

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 22nd April 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/_gqPZi0kLGQ?feature=share

Meeting commenced: 7:25 pm

Meeting Concluded: 8:52 pm

Present:

Cllr Tony Clayton (Chair)	Present	Cllr Victoria Granville	Apologies
Cllr Nigel Wightman (Leader & 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 Dr Peter Dixon	Present		

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

Members of Public in Attendance: 0

Representations received from Members of the Public: None

38 Apologies for Absence: As noted above.

39 Dispensations
There were no requests for dispensations.

40 Declarations of Interest
There were no Declarations of Interest.

41 Minutes of the Finance & General Purposes Committee on 26th February 2024
RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 26th February 2024 as a true record.

42 Finance Reports to 29th February 2024

42.1 The Committee received and noted, for the period ended 29th February 2024, the Responsible Finance Officer's (RFO) Report with Income and Expenditure, Variance Analysis, Statutory Balance Sheet, Statement of Fund Balances, Earmarked Reserves and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of February 2024 gave a revenue surplus of £85,417, allowing for 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 £83,898 YTD.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

It was noted that the following was yet to be moved/paid: £20k surplus for general reserves and £12k unbudgeted election costs. This would therefore result in a revenue surplus of £53,417.

The Committee noted the estimated year-end balance of £50-60k, due mainly to staff vacancies, increased bank interest from investments and positive performing income streams, together with approved additional expenditure and unbudgeted items accommodated within the budget and recommendations for the balance considered later in the agenda.

At the last meeting, it was agreed that outstanding debts over £50 and outstanding for three months would be reported to this Committee (*Minute 708, 26.02.24 refers*): it was noted that the Town Council had an outstanding debt of £25 from October 2023.

RESOLVED that:

- 1) the report of the Responsible Finance Officer and Management Accounts to 29th February 2024 be received and accepted; and
- 2) the outstanding debt of £25 be written off.

42.2 The Committee received and approved the following:

Suppliers' Accounts

- 1st to 29th February 2024, total gross invoices £73,324.42

List of Payments - Sevenoaks Town Council Nat West Account:

- 1st to 29th February 2024, total £177,771.59

List of Payments – Mayor's Charity Account

- 1st to 29th February 2024, total £-10.00

Payroll Account

- 1st to 29th February 2024, total £89,141.98

Petty Cash Account

- 1st to 29th February 2024, total payments £164.62

42.3 **Hospitality and Gifts Register:** None

42.4 **Insurance Renewals**

The Committee noted the Town Council's 2024/2025 insurance renewal with Zurich Municipal at a premium of £14,598.15.

The Committee noted the Town Council's 2024/2025 Motor Fleet insurance renewal with First Underwriting at a premium of £5501.80.

RESOLVED: That the Town Council's Insurance Policy Schedule and Motor Fleet Insurance for 2024/2025 be received and noted.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

43 Internal Audit Reports

43.1 Sevenoaks Town Council Internal Audit Report – Visit 3

The Committee considered the Town Council's Internal Audit Report Visit 3 and the following minor issues raised therein:

- Inconsistent acquisition of tender values due to the timing of the Standing Orders being reviewed in May, both documents will be reviewed at the May Full Council meeting.
- A variable list of direct debits needs to be agreed bi-annually at the May Full Council meeting.
- One invoice was minus a purchase order and one purchase order was minus a total cost.

Progress on previous issues raised was noted.

Councillors congratulated the Responsible Finance Officer on a good and reassuring internal audit report.

RESOLVED: that the Town Council's Internal Audit Report Visit 3, be received and noted, together with minor issues raised therein and progress on previous issues raised.

43.2 Internal Audit Letter, Letter of Engagement and Works Programme 2024/25

The Committee received the internal auditor letters setting out the proposed fees and Work Programme 2024/25.

RESOLVED that:

- 1) The Internal Auditor letters be received and noted.
- 2) Kent County Council be appointed as Internal Auditors for 2024/25.
- 3) The Internal Audit fee of £2,316 + VAT for 2024/25 be considered and approved.
- 4) The Internal Audit Work Programme 2024/25 be considered and approved.

44 Members' Allowance Policy

Consideration was given to Members' Allowances 2024/25.

It was noted that some Town Councils paid higher rates. Councillors also queried whether the low level of the allowances could deter people considering standing for election as Town Councillors.

