

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 15th January 2024 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/sYcTSDx-6EE?feature=share>

Meeting commenced: 7:04 pm

Meeting Concluded: 8:28 pm

Present:

Cllr Tony Clayton (Chair)	Present	Cllr Victoria Granville	Present
Cllr Nigel Wightman (Vice-Chair)	Present	Cllr Chloe Gustard	Present
Cllr Libby Ancrum	Present	Cllr Claire Shea, Mayor (ex-officio)	Present
Cllr Dr Marilyn Canet	Present	Cllr David Skinner OBE	Present
Cllr Peter Dixon	Present		

In attendance: Cllr Lise Michaelides, Town Clerk, Responsible Finance Officer/Deputy Town Clerk, Senior Committee Clerk and Planning Committee Clerk.

Representations received from Member of the Public:

Michele McKeown addressed the meeting as part of a protest regarding the current events in Gaza. She asked the Town Council to call for an immediate and permanent ceasefire.

The Chair advised that the Town Council was not in a position to call for the ceasefire but that all Town Councillors were members of a political party which had asked for the ceasefire. He added that one councillor had been granted a leave of absence to work for the United Nations in Palestine.

597 Apologies for Absence: As noted above.

598 Dispensations

Noted that all Councillors who were also Stag Trustees had a pre-approved dispensation (reference Minute 606 below).

599 Declarations of Interest: There were no Declarations of Interest

600 Minutes of the Finance & General Purposes Committee on 27th November 2023

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 27th November 2023 as a true record.

601 Finance Reports to 31st October 2023

601.1 The Committee received and noted, for the period ended 31st October 2023, the Responsible Finance Officer's (RFO) Report with Income and Expenditure, Variance Analysis, Statement of Fund Balances and Capital Expenditure and funds.

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It was noted that the year-to-date position at the end of October 2023 gave a revenue surplus of £60,746, allowing for: the phasing of the budget; and adjustment required for Bat & Ball Station Management & Maintenance Reserves movement to be actioned at year end which offsets the Bat & Ball Station year to date deficit of £56,620 YTD.

The Chair commented that the overall expenditure at the end of the year was expected to be within budget.

The Committee noted the renewal of the photocopier contract with Konica Minolta on a 5-year lease plan.

RESOLVED that the report of the Responsible Finance Officer and Management Accounts to October 2023 be received and accepted.

601.2 The Committee received and noted the following:

Suppliers' Accounts

- 1st to 31st October 2023, total gross invoices £66,888,87

List of Payments - Sevenoaks Town Council Nat West Account:

- 1st to 31st October 2023, total £208,026.20

List of Payments – Mayor's Charity Account

- 1st to 31st October 2023: None

Payroll Account

- 1st to 31st October 2023, total £88,300.90

Petty Cash Account

- 1st to 31st August 2023, total payments £507.15

601.3 Hospitality and Gifts Register

Noted that no hospitality or gifts had been received by Councillors or staff for the period 1st to 31st October 2023.

601.4 Vehicle Insurance Renewal

Noted that the Town Council vehicle insurance had been renewed with First Underwriting Ltd for 2023/2024.

602 Review of Reserves Policy and General and Earmarked Reserves

The Committee considered the updated Reserves Policy and the current level of financial reserves.

It was noted that the Town Council aimed to increase its general reserves by a minimum of £20k per year as part of a long-term plan working towards a general reserve fund of up to 6 months of precept, dependent on working capital needs.

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RESOLVED that:

- 1) The Sevenoaks Town Council Reserves Policy for the financial year 2024/25 be approved and adopted: and
- 2) The General and Earmarked Reserves held be noted.

603 Investment Report and Policy

The Committee considered a report reviewing the Town Council's Investment Strategy and current investments.

It was noted that references to "A – "credit ratings for borrowers should be amended to "A3". Paragraph numbering from 6.1 onwards in the policy to be corrected.

It was agreed that all new borrowers would be submitted to this Committee for approval and inclusion on the approved list.

Consideration was given to opening an Insignis Cash Account to increase interest returns on surplus monies.

The Town Council currently invested money in the CCLA Public Sector Deposit Fund and it was agreed that research be undertaken into similar LVNAV funds (Low volatility net asset value money market funds) with a combination of low minimum investment and low fee.

