

Tuesday 6th January 2026

You are hereby summoned to attend a meeting of the **Finance & Delivery Committee** to be held in the **Council Chambers** on **Monday 12th January 2026 at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/322Y7KUhxOM> 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

Cllr Nigel Wightman (Chair)	Cllr Catherine Daniell (Deputy Leader)
Cllr Claire Shea (Leader & Vice-Chair)	Cllr Dr Peter Dixon
Cllr Libby Ancrum	Cllr David Skinner OBE
Cllr Tony Clayton (Mayor)	

Quorum minimum of three members

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

AGENDA

1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.
2	REQUESTS FOR DISPENSATIONS

	To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
3	DECLARATIONS OF INTEREST To receive any declarations of interest from members in respect of any items of business included in this report.
4	MINUTES OF FINANCE & DELIVERY COMMITTEE (page 5-12) To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 24th November 2025 as a true record.
5	FINANCE REPORTS - NOVEMBER 2025 To receive and consider the Responsible Finance Officer's reports.
5.1	Statement of Accounts (pages 13-56) To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 30th November 2025, including: Appendix 1 - Income and Expenditure by cost centre (page 21-44) Appendix 2 – Variance Analysis (page 45-50) Appendix 3 – Fund Balances (page 51) Appendix 4 – Statutory Balance Sheet (page 52-53) Appendix 5 – Earmarked Reserves (page 54) Appendix 6 - Operating Income & Expenditure (page 55-56)
5.2	Suppliers' Accounts (page 57-65) To authorise payment of the accounts listed in the schedules for the period <ul style="list-style-type: none"> 1st to 30th November 2025
5.3	List of Payments (page 66-67) To note list of payments for: <ul style="list-style-type: none"> Sevenoaks Town Council Nat West Account: 1st to 30th November 2025 Mayor's Charity Account: None
5.4	Payroll Account (page 68-69) To confirm payments from the account listed in the schedules for period: <ul style="list-style-type: none"> 1st to 30th November 2025
5.5	Petty Cash Account (page 70-71) To confirm payments from the account listed in the schedules for the period

	<ul style="list-style-type: none">1st to 30th November 2025												
5.	Hospitality and Gifts Register												
6	To note the following Hospitality or Gifts received by Councillors or staff for the period 1st November to 31st December 2025. <table><tr><td>Date of Offer</td><td>To</td><td>Accepted / Declined</td><td>From</td><td>For</td><td>Estimated Value</td></tr><tr><td>8.12.25</td><td>Town Clerk</td><td>Accepted</td><td>Warners Solicitors</td><td>Presentation box of bottle of gin and 2 glasses</td><td>£45</td></tr></table>	Date of Offer	To	Accepted / Declined	From	For	Estimated Value	8.12.25	Town Clerk	Accepted	Warners Solicitors	Presentation box of bottle of gin and 2 glasses	£45
Date of Offer	To	Accepted / Declined	From	For	Estimated Value								
8.12.25	Town Clerk	Accepted	Warners Solicitors	Presentation box of bottle of gin and 2 glasses	£45								
6	REVIEW OF RESERVES POLICY (page 73-76) <ul style="list-style-type: none">1. To review and adopt the Town Council's Reserves Policy 2026-20272. To note the general and earmarked reserves held												
7	REVIEW OF INVESTMENT STRATEGY, POLICY & RISK MANAGEMENT (page 77-80) <p>To review and adopt the Investment Strategy, Policy and Risk Management for the 2026/27 financial year.</p>												
8	COMPENSATION FROM SEVENOAKS DISTRICT COUNCIL: QUAKER'S HALL ALLOTMENT SITE (page 81) <p>To receive and note report relating to Sevenoaks District Council's calculation of the debt relating to Quaker's Hall Allotment Site and note payment.</p>												
9	COMMUNITY INFRASTRUCTURE LEVY(CIL) & PROJECT UPDATE (page 83-84) <p>To consider update date on CIL funds and status of projects</p>												
10	REVENUE ESTIMATES AND PRECEPT PROPOSAL FOR 2026-2027 (page 85 - 117) <ul style="list-style-type: none">1. To note the 2025-2026 forecast outturn. (page 85-87)2. To receive the final Revenue Estimates for the financial year 2026-2027 and to consider the precept recommendation options: (page 89-117) <p>Option A</p> <p>£1,633,547 for 2026-2027 which is a 5.49 % increase to the 2025-26 precept per Band D equivalent, and a Band D equivalent household rate of £162.12 per year, equating to £3.12 per week and 16p increase per week.</p> <p>Option B</p>												