RESOLVED that:

- 1) Sevenoaks Town Council Members' parish allowance for 2024/25 be approved at £309 per annum.
- 2) Sevenoaks Mayor's parish allowance for 2024/25 be approved at £6,044 per annum.
- 3) Sevenoaks Mayor's car/travel allowance for 2024/25 be approved at £2,715 per annum.
- 4) The allowances be reviewed during the coming year.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

45 Recommendation from the Personnel Committee: Central Services Administration

The Committee considered a recommendation from the Personnel Committee [*Minute 775, 25.03.24 refers*] regarding operational challenges within the Central Services Administration Team.

RESOLVED that:

- 1) The Town Council offer an Intern post for the summer of 2024.
- 2) The Town Council offer the part-time permanent staff member of the Central Services Team, currently on 3 days per week, an extension to full-time hours.
- 3) The Town Council appoint an administrator for 6 months to assist with development of the Business Improvement District (BID).
- 4) It was noted that items 1) and 3) could be accommodated within the 2023/24 budget underspend.

46 Computer Software for Meetings

Consideration was given to the purchase of computer software for agenda management and the recording of decisions.

RESOLVED: that the Town Council proceeds with obtaining Phase 1 of Cloudy IT Decisions & Meetings software at a cost of £5,800 using underspend of 2023/24 budget.

47 Sevenoaks Town Council Complaints Policy

The Committee considered the reviewed Complaints Policy.

RESOLVED: that Sevenoaks Town Council Complaints Policy (attached as Appendix A) be approved and adopted.

48 Grant Subsidies for Room Hire

The Committee received and noted a report of the grant subsidies for room hire awarded in 2023/24, together with the budget for 2024/25 and a list of organisations proposed to receive free room hire.

RESOLVED to:

- 1) Receive and note grant subsidies for room hire awarded up to March 2024.
- 2) Note the annual Grant Subsidies Room Hire budget for 2024/2025.
- 3) Approve the following organisations to receive grant subsidies for free room hire in 2024/25:

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

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

- 4) To review and clarify criteria for free room hire at a future meeting.

49 Grant Awards Policy

The Committee considered and confirmed the Town Council's Grants Award Policy.

RESOLVED: To confirm Sevenoaks Town Council's Grant Awards Policy:

"Sevenoaks Town Council supports local communities and uses the criteria set out in the Guidance Notes for Applicants." (Attached as Appendix B).

50 Sevenoaks Town Council 50 Years



Sevenoaks Town Council was created in the reorganisation relating to the Local Government Act 1972. The new Town Council formally came into being in 1974.

The Committee noted the arrangements to celebrate 50 years of Sevenoaks Town Council and its community:

- Purchase of Longspring Woods – funded by STC and local community.
- Events on the Vine during the Bank Holiday weekend
 - Saturday 4th May Climate Fair
 - Sunday 5th May Children's Theatre – relating to woods.
- STC Social History in Art
Every year the Mayor donates a painting by a local artist of a local scene. This has built up to be a rich Social History in Art form, especially as some of the local scenes no longer exist. The paintings are being photographed and a booklet produced. Thanks to Cllr Granville and Roger Lee for their assistance with this.
- Commemorative badges as per logo above.
- Reception for past Councillors who have given their time voluntary to the Town Council and community during the past 50 years.
- Social History project of Sevenoaks 50 Years ago to now. Public to be asked to provide photographs. Souvenir brochure to be produced.

RESOLVED: To receive and note the report.

51 Sevenoaks Car Club

It was noted that, having reviewed various options to provide a Car Club within Sevenoaks, the most viable was to work with Enterprise.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

The Town Council's commitment was to provide two free car parking spaces at the Bat & Ball Centre and joint promotion. Publicity and practical arrangements were being put in place with the aim to commence on 4th May 2024.

52 Sevenoaks Town Council's Thermal Image Camera Loan Scheme

It was noted that as part of the Green Investment Plan, the Town Council had created a Thermal Imaging Scheme to help local residents identify cold and damp spots and where heat is potentially being lost within their home.

Two Thermal Imaging Cameras had been purchased to offer to residents within the Town Council's parish boundary the opportunity to borrow. A user guide was being prepared. The scheme would be launched at the Sevenoaks Climate Fair on 4th May 2024.

RESOLVED: To receive and note the report.