It was agreed that an ethical review of the Town Council's banking be undertaken and reported to a subsequent meeting of this Committee (within 6 months).

Having considered current guidance and the Town Council's cash flow and investment requirements, the Committee approved the updated Investment Strategy, Policy and Risk Management 2024/25.

RESOLVED:

- i) That authority be delegated to the Town Clerk/ Responsible Finance Officer, in consultation with the Chair and Vice-Chair of the Finance & General Purposes Committee, to invest in regulated borrowers who meet the A3 credit rating as per the Investment Strategy (either directly or via the Insignis Platform).
- ii) That the Town Council opens an Insignis Cash Account for investing surplus monies for financial institutions not less than A3 credit rating and previously agreed by this Committee.
- iii) That the following list of borrowers meeting the A3 credit rating criteria, be approved:
 - Emirates NBD
 - Goldman Sachs International Bank
 - HSBC Bank Plc

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- NBKI
 - Santander
- iv) That the Town Council research and consider investing in an additional LVNAV fund (Low volatility net asset value money market fund), subject to a report back to this Committee.
- v) That an ethical review of the Town Council's banking be undertaken and reported to a subsequent meeting of this Committee (within 6 months).
- vi) That the Investment Strategy, Policy and Risk Management 2024/25 be approved and adopted.

604 Sevenoaks Town Council Internal Audit Report – Visit 1

The Committee considered the Town Council's Internal Audit Report Visit 1 and the issues raised therein, together with progress on previous issues raised.

The Responsible Finance Officer advised that:

- The annual review of the Risk Register would be submitted to the next meeting of this Committee
- Report to be prepared for a future Council meeting regarding the Fidelity Insurance cover
- Procedure note for Members Allowances to be prepared and submitted to next meeting of this Committee

It was also reported that Sevenoaks Town Council had challenged the finding of the External Auditor that the Council had not met the requirements to start the period of 30 working days for the public to inspect the 2022/23 accounts the day after the AGAR was published: this had been accepted by both External and Internal Auditors and removed from the report.

RESOLVED: That the Town Council's Internal Audit Report Visit 1 be received and noted, together with the issues raised and actions proposed.

605 Server Decommission

Consideration was given to the final stage of the server decommission project and the need to replace eight computers.

It was noted that the cost could be met from the Establishments budget and that savings would be made on renewing licenses.

RESOLVED: That the server decommission project be completed at a cost of £6,985.95, to be paid for out of Establishments (cost centre 31), noting saving of £2,898.13 on renewing licenses.

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606 Stag Theatre Request for CIL Funding for Stage Lighting Upgrade

The Committee considered a request from The Stag Theatre for Community Infrastructure Levy (CIL) funding of £14,267.66 for its LED stage lighting upgrade.

At the meeting of the Committee Infrastructure Committee held on 11th September 2023, the Town Council had agreed to match fund this amount as part of a bid being submitted to Sevenoaks District Council's CIL Board. Unfortunately, that bid had not been successful, and the Town Council was now asked to consider approving the funding.

RESOLVED: That £14,267.66 CIL funding be awarded to The Stag Theatre for its LED stage lighting upgrade.

607 Art in June Request for Discounted Hire Rate

Councillors noted the request received from Art in June for a discount on the hire of Bat & Ball Station for a period just over two weeks. Whilst sympathetic to the proposal, the Committee felt that the request should be dealt with through the grant application process and considered alongside other bids at the next meeting of this Committee.

RESOLVED: That Art in June be recommended to apply through the usual grant application process and be considered as per all other grant applications.

608 Review of Charges 2024/25

Further to initial review at the meeting of this Committee held on 27th November 2023 (*Minute 535 refers*), the Committee reviewed the Town Council's charges with the proposed increase reduced to 5% (rounded to nearest £) for 2024/2025.