	£1,621,919 for 2026-2027 which is a 4.8 % increase to the 2025-26 precept per Band D equivalent, and a Band D equivalent household rate of £160.98 per year, equating to £3.09 per week and 13p increase per week
11	LOCAL GOVERNMENT PENSION SCHEME: VALUATION CONTRIBUTION REPORT (page 119-129) To receive and note the Local Government Pension Scheme Valuation Contribution Report.
12	COMMUNITY ASSET TRANSFERS TIMELINE (page 131) To receive and note Sevenoaks District Council's updated timeline for consideration of Community Asset Transfers.
13	MINUTES OF TOWN TEAM MEETING (page 132-137) To receive and note the minutes of the Town Team meeting held on 12th November 2025
14	COMMUNICATIONS WORKING GROUP (page 139-140) To receive and note the notes of the Communications Working Group held on 5th December 2025.
15	CURRENT MATTERS & STC PRIORITIES To consider updates on: <ul style="list-style-type: none"> 1. Current Matters (page 141- 50) 2. Sevenoaks Town Council Priorities. (151-163)
16	PRESS RELEASE To consider any agenda item, which would be considered appropriate for a press release.

**Sevenoaks Town Council
Minutes of the Finance & Delivery Committee**

Held on 24th November 2025 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/AD0mY40Pt5c>

Meeting commenced: 19:30 Meeting Concluded: 20:27

Present:

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

Cllr Lise Michaelides	Substitute for	Cllr Catherine Daniell
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Apologies: Town Clerk

In attendance: Cllr Dr Merilyn Canet, Deputy Town Clerk and Responsible Finance Officer, Senior Committee Clerk, and Planning Committee Clerk.

1 member of the public was present.

PUBLIC QUESTIONS: None

498 - APOLOGIES FOR ABSENCE

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

499 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

500 - DECLARATIONS OF INTEREST

There were no declarations of interest.

501 - MINUTES OF FINANCE & DELIVERY COMMITTEE

To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 29th September 2025 as a true record.

**Sevenoaks Town Council
Minutes of the Finance & Delivery Committee**

502 - FINANCE REPORTS - OCTOBER 2025

502.1 Responsible Finance Officer's Report

The Committee received and considered the Statement of Accounts and Responsible Finance Officer's report for the month ended 31st October 2025, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income & Expenditure, together with:

Supplier's Accounts

- 1st to 31st October 2025, total gross invoices £72,202.41

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 31st October 2025, total £709,740.09
- Mayor's Charity Account - 1st to 31st October 2025: None

Payroll Account

- 1st to 31st October 2025, total £103,378.56

Petty Cash Account

- 1st to 31st October 2025, total payments £653.44

The year-to-date position at the end of October showed a surplus of £28, 123.

The Committee noted that:

- the outstanding debt of £795.66 for electricity recharges associated with the electric vehicle charging points had now been paid
- Open Spaces, Other Woodland budget was £4,967 over budget due to tree work identified in the tree safety report
- Cemetery income was £18,308 over budget
- Bat & Ball Centre Income was approximately £42k above budget
- Youth Café expenditure was £10k above budget

RESOLVED that the Management Accounts 1st to 31st October 2025 be received and accepted.

**Sevenoaks Town Council
Minutes of the Finance & Delivery Committee**

502.2 - Hospitality and Gifts Register

Noted that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 31st October 2025.