53 KCC Debt Advice Tablet at Bat & Ball Centre

The Committee noted that Kent County Council would be providing a Kent Money Advice Hub tablet to the community in Sevenoaks Town, located at the Bat & Ball Centre, to enable increased access to debt and money advice for local residents. The tablet would be linked to KCC facilities to enable members of the public to receive relevant advice and will be available Monday – Fridays 10.00 a.m. – 3.00 p.m. It was hoped that this would be installed in April 2024.

RESOLVED: To receive and note the report.

54 Sevenoaks Town Team

54.1. Recommendation from Sevenoaks Town Team: Business Improvement District (BID)

Following the decision by Sevenoaks Town Team to proceed with the process to reach a ballot of qualifying business rate payers to decide whether the town would establish a BID, consideration was given to how the process would be administered.

The Town Team would like to proceed with the British Bids "BID Buddy" service which would accompany the town on making a successful plan, at the cost of approx. £10,000 and requested that this Committee consider funding the service.

RESOLVED: That £10,000 be allocated for the funding of the British Bids "Bid Buddy" service to accompany Sevenoaks town on making a successful plan, in the process of creating a Business Improvement District (BID)

54.2 Minutes of the Town Team Meetings -21st February 2024 and 10th April 2024

The Committee noted the Sevenoaks Ground Floor Commercial Premises Occupancy Survey Report 2024 which had been considered at the Town Team meeting on 10th April 2024 and requested that it be circulated to all Councillors.

Sevenoaks Town Council
Finance & General Purposes Committee – 22nd April 2024

RESOLVED: That the minutes of the meetings of the Town Team held on 21st February and 10th April 2024 be received and noted.

55 Bat & Ball User Group

RESOLVED:

- 1) That the minutes of the meeting of the Bat & Ball User Group held on 6th March 2024 be received and noted.
- 2) To note that future meetings would be convened as and when necessary.

56 Press Releases

It was agreed that press releases be issued upon the launch of the Sevenoaks Car Club and the Thermal Image Camera Loan Scheme.

57 Private & Confidential

RESOLVED: That under the Public Bodies (Admission of Meetings) Act 1960, the public and press be excluded from the meeting for the following item by reason of the confidential nature of the business.

58 Café on the Vine

The Committee noted the update on the process to move the Café to a concession.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

SEVENOAKS TOWN COUNCIL
CODE OF PRACTICE FOR HANDLING COMPLAINTS

1. Introduction

- 1.1 The Council recognises that it is not subject to the jurisdiction of the Local Government Ombudsman but has adopted this Code to ensure that complainants are properly and fully considered.
- 1.2 The Town Council does not consider formal complaints about councillors. These are subject to the jurisdiction of the Monitoring Officer at Sevenoaks District Council.
- 1.3 All complaints should be addressed to the Town Clerk and will be dealt with within 5 working days.
- 1.4 Only complaints regarding the Town Clerk should be addressed to the Town Mayor.

2. Informal Complaints

- 2.1 The Town Council will seek to resolve all complaints informally prior to a formal complaint being lodged.
- 2.2 An informal complaint is made to the Town Clerk who will liaise with the complainant and relevant members/ officers to seek a resolution.
- 2.3 Should it not be possible to resolve a complaint informally the complainant may escalate the complaint to a formal complaint.
- 2.4 Should, in the opinion of the Town Clerk (or Town Mayor), the complaint be of a serious nature, the complaint shall be escalated to a formal complaint.

3. Formal Complaints

- 3.1 A formal complaint must be submitted in writing to the Town Clerk, (or Town Mayor), as appropriate. The complaint should cover as much detail as possible and enclose any relevant supporting documentation.
- 3.2 The Town Clerk (or Town Mayor) will attempt to acknowledge receipt of the complaint within 5 working days.
- 3.3 On receipt of a complaint the Town Clerk, in consultation with the Leader of the Town Council, will ascertain the category of the complaint and will take the relevant action with reference to the complaint categories detailed in Appendix 1.
- 3.4 The Town Clerk or Mayor will carry out an initial investigation into the

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

complaint, and will, within 10 days, provide the complainant with an update of their findings and/ or a suggested resolution. If the complainant is satisfied with the resolution then the complaint will be considered closed.