RESOLVED: That the proposed Town Council charges 2024/2025 in relation to the following (attached as Appendices A to J) be adopted with effect from 1st April 2024:

- A. Council Chamber & House in the Basement
- B. Bat & Ball Centre
- C. Audio Visual, Public Address & Lighting Package at Bat & Ball Centre
- D. Bat & Ball Station
- E. Business Hub
- F. Market stalls
- G. Cemetery Charges
- H. Open Spaces – General
- I. Sports Facilities
- J. Multi use Games Area (MUGA) at Bat & Ball Centre

609 Revenue Estimates and Precept Proposal 2024/2025

The Committee received and considered the report of the Responsible Finance Officer setting out the draft revenue estimates and proposed precept for 2024 – 2025.

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The key assumptions in the preparation of the budget were noted.

The Town Council wanted to invest in supporting local voluntary organisations within the town and had increased the budget for this by 25% and the youth grants budget by 105%. Support was also to be provided to the Greensands Common project and West Kent's Youth Outreach project.

At the same time the Town Council wanted to continue to deliver services and retain and increase its General Reserves which are vital when needed to support the local community.

RESOLVED: That the Town Council be RECOMMENDED to approve the precept of £1,437,614 for 2024-2025 which is a 4.9% increase to the 2023-24 precept resulting in a Band D equivalent household rate of £145.33 per year, which equates to £2.79 per week and an 11p increase per week.

610 Notes of Communication Working Party held on 14th December 2023 & Updated Community Engagement Strategy.

The Committee considered the notes of the Communications Working Party, together with the updated Community Engagement Strategy.

RESOLVED that:

- 1) the notes of the meeting of the Communication Working Party held on 29th September 2023 be received and noted; and
- 2) the Community Engagement Strategy be approved and adopted.

611 Minutes of Town Team Meeting held on 6th December 2023

RESOLVED: That the minutes of the meeting of the Town Team held on 6th December 2023 be received and noted.

612 Current Matters

The updates to the Current Matters schedule were considered.

RESOLVED that the updates on Current Matters be received and noted.

613 Press Release: None

There being no further business the Chair closed the Meeting.

Signed

Chair

Dated

Chamber Fees and Charges 01.04.2024 to 31.03.2025
COUNCIL CHAMBER & HOUSE IN THE BASEMENT

Appendix A

FEES & CHARGES FROM 1 APRIL 2024
(Prices inclusive of VAT)

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	41.00
Hourly Charge (6+ hours)	Local Organisations only	35.00
Hourly Charge	Non-local Organisations	47.00
Set up costs (Services of Caretaker	46.00
Unlimited Tea/Coffee	Per person/per session	2.80

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.26
	Subsequent copies	0.22
Photocopying - Copying from caller's original	Per copy (black and white)	0.22
	Per copy (colour)	0.41
Signing Document		18.00

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	20.00

BAT & BALL CENTRE CHARGES FROM 1 April 2024
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	58.00
	Hourly Charge 6hrs+	51.00
John London (B)	Hourly Charge	51.00
	Hourly Charge 6hrs+	46.00
Meeting Room	Hourly Charge	35.00
	Hourly Charge 6hrs+	29.00
A+B	Hourly Charge	109.00
	Hourly Charge 6hrs+	97.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	46.00
	6:00pm – 11:00pm	51.00
	6hrs + of hire	40.00
John London (B)	9:00am – 6:00pm	40.00
	6:00pm – 11:00pm	46.00
	6hrs + of hire	35.00
Meeting Room	9:00am – 6:00pm	24.00
	6:00pm – 11:00pm	29.00
	6hrs + of hire	18.00
A+B	9:00am – 6:00pm	86.00
	6:00pm – 11:00pm	97.00
	6hrs + of hire	75.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	46.00
Kitchen	Per Session	29.00
A1 Poster Bays	Per Month, Per Bay	69.00
6ft Round Tables	Each	2.80
Round Tablecloths	Each	11.35
Tea Dance	Per Person	4.00
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	24.00

Notes:

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

Refundable Deposit per booking – 25%

Refreshments/Technical AV Support are available - POA

Audio Visual, Public Address and Lighting Packages

There are various audio visual, public address and lighting packages that you can hire for the Harry Garrett Hall (Large Hall) and John London Hall (Small Hall). The cost for the silver and gold packages includes 1 qualified technician, required to be booked at least 1 month in advance. Additional technical staff by negotiation. Prices are inclusive of VAT. See also section 15 of the Terms and Conditions.

