS SOUND TRAIL

The Working Group received a report on the idea of creating a Sound Trail within the town. We did not have a lot of information from this report. It was noted that this could be progressed through the Sevenoaks BID.

10 - SEVENOAKS IN BLOOM

The Working Group received a report (Appendix 3), which detailed the different ways local community groups, residents and schools have been getting involved in Sevenoaks in Bloom.

It was noted that 8 schools were taking part, with a mix of secondary and Primary schools.

11 - UPDATES FROM ATTENDEES

Sevenoaks Art Club

Lee Kings reported that Sevenoaks Art Club is celebrating its 125th anniversary this year. He also reported that numbers have continued to increase.

Lee reported that they will be holding their annual Art on the Vine exhibition on Saturday, the 27th of June and will be holding their Brushworks exhibition from the 10th to the 23rd of November at the Kaleidoscope Gallery.

Sevenoaks Music Club

Rob White reported that the Sevenoaks Music Club had been running for 93 years as a volunteer-led group. Rob reported that they host a series of classical concerts at the Ship Theatre in Walthamstow Hall School, running from September to April. He mentioned that for anyone wanting to attend the concerts the Music Club hosts, there is a Season ticket, which offers a reduced rate for all concerts in that season, as opposed to paying for a ticket on the night.

Rob also mentioned that he had noticed a lack in young people wanting to engage and take up classical music despite the long-running Young Musician of the Year Award they present in December, with this year's Sevenoaks Young Musicians taking place on Sunday, 13th of December. Rob noted that during the last meeting, no mention was made of the Young Musicians and noted that the Sevenoaks Music Club had found it hard to promote events in the town.

Sevenoaks Symphony Orchestra

Debra Exall reported that the Sevenoaks Symphony Orchestra has been doing well with all their concerts, and membership has been growing. It was noted that they had also noticed a lack of engagement from young people at concerts, even when they had offered free tickets to schools for young people. They also mentioned that they have found it difficult to promote in the Town.

Sevenoaks & the Beatles

Andrew Mason reported that on the 6th of Feb 2027, it would be 60 years since the Beatles visited Sevenoaks. To mark this, the Mayor of Sevenoaks, Cllr Victoria Granville, will be hosting a charity concert at the Stag with a Beatles Tribute band. Andrew also reported that they are looking to make it into a series of events across the town with the aim of holding a walk starting from the Sevenoaks Library and into Knole, talking about each of the locations that the Beatles used in their films, Penny Lane and Strawberry Fields. They had designed a Logo for this event with the help of Juliet Stephens and were starting to look at putting together a website and social media to help promote the event and other events happening during that time with a Beatles theme.

It was also noted that Ian Hooper would be relaunching his Book "Beatles in Sevenoaks" during the event. They were also looking at displaying photos from the time at the Kaleidoscope art gallery.

Sevenoaks Sings

While Juliet Stephens had sent her apologies, Andre read out the following message on her behalf:

"Sevenoaks Sings is a vibrant, full and active local community choir, reflecting and representing a cross section of Sevenoaks life.

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Passionate about music, of course, we are also passionate about community, and the many thousands of pounds that we have raised through our concerts in the past 5 years for local causes reflect that (Sevenoaks Welcomes Refugees, Friends for Families, West Kent Mind, Bradbourne RDA, Sevenoaks Pantry and more).

We also seek to collaborate and have invited other local music makers to perform with us, reflecting and celebrating the wealth of talent and creativity within our town.

(Green Street Blues, Skiffle Express, Amherst school choir, etc.)

This love of music and community meant joining Ian and Andrew in celebrating the 60th anniversary of The Beatles in Sevenoaks was a no-brainer!

The biggest band the world has ever known walked our local streets, shopped in our shops, rode horses and larked about in our very own Knole Park!!

Inevitably, some of our 70 choir members have connections to members of the Council, but we are really keen that everyone knows about this anniversary. The Beatles are for everyone. We want this to be a multi-generational event where we are all invited to learn about this curious moment in our town's history.