- 3.5 If the Town Clerk, (or Town Mayor) is unable to resolve the complaint then the matter will be considered by the panel established for the purposes of hearing complaints.
- 3.6 The panel will consist of three of the following: the Town Mayor/ Deputy Town Mayor, the Chair or Vice Chair of a Town Council Committee.
- 3.7 The complainant shall be invited to attend the meeting of the panel and bring with them a representative.
- 3.8 Seven clear working days prior to the meeting the complainant shall provide the council with copies of any documentation or evidence that they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

4. At the Meeting

- 4.1 The Town Mayor, or in his/her absence the Chair of the panel, to introduce everyone.
- 4.2 The Town Mayor, or in his/her absence the Chair of the panel, to explain procedure.
- 4.3 The complainant (or representative) to outline the grounds for complaint.
- 4.4 Members to ask any question of the complainant.
- 4.5 The Chief Executive/Town Clerk or relevant committee Chair to represent and explain the council's position.
- 4.6 Members to ask any question of the council's representative.
- 4.7 Council representative and complainant or his/her representative to be offered the opportunity of summing up. No further evidence may be introduced at this stage.
- 4.8 Chief Executive/Town Clerk or committee Chair and complainant and his/her representative to be asked to leave the room while the panel decide whether the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
- 4.9 Chief Executive/Town Clerk or committee Chair and complainant and his/her representative return to hear decision or to be advised when decision will be made. The decision of the panel will be by simple majority

and will be final.

5. Vexations and Repeated Complaints

If it appears to the Complaints Committee of the Council that a complaint is:

- a. Trivial*
- b. Vexations*
- c. Repetitive*
- d. Frivolous*

it shall so report to the Finance and General Purposes Committee with a recommendation that no further correspondence related to it be entered into by any members or officers.

6. After the Meeting

- 6.1 Decision confirmed in writing to the complainant within ten working days together with details of any action to be taken.
- 6.2 Any decision on a complaint shall be announced at a Council meeting in public.

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

Appendix 1

Financial Irregularity	The Town Clerk/ Responsible Finance Officer shall endeavour to provide an explanation. The Town Clerk/ Responsible Finance Officer may need to consult with the auditor/ Audit Commission. If the complainant is not satisfied the Town Clerk should advise the complainant of the local Electors statutory right to object to the councils audit of accounts pursuant to s16 of the Audit Commission Act 1998.
Criminal Activity	The Town Clerk should refer the complainant to the Police.
Member Conduct	If the complaint relates to failure to comply with the Code of Conduct the complainant should be advised to submit the complaint to the Monitoring Officer at Sevenoaks District Council.
Employee Conduct	As in internal disciplinary matter this should be dealt with under the council's disciplinary procedures.
Other	Should be dealt with under this Complaints Procedure.



SEVENOAKS TOWN COUNCIL GRANT AWARDS POLICY

“Sevenoaks Town Council supports local communities and uses the criteria set out in the Guidance Notes”.

GRANTS TO LOCAL VOLUNTARY OR CHARITABLE ORGANISATIONS GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully when completing the form. It will help to ensure that all the necessary information has been supplied.

ABOUT THE GRANT SCHEME

The Town Council wishes to assist approved Local Voluntary or Charitable Bodies which provide services to residents within the Parish of Sevenoaks Town by making them grants or loans. Applications must be supported by financial statements and/or balance sheets over the previous two years, or business plan as appropriate.

The Council has various powers under which it can fund organisations by way of a grant. The Council can also make grants at its discretion to various organisations provided that **the grant will be spent for the benefit of Sevenoaks Town area or its residents**. Please refer to the maps attached to the application form. **The amount of the grant must be in proportion to that benefit.**

Aims of the Grant Scheme

- To encourage and support the activities of voluntary organisations within Sevenoaks Town
- To promote new community initiatives where real additional benefits are offered to the community

The Grant Scheme is to support projects at local level so applications benefiting the town area will be given priority.

Terms and Conditions of Grant Awards:

Our terms and conditions for grant awards are that:

- grant monies are used for the specific purpose approved only
- grant recipients submit a report to us by the second Friday in January 2024 detailing funds spent on residents of Sevenoaks Town Wards of Wildernessee, Town, Northern, St John’s, Eastern and Kippington

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

- the Town Council's logo is used to advertise and promote our support
- a representative attend next year's Annual Town Meeting, scheduled for 7pm on 11th March 2024 at Bat & Ball Centre, Sevenoaks. Grant recipients will be asked to provide a stand to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

Where to get further information and an application pack

Application Forms and Guidance Notes are available on our website

www.sevenoakstown.gov.uk/Grant

Or on request from: council@sevenoakstown.gov.uk

COMPLETING THE APPLICATION FORM

PART 1

Who can apply?