	Equipment	Cost
Bronze Available in both the Harry Garrett and John London Halls	Basic AV Comprising: <ul style="list-style-type: none"> • Access to Touchscreen AV controller, providing control and access to the following core equipment: <ul style="list-style-type: none"> ○ Control over Microphones 1 + 2 and Audio Source Level (laptop) ○ Projector on/off and projector source selection • Access to front HDMI input, Bluetooth input and Audio Inputs • Loudspeaker System – 6 x Speakers (no Sub Bass) • Projection System 10,000.00 ANSI Lumen 	Included in room hire
Silver Available in the Harry Garrett Hall	Basic AV and Basic Presentation Lighting Comprising: <ul style="list-style-type: none"> • Access to Touchscreen AV controller, providing control and access to the following core equipment: <ul style="list-style-type: none"> ○ Control over Microphones 1 - 4 and Audio Source Level (laptop) ○ Projector on/off and source select ○ Up to 8 of the LED lights including colour and intensity control • Access to front HDMI input, Bluetooth input and Audio Inputs • Use of Full Loudspeaker System – 6 x speakers and Sub Bass • Use of Projection System 10,000.00 ANSI Lumen 	£55 per hour
Gold Available in the Harry Garrett Hall	Complete PA, AV and Stage Lighting Facilities Comprising: <ul style="list-style-type: none"> • Access to Touchscreen AV controller, providing control and access to the following core equipment: <ul style="list-style-type: none"> ○ Control over Microphones 1 - 4 and Audio Source Level (laptop) ○ Projector on/off and source select ○ All of the LED lights including colour and intensity control • Access to front HDMI input, Bluetooth input and Audio Inputs • Use of Full Loudspeaker System – 6 x Speakers and Sub Bass) • Use of Projection System 10,000.00 ANSI Lumen • Use of Zero-88 FLX S48 Lighting console for full production control • Use of Yamaha TF1 Digital sound console and RIO 1608 stage boxes for full production audio control • Access to all user functions of touchscreen control for AV and lighting states • Access to 8 Fresnel LED luminaires • Access to 6 Wash-light LED luminaires 	£68 per hour

**BAT and BALL STATION CHARGES FROM 1 APRIL 2024
(Prices inclusive of VAT)**

WEEKEND RATES (£)		
Booking Hall	Hourly charge	47.00
	Hourly charge 6hrs +	41.00
Luggage Room Hall	Hourly charge	36.00
	Hourly charge 6hrs +	30.00
Hall Set up Costs	For the caretaker to set up the hall, as required	46.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	36.00
	Mon-Fri 6:00pm – 10:30pm	41.00
	Mon-Fri 6hrs+ hire	30.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	25.00
	Mon-Fri 6:00pm – 10:30pm	30.00
	Mon-Fri 6hrs+ hire	18.00
Hall Set up Costs	For the caretaker to set up the hall, as required	46.00

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 2024
(Prices inclusive of VAT)**

MONTHLY RATES (£)		
Hotdesking – 8 Days	Access to hotdesk 8 days/month	139.00
Hotdesking – 20 Days	Access to hotdesk 20 days/month	231.00
Dedicated Desk	Unlimited Access Dedicated Desk 2 hours meeting room time/month	273.00
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	330.00

Membership	One off charge	24.00
Hotdesking – ½ day	Am or Pm	12.00
Hotdesking – full day	Full day	23.00
Meeting Room – Members	Room seating 8 people Refreshments facilities Hourly Charge	18.00
Meeting Room – Non-Members	Room seating 8 people Refreshments facilities Hourly Charge	24.00

Chamber of Commerce	Monthly charge for separate office	546.00 (455.00 ex VAT)
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FEES & CHARGES FROM 1 APRIL 2024

(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	47.00
Wednesday Market		Available on Application
Saturday Market		Available on Application