We are sending out a Call to Action, inviting everyone, of all ages, in local schools, clubs, groups, societies, U3A, the WI and cubs, brownies, Scouts and Guides to consider ways they might add a pinch of Beatle mania in February 2027!!

This is a golden opportunity to make noise and promote Sevenoaks, a moment to boost commercial and cultural interests all across the town.

We are very excited for this moment in the town's life and look forward to celebrating with you all."

Sevenoaks Library

Mandy Turnbull reported that the library is always looking for more volunteers to help out and asked if those present had a library card, as this not only allowed them to access the physical books, magazines and resources in the library but also the digital resources which can be accessed from home just by signing in with your card number. She also noted that free Author Talks are being held in libraries across Kent as part of the National Year of Reading. The Sevenoaks library will be taking part on Thursday, 9th July at 7 pm with the author Lesly Kara talking about her books.

Mandy also noted that the Summer reading challenge has again been launched this year, called "Read to the Beat", starting on the 4th of July for the summer holidays. It was noted that while this is aimed at primary school-aged young people, it does not exclude some of the older ones and adults from taking part.

National Trust Knole

Jen D'Souza reported that Knole had undertaken a merger of its management staff with Ightham Mote, with many of the management now being joint and splitting their time between Ightham and Knole. It was noted that annually, Knole sees 250,000- 280,000 visitors and has a volunteer base of 500 members. Jen also reported that they have had a number of young people undertake the Duke of Edinburgh Award with them.

Jen also noted that in the Opportunity Index report published in May 2025 (<https://www.suttontrust.com/wp-content/uploads/2025/05/The-Opportunity-Index.pdf>), Sevenoaks ranked 540 out of 543, looking at the socioeconomic backgrounds of young people trying to get work.

Sevenoaks Literary Festival

Kim Silver noted that the Sevenoaks Literary Festival will be taking place from the 26th of September to the 4th of October, with the programme still to be sent out later in the year. She thanked the Town Council for their help in the past with supporting the Literary festival. It was noted that the Sevenoaks Literary Festival had won the Community Arts Group of the Year award at the Sevenoaks District Council's "Make it Happen" Award ceremony. Kim noted that no other Community Arts Group had entered.

Sevenoaks Visual Arts Forum/ Kaleidoscope Gallery

Susanne handed out a flyer for an exhibition that was installed in the gallery from the 24th of June to the 18th of July called "Portrait of the Artists" by Roger Lee and Victoria Granville. It was noted that there would be an opening event at 6.30 pm on Thursday, the 25th of June.

Sue Evans reported that the Kaleidoscope Gallery is booked up to April 2025 with exhibitions, with most of these lasting for 2-3 weeks at a time, to keep the interest, while also running workshops for young people and Adults. It was noted that they had been working on a project called "the Year of the Horse", where people had all designed, coloured and drawn horse heads which would be mounted up on the 6th of July and displayed at some point thereafter on the ceiling of the Kaleidoscope gallery.

The Knit and Natter group had also produced knitted bugs as part of Sevenoaks in Bloom

The Stag Community Arts Centre

Tony McEwen reported that he had recently taken over from Andrew Eyre as CEO of the Stag. It was noted that the Stag remains a venue for hire, with the theatre shows being produced by external hirers. Tony also mentioned that towards the end of the summer, the cinema will be getting a slight refurbishment with better lighting being introduced. It was noted that the UK Cinema Association would be holding a £4 cinema weekend on the 5th and 6th of September to entice people back to visiting the cinema, as after COVID-19, 6 years ago, there has been a decline in the number of people attending the cinema. It was noted that the Government had introduced a reduced VAT reduced rate for children's tickets to visit cinemas in the UK only if the children's tickets are a separate item; to this end, the Stag had reintroduced the children's ticket for the Cinema.