Any organisation which:

- Provides services that will directly benefit the area and residents of Sevenoaks Town Wards: Town, Kippington, St Johns, Eastern, Wilderness and Northern.
- Is independently established for charitable, benevolent, or philanthropic purposes.
- Has a constitution or written document setting out its aims and objectives
- Has a bank or building society account in its own name
- Can provide audited or, for smaller organisations, signed accounts for the last two financial years
- If starting up, has a feasible project or business plan

We will not grant aid

- National organisations, or local bodies with access to funds from national 'umbrella' or 'parent' bodies unless funds are not available from their national bodies, or funds available are inadequate
- Private concerns operated as a business
- Charitable trusts seeking capital to add to their investments
- "Upward funders", i.e. local groups whose total fund raising is sent to their Central HQ for redistribution
- Church Councils or Faith Groups although applications from voluntary groups linked to a church or religious body will be considered
- Individuals seeking sponsorship. [There is a separate Youth Services grant scheme which may be able to assist]
- Parent teacher organisations

Environmental Impact

The Town Council is committed to climate change initiatives, seeking to use practical methods to reduce its carbon footprint within its general operation, including changes to its buildings and assets. The Council would like to hear how your organisation's activities seek to make a positive impact on the environment, and

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

whether you adopt environmental policies for reducing your own carbon footprint and/or increasing biodiversity.

Membership/Beneficiaries

Please give the number of people who live in the Sevenoaks Town area only (exclude those living in the surrounding villages e.g., Riverhead, Seal, Otford, Kemsing etc.)

Please refer to the maps within the application forms.

PART 2

The Grant Scheme could support the following types of expenditure:

- Equipment
- Training
- Hire of premises
- Information or publicity
- Other project costs
- Start-up or development costs for new community groups

Please note that:

- Grants are not made retrospectively.
- The Town Council would not normally support funding the core costs of any organisation.
- Any grant that is not used for the purpose for which it has been made must be repaid

PART 3

If your group benefits people from the surrounding area, please apply to the appropriate Parish Council for assistance and give details on the application form.

The application form asks - Does your Project:

- Cover a geographical area beyond the parish of Sevenoaks Town Council?
- If the answer on the application form is yes, have you also contacted the respective parish councils for grant funding?
- Please provide details of which other parish councils you have contacted.

PART 4

The Council will not normally fund organisations who have reserves in excess of twelve months operating costs.

The Council requires recipients of grants to submit a brief report within six months confirming how the money has been spent and explaining what difference the grant made. Photographs of the project would also be appreciated.

SUBMITTING YOUR APPLICATION

Timetable

Applications will normally be considered only in September and February/March.

- Please advise which tax year the money is to be used by you in.

ADOPTED: Finance & General Purposes Committee – 22nd April 2024

- The deadline for applications is the **second Friday in August**, for the September meeting and the **second Friday in January**, for the February/March meeting.
NB Late applications received after these dates will be reviewed at the following grants meeting.

All applications must be signed: electronic signature is acceptable.

Applications may be submitted by email to: council@sevenoakstown.gov.uk

or by post to:

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

If you are not sure whether you meet the criteria, please phone Alison Futtit on 01732 459953 or via email to council@sevenoakstown.gov.uk

APPLICATION FOR GRANT AID 2023/2024

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [**Monday 11th March 2024 at 7pm**] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

*A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use **BLOCK CAPITAL LETTERS***

PART 1 – YOUR ORGANISATION

ORGANISATION

NAME OF CONTACT

ADDRESS OF CONTACT

	POSTCODE
--	----------

TELEPHONE NO: DAYTIME

EVENING

EMAIL ADDRESS

ARE YOU A REGISTERED CHARITY?

--	--

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

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

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

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	
	B) VOLUNTEERS	
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	
HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? <i>[See Guidance Notes]</i>		

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£

PLEASE DESCRIBE YOUR PROJECT

PLEASE EXPLAIN FOR WHAT AND WHEN YOU WILL BE USING THE GRANT

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED

DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)

YES / NO

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

YES / NO

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

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT

YES / NO

IF YES, PLEASE GIVE DETAILS

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

PLEASE STATE BALANCES IN HAND AT
END OF LAST FINANCIAL YEAR

HOW MANY MONTHS OPERATING COSTS
DOES THIS REPRESENT?