503 - FINANCE REPORTS - SEPTEMBER 2025

503.1 Responsible Finance Officer's Report

The Committee received and considered the Statement of Accounts and Responsible Finance Officer's report for the month ended 30th September 2025, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income & Expenditure, together with:

Supplier's Accounts

- 1st to 30th September 2025, total gross invoices £110,422.55

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 30th September 2025, total £203,174.79
- Mayor's Charity Account - 1st to 30th September 2025: £-130.00

Payroll Account

- 1st to 30th September 2025, total £102,668.73

Petty Cash Account

- 1st to 30th September 2025, total payments £209.80

The year-to-date position at the end of September showed a surplus of £7,010.

RESOLVED that the Management Accounts 1st to 30th September 2025 be received and accepted.

503.2 - Hospitality and Gifts Register

Noted that the following Hospitality or Gifts had been received by Councillors or staff for the period 1st to 30th September 2025.

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Date of offer	To	Accepted/ Declined	From	For	Estimated value
23.09.25	Town Clerk	Accepted	Exello (Belgium) Clerks Association	Invitation to annual Conference, including accommodation 22 – 23 rd October	£200

504 - AMENDMENT TO FINANCIAL REGULATIONS 2025/2026

RESOLVED: To note and adopt the amendment to Financial Regulations 2025/2026 recommended by the internal auditor in relation to the verification of bank reconciliations
[Minute 375, F&D 29.09.25 refers]

505 – COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE REPORT

The Committee considered the CIL Update report, noting the following:

1. Remaining projects for CIL as at 23rd October 2025 were as follows:

	Original Budget	Spent	Balance	Agreed	Planned Completion
Public Realm Town Ward	£50,000	£46,995	£3,006	Reviewed Feb 24	Ongoing
Judd's piece resurfacing	£2,000	-	£2,000	Reviewed Feb 24	2026
Woodside Rd - fencing	£1,000	-	£1,000	Reviewed Feb 24	2025
knole paddock front barn doors	£2,000	-	£2,000	Reviewed Feb 24	2025
Green Link Feasibility	£15,000	-	£15,000	Reviewed Feb 24	Ongoing
Masterplan x2	£65,000	£63,091	£1,910	Reviewed Feb 24	Started
20 mph	£141,967	£111,271	£10,000	10/06/2024	Contingency Left
Dartford Road Crossing	£25,000	£4,170	£20,830	Reviewed Feb 24	2025
Greatness Pavilion	£87,500	Moved	£133,600	Reviewed Feb 24	133,600 added Sep 25 for green initiatives
Greatness CCTV	£9,000	-	£9,000	Reviewed Feb 24	2026
Vine Gardens Crazy Paving	£10,000	£10,000	£0	Reviewed Feb 24	2025
Balance of cost for Recycle bound resin (Vine Gardens crazy paving)	£13,130	£13,130	£0	Agreed June 25	2025
Greatness Play Area	£150,000		£150,000	Agreed June 25	2025
Solar Batteries	£20,000		£0	Agreed June 25	2025
Play Areas inc Buckhurst	£25,000		£25,000	Agreed July 25	2025
Oast House Feasibility Report	£4,500	£4,500	£0	Agreed Sep 25	2025
			£373,345		

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Minutes of the Finance & Delivery Committee**

2. STC Community Infrastructure Levy (CIL) Receipts

Projected unallocated CIL Balance (as at October 2025 reported to Finance & Delivery Committee 1 st Sep 2025)	£251,422
Less new projects:	
That Community Infrastructure Levy funds be used for the £4,500 Oast House high level architect plans and feasibility report	-£4,500
That £133,600 be allocated from Community Infrastructure Levy funds to the Greatness Recreation Ground Pavilion Project, to reinstate identified environmental measures	-£133,600
Unallocated Balance	£113,322
Add current SDC CIL balance (CIL collections October 2025 to date)	£10,047
Total Unallocated Balance	£123,369

RESOLVED that:

- 1) The CIL Update report to 23rd October 2025 be received and noted
- 2) The projected unallocated balance of £123,369 at October be noted
- 3) A report on progress on outstanding projects be submitted to the next meeting of this Committee

506 - GREATNESS PAVILION PAYMENT SCHEDULE

RESOLVED: That the contract payment schedule for the Greatness Pavilion project be received and approved.