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12 - UPCOMING EVENTS

It was noted that a few groups had sent additional events to add; this has been updated and added as appendix item 4.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

Consultation Response: Ministry of Housing, Communities & Local Government: Best Value Duty: Consultation on Revised Statutory Guidance

Submitted to Consultation on revised Best Value guidance
Submitted on 2026-10-01 14:03:19

Section 1 - Introduction: scope of the guidance

1 Do you agree with the scope of the guidance?

Yes

Comments:

Section 3 - Guiding principles

2 Do you agree with the six guiding principles proposed at paragraphs 19-27?

Yes

Comments:

Section 4 - Defining Best Value

3 Do you agree with the seven Best Value themes (at paragraphs 28-33)?

Yes

Comments:

4 Are there any Best Value themes missing that you think would be helpful to include?

Yes

Comments:

The Best Value guidance should move beyond a narrow interpretation of value based solely on financial return and place greater emphasis on community benefit, local accountability, prevention and long term stewardship of assets and services.

There should be stronger recognition of town and parish councils as strategic delivery partners, particularly in relation to community asset transfers, service devolution and place-based service delivery.

The consultation present an important opportunity to make the case for a more structured recognition of local councils within the wider local government system. As neighbourhood governance evolves following the English Devolution and Community Empowerment Act 2026 (EDCEAL), parish and town councils are increasingly taking on assets, delivering more services, and acted as trusted local convenors. The Best Value framework should reflect this contribution and provide clearer expectations for principal authorities to consider local councils as partners in achieving Best Value.

The seven Best Value themes

5 Do you agree with the suggested key characteristics of a well-run authority and key indicators of potential failure in relation to Continuous Improvement?

Yes

Comments:

6 Do you agree with the suggested key characteristics of a well-run authority and indicators of potential failure in relation to effective Leadership?

Yes

Comments:

7 Do you agree with the proposed characteristics of a well-run authority and indicators of potential failure in relation to Governance?

Yes

Comments:

8 Do you agree with the proposed characteristics of a well-run authority and indicators of potential failure in relation to Culture?

Yes

Comments:

9 Do you agree with the proposed characteristics of a well-run authority and indicators of potential failure in relation to Use of Resources?

Yes

Comments:

10 Do you agree with the proposed characteristics of a well-run authority and indicators of potential failure in relation to effective Service Delivery?

Yes

Comments:

11 Do you agree with the proposed characteristics of a well-run authority and indicators of potential failure in relation to Partnerships and Community Engagement?

Yes

Comments:

Section 5 - The Government's Approach to Best Value - The department's approach to support and intervention

12 Are you happy with the level of clarity and detail in the description of how the department decides the most appropriate response to support authorities at risk of best value failure?

Yes

Comments:

Section 6 - Identifying and preventing risk

13 Are you happy with the level of clarity and detail in the description of the non-statutory tools used?

Yes

Comments:

14 Are there any other ways in which the government could engage earlier with individual authorities to prevent any challenges experienced from escalating?

Don't know

Comments:

Section 7 - Assessing Compliance with the Best Value Duty

15 Are the different approaches to independently assess an authority's compliance with the Best Value Duty sufficiently clear?

Yes

Comments:

Section 8 - Models of statutory intervention

16 Are the different models of intervention sufficiently clear?

Yes

Comments:

Section 9 - The lifecycle of an intervention

17 Are the descriptions of the different phases of an intervention sufficiently clear?

Yes

Comments:

Section 9 - Planning an end to intervention

18 What are the key indicators that an authority can sustainably continue their own improvement and an intervention can end?

Comments:

no comment

Section 9 - Post-intervention monitoring and support

19 Do you agree with the approaches described for providing post-intervention support and monitoring?

Yes

Comments:

20 Are there any other ways in which the government could provide post-intervention support and monitoring to an authority exiting formal intervention?

Not Answered

Comments:

no comment

General

21 Are there any areas missing from the statutory guidance that you think would be helpful to include?

Yes

Comments:

matters relating to Code of Conduct and sanctions

22 Do you have any further comments?

Comments:

no

About you

23 Are you answering this consultation as?

Other – please specify

Type of respondent - other:

Town Clerk

24 From the list below, where are you or your organisation based?

South East