HOW MUCH HAS THE GROUP RAISED
THROUGH ITS OWN EFFORTS
EG. FUNDRAISING DURING THE LAST YEAR?

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

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of the form completed	
Form signed	
Audited accounts for the last two years	
Annual Report if available (or Project or Business Plan for a new organisation)	

DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES/NO
---	--------

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

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

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

SIGNATURE

DATE

NAME AND POSITION IN ORGANISATION:
IN CAPITALS PLEASE

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

Bank Sort Code Account No.

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

Please return this form to Alison Futtit, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by the:

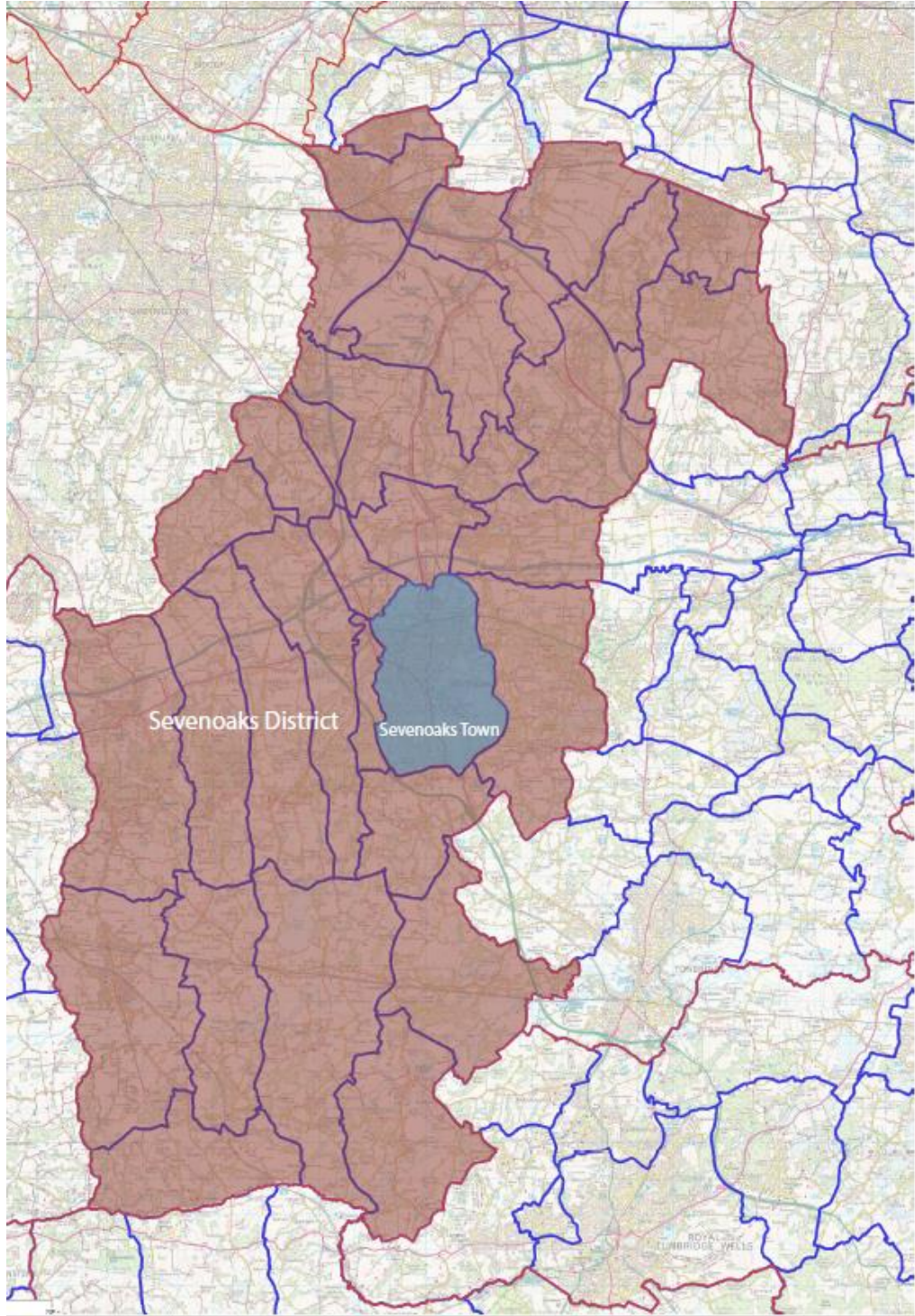
- **2nd Friday in August** [11th August 2023] for the September Finance and General Purposes Grant Committee
- **2ND Friday in January** [12th January 2024] for the February Finance and General Purposes Grant Committee