507 - VINE PAVILION SKYLIGHTS

The Committee noted that during the works to replace the domed skylights on the Vine Pavilion, a considerable amount of additional roof and surrounding structure repairs were identified. These works, together with costs associated with crane access and installation had increased the total project cost to £16,000.

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Funding of £8,346, with remaining costs funded from the Development Fund EMR had previously been approved [*Minute 305, F&D 01.09.25*]. The additional work was deemed essential on health and safety grounds and, in line with Standing Orders (Financial Regulation 5.17) was approved by the Chair, Vice-Chair and Town Clerk on 31st October 2025, funds to be taken from the Development Fund EMR.

RESOLVED: That the report be approved and noted.

508 - RECOMMENDATIONS FROM COMMUNITY ASSETS COMMITTEE

Consideration was given to recommendations from the meeting of the Community Assets (Open Spaces) Committee held on 10th November 2025.

508.1 SEVENOAKS ALLOTMENT HOLDERS' ASSOCIATION (SAHA) PROPOSAL FOR SOLAR PANELS AND GAZEBO AT QUAKERS HALL ALLOTMENTS (Minute 441, refers)

It was noted that SAHA sought to install a gazebo and solar panels at Quaker's Hall Allotments to improve the site's energy efficiency and eliminate the need for a diesel generator.

RESOLVED that:

- 1) funding of £10,234 + VAT for the solar panel project be approved, to be funded from the Allotment Earmarked Reserve.
- 2) shared funding of £2,171 for the Gazebo project be approved, with 50% to be funded from the Allotment Earmarked Reserve.

508.2 SPORTS PITCHES AT KNOLE PADDOCK (Minute 445 refers)

It was recommended that the floodlights at Knole Paddock be replaced at the end of the season, and that 2 mobile floodlights be purchased to enable more use of the second pitch.

RESOLVED:

- 1) That tenders be sought for the installation of new permanent floodlights to be installed at the Rugby Pitch at the end of the season at an estimated cost of £38,000, to be funded from CIL.
- 2) To not proceed with structural inspection of current permanent floodlights unless further issues arise before the end of the season.
- 3) After a suitable demonstration and agreement with Sevenoaks Rugby Football Club regarding storage and charging, to purchase 2 mobile floodlights at a cost of £13,000, to be funded from CIL.
- 4) To approach Sevenoaks District Council to enquire if the discretionary CIL fund could assist with these purchases.

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Minutes of the Finance & Delivery Committee**

508.3 RALEYS CAR PARK (Minute 448 refers)

It was noted that there was damage to the tarmac on the eastern side of the car park caused by tree roots which needed to be addressed urgently.

A response was awaited from company A for a second quote for a similar thickness of tarmac as obtained from company B.

RESOLVED: that the most competitive quote be accepted to the same specification at a maximum cost of £36,125.00, to be funded from CIL.

**509 - MINUTES OF COMMUNICATIONS WORKING GROUP, INCLUDING
RECOMMENDATION FOR THIS COMMITTEE**

RESOLVED:

- 1) to receive and note the minutes of the Communications Working Group held on 17th November 2025
- 2) That the proposed WordPress website upgrade from Vision ICT be approved, at a cost of £6,300, to be met from contingency.

510 - KENT PENSION FUND, FUNDING STRATEGY STATEMENT CONSULTATION

The Committee noted the consultation being undertaken by the Kent Pension Fund on its Funding Strategy Statement.

RESOLVED:

- 1) That authority be delegated to the Responsible Finance Officer to submit a formal response on behalf of the Town Council, expressing support for the proposed pooling together of town and parish councils for the Local Government Pension Scheme and not objecting to the other proposals
- 2) That the Kent Pension Fund be asked to provide details of its investment criteria

511 - MINUTES OF TOWN TEAM AGM MEETING

Noted that the minutes of the Town Team Annual General Meeting held on 12th November 2025 would be circulated shortly.

512 - MINUTES OF MEETINGS OF ARTS & CULTURE WORKING GROUP

RESOLVED: To receive and note the minutes of the meeting of the Arts & Culture Working Group held on 12th November 2025.

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513 - MINUTES OF MEETING OF GREATNESS RECREATION GROUND WORKING GROUP

RESOLVED: To receive and note the minutes of the meeting of the Greatness Recreation Ground Working Group held on 22nd October 2025.

514 - CURRENT MATTERS

The Committee received and noted the updates to current matters.

In relation to item 12, Local Government Reorganisation – Transfer of Assets, Cllr Clayton advised that he and Cllr Canet had submitted the following motion to the KALC Annual General Meeting on 22nd October 2025,

“Local Government Reorganisation in Kent will leave Town and Parish Councils as the closest level of local government for most people. Towns and villages will need time to plan for new responsibilities this will bring, to consult local residents and businesses, and to ensure they are in a good position to manage assets and services currently in the hands of others.

KALC urges those authorities which are likely to disappear in the LGR process to encourage public consultation on the best way to deliver hyper-local services, and to ensure the greatest possible transparency on the possible transfer of public assets associates with these services. We urge government to incentivise principle local authorities to cooperate with town and parish councils which will continue to represent local communities.”

The motion was well received and adopted by KALC.

RESOLVED: To receive and note the update report on current matters.

515 - PRESS RELEASE

RESOLVED: that press releases be issued in respect of:

- Solar panels and gazebo at Quaker’s Hall Allotments
- Investment in floodlighting at Knole Paddock (once mobile floodlights were delivered)

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 30th November 2025

1. Summary

As at the end of November, the year-to-date position shows a surplus of £21,789.

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

- Open Spaces: Grass seed is £1,342 over its annual budget.
- Cemetery: The health & safety nominal is £2,328 over its annual budget due to work being carried out to the lightning conductor at a cost of £3,080, this was reported through the health & safety audit.
- Vine Café shows a £14,165 deficit, currently offset by the available budget surplus.
- Bat & Ball Station/Café: has seen a slight decrease in income from room bookings compared with the same period last year. As the café concession did not commence until 1 October, costs are currently exceeding the annual budget and are being met from the budget surplus.
- Establishments: Professional fees have £10k unbudgeted due to the valuation fees for the Local Government Reorganisation.
- Establishments: the postage and courier nominal is £1,119 over the annual budget due to be slightly underbudgeted.
- Bat and Ball Centre: the repairs and maintenance nominal is approximately £9k over its annual budget but £3,450k of this is for the replacement of the bike rack which is offset by the insurance monies. Other expenditure includes audio visual remedial works – £1,649, electrical testing certificate – £880, boiler and air conditioning service – £2,481, moveable wall maintenance – £435, kitchen floor repairs – £422, audio visual service and PAT testing – £1,211, drainage works – £2,762.
- Bat and Ball Centre: the equipment hired and new nominal is £4,555 over the annual budget due to the purchase of a bench with engraving - £1,079, recycling bins £3,055 and new steps to the stage £990.
- Bat and Ball Centre: overall expenditure is £23,197 over the year to date budget.
- Business Hub: Income is £2k under budget year to date, there are not many hot desk users and there is one available pod, marketing is ongoing.
- Youth Café: overall expenditure is £11,845 above budget YTD, gross pay is approximately £9k over budget YTD. The £10k grant funding from the National Lottery will help with this deficit but the Youth Café will still be over budget by year end.
- Bat and Ball Centre: Income is approximately £38k above budget YTD.
- Establishments: Interest on deposits is approximately £19k over budget YTD.
- Cemetery: Income is £18,151 above budget YTD.

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

Monies spent

2025/2026 - £62k	
Stag Evaluation	5,950
Vine Café - Dishwasher	1580
Wordpress Website Upgrade	6,300
Total allocated	13,830

Drainage Report from Bat and Ball Centre

A contractor attended site with a two-man high-pressure jetting/CCTV team to locate the cause of ongoing drainage issues. After emptying the system, high-pressure jetting was carried out both upstream and downstream to identify defects.

Findings

Anti-Flood Valve Failure

An anti-flood valve was located within the system which had suffered severe root ingress due to poor installation. The device is no longer operational and is restricting flow.

Defective Mainline Clay Pipework

A full CCTV survey of the main clay line was completed. The following defects were identified:

- Open joints
- Root ingress
- Cracks and fractures
- Displacements under the car park

These defects present a risk of pipe collapse, especially due to the load of the car park above. We strongly recommend lining this section to stabilise the pipework and prevent further deterioration.

Remedial Works

Recommended Remedial Works

Pipe Lining to Prevent Collapse

- Install 31 metres of 4-inch pipe lining (sleeving) from manhole to manhole and to the downstream manhole
- Includes full preparation, cleaning, and resin installation
- Required to prevent further deterioration of the damaged clay pipework

Cost: £4,495 + VAT (£145 per metre)

Anti-Flood Valve Remedial Options

Replace Anti-Flood Device with Improved System

- Cut and excavate ground around existing installation
- Remove defective unit
- Install upgraded, simplified anti-flood device for long-term reliability

Cost: £2,875 + VAT

Decision

To consider using capital expenditure EMR to cover the cost of the drainage works.

3. Outstanding Debts

There are none.

4. Statutory Balance Sheet

The total assets to end of November 2025 are £3,105,468, this is a decrease of £315,532 from October 2025. Revenue (general) reserves have decreased by £6,334 leaving a balance of £536,102.

Earmarked Reserves have decreased by £243,173 leaving a year to date balance of £1,848,114.

This includes:

1. Credit of £23,466 into the Greatness Pavilion EMR from STFC.
2. Payment of £251,527 from the Greatness Pavilion EMR relating to the first interim payment.
3. Transfer of £7k for Buckhurst Play Area.

The full movement in earmarked reserves is detailed in Appendix 5.

5. Investments

The following investments have been made through the Insignis Portal:

- HSBC Bank Plc Tracker (3.95%) - £267,833.38.
- Santander 90 Day Notice (3.9%) - £386,020.27.
- Emirates NBD 6 month fixed term (4.17%) - £505,537.40.

6. Fund Balances

The Investment Strategy states that not more than 40% of the funds are to be placed with any one entity (including any one Low Volatility Net Asset Value Money Market Fund), however authorised officers may use their discretion to increase this to 50%.

There is currently 51% of funds in the CCLA this is due to easier access for contractor payments in relation Greatness Pavilion.

7. Street Lighting Electricity Contract Procurement

The previous electricity supply contract for the street lighting unmetered supply expired on 1 December 2025. Prior to this date Sevenoaks Town Council had been supplied by Yu Energy under the following agreed contractual terms.

	kwh	Standing Charge
YU Energy	0.27	0.23

During the process of sourcing a new electricity supplier, STC faced notable difficulties in obtaining quotations. The primary challenge was that only a limited number of energy companies were willing to take on the risk associated with an unmetered supply. This type of supply is often viewed as less attractive to suppliers because consumption cannot be measured in real time, and demand forecasting relies on estimated usage profiles.

As a result, the procurement exercise yielded fewer responses than would normally be expected for standard metered electricity contracts.

The new contract option available to STC is more expensive than the previous agreement with Yu Energy, reflecting both current market conditions and the restricted supplier pool willing to service unmetered lighting supplies.

	kwh	Standing Charge
SSE	0.29	2.19

8. Bank Reconciliations

Other bank reconciliations for April 2025

Bank Account	Amount	Signed off
Handlesbanken Investment	£169.99	Cllr Shea
Handelsbanken Notice (31 Day)	£1,692.01	Cllr Shea
Nationwide Instant Saver	£2,834.53	Cllr Shea
Nationwide Instant Saver	£20.92	Cllr Shea
Virgin Money Current	£1.00	Cllr Shea
Virgin Money Notice (90 Day)	£7,543.83	Cllr Shea
HSBC Investment	£52,637.36	Cllr Shea
CCLA Public Deposit Fund	