Cemetery Charges 01.04.2024 to 31.03.2025

Appendix G

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2024

(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	1213.00	3638.00
Earth (Lawn section) Grave Site B	734.00	2202.00
Earth (Lawn section) Grave Site C	471.00	1414.00
Infants (non-viable foetuses, still born children, and under 5 years)	25.00	76.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	84.00	84.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	167.00	501.00
Single depth in an adult grave (all ages)	583.00	1748.00
Double depth in an adult grave (all ages)	783.00	2350.00
<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	100.00	299.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	82.00	82.00
To search Register of Burials per name (same family)	41.00	41.00
Annual Grave Maintenance-Grass Grave	118.00	118.00
Annual Grave Maintenance-Full Memorial	164.00	164.00
Turfing of old graves (at client's request)	86.00	86.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	184.00	184.00
Weekend surcharge-cremated remains burial	184.00	184.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	66.00	66.00
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 originally resided within the Town area for 15 years or more 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 01.04.2024 to 31.03.2025

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2024

(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	196.00	196.00
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.	203.00	203.00
Double headstones	405.00	405.00
Additional inscriptions after first interment	139.00	139.00
Tablets, scrolls, bird baths and books up to 15 inches in height	153.00	153.00
To replace a memorial with similar or smaller memorial	55.00	55.00
Memorial removal and disposal fee	123.00	123.00
Notes to Memorial permits		
<ol style="list-style-type: none">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	151.00	151.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	293.00	879.00
Additional inscription to existing plaque	59.00	59.00
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)	210.00	630.00
Interment of ashes (digging charge)	100.00	299.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	183.00	183.00

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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.*

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
<ul style="list-style-type: none"> Normal size – 253m2 (10 rods equivalent) 	£0.22 per m2 wef 29.09.2024 (£55.66 per 253m2 plot)
Quakers Hall Allotments:	
<ul style="list-style-type: none"> Normal size – 253m2 (10 rods equivalent) 	£0.23 per m2 wef 29.09.2024 (£58.19 per 253m2 plot)
Logs:	
<ul style="list-style-type: none"> Full Load Half Load 	£142.00 £89.00
RALEY'S CAR PARK	
Annual car park pass (limited number available to applicants who meet specified requirements)	£63.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
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	
<ul style="list-style-type: none"> Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
<ul style="list-style-type: none"> Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town FC Ltd:	
<ul style="list-style-type: none"> Pitch 1(Lease expires 17 May 2043) 	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
<ul style="list-style-type: none"> Pitch 2 Tenancy at Will commenced July 2013 	£520 per annum
<ul style="list-style-type: none"> Pavilion Tenancy at Will commenced July 2013 	£1 per annum

SPORTS FEESFEES & CHARGES FROM 01 April 2024

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	122.00	110.00	92.00
Weekday games - Juniors	72.00	67.00	53.00
Weekend games - Adults	155.00	127.00	110.00
Weekend games - Juniors	96.00	75.00	65.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	82.00	70.00	53.00
Weekday games - Juniors	54.00	48.00	34.00
Weekend games - Adults	116.00	87.00	70.00
Weekend games - Juniors	77.00	59.00	46.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	104.00
Weekday games - Juniors	56.00
Weekend games - Adults	127.00
Weekend games - Juniors	62.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	64.00
Weekday games - Juniors	37.00
Weekend games - Adults	87.00
Weekend games - Juniors	43.00
Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	127.00
Weekday games - Juniors	72.00
Weekend games - Adults	150.00
Weekend games - Juniors	96.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	87.00
Weekday games - Juniors	54.00
Weekend games - Adults	110.00
Weekend games - Juniors	77.00
Mini Tournaments	168.00
Junior Training Areas	47.00
Adult Training per hour	38.00
Outside Rugby clubs-normal fee plus	38.00

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 01.04.2024 to 31.03.2025

SPORTS FEES

FEES & CHARGES FROM 01 April 2024

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	40.00
Per hour - Juniors	19.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	26.00
Per hour - Juniors	14.00
Daily rates (Up to 7 hours)	
For Sevenoaks organisations	138.00
For non-Sevenoaks organisations	167.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	469.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	249.00
Junior Sports Meetings (Up to 7 hours)	
Restricted Area	128.00
One field and Pavilion	213.00
One field	196.00
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

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2024/2025

	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	£5.40	Per hour Including VAT
Non- Commercial Adult	£10.80	Per hour Including VAT
Commercial	£27.05	Per hour Including VAT
Team Sports Adults	£27.05	Per hour Including VAT
Team Sports Juniors	£21.65	Per hour Including VAT

Sevenoaks Town Council

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2024/2025

- 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.