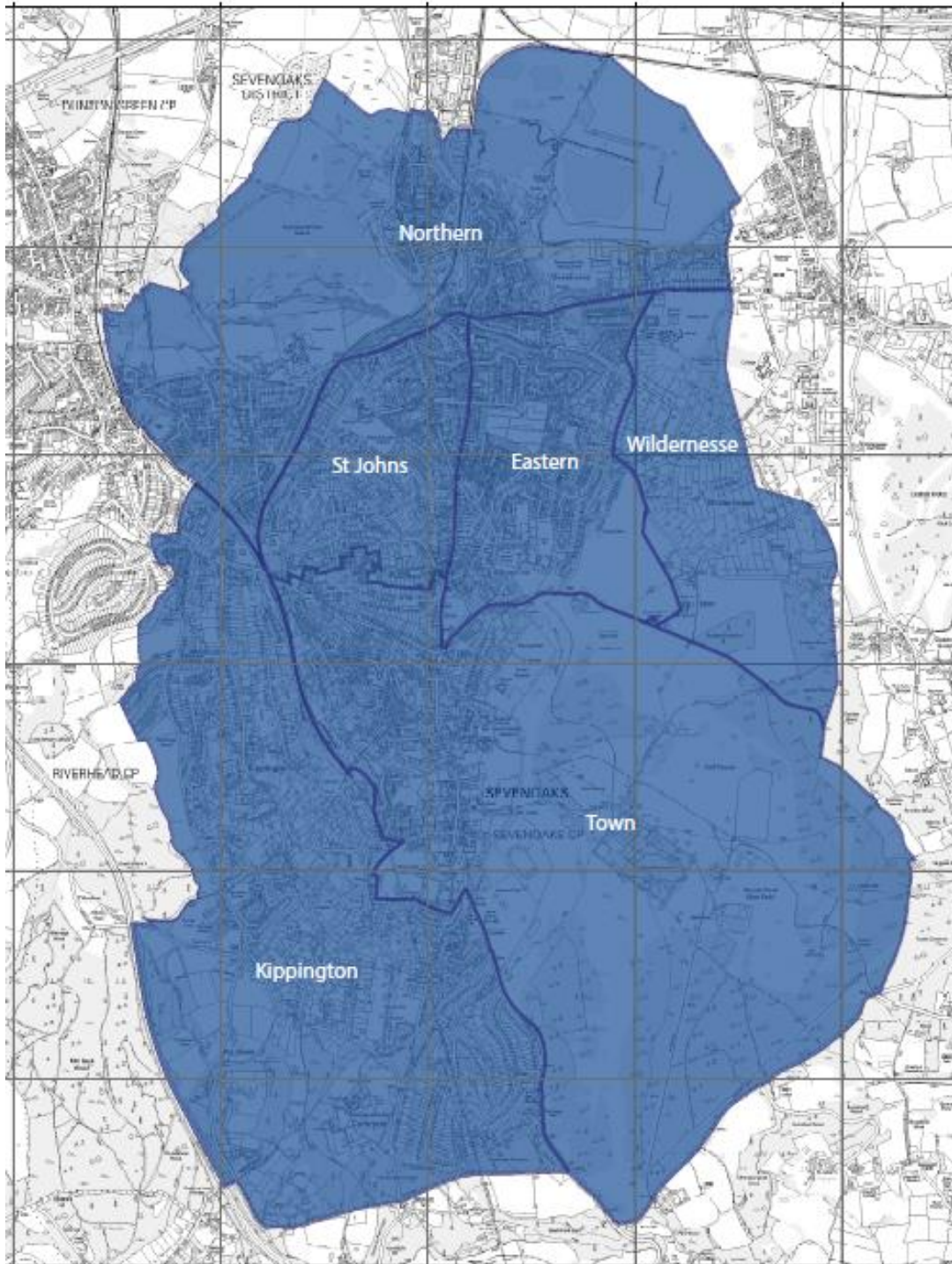
NB Late applications will be reviewed at the following Grants meeting!

Application Forms are also available by email from: council@sevenoakstown.gov.uk

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

THIS DOCUMENT IS AVAILABLE IN LARGE PRINT IF REQUIRED.





Sevenoaks Town Council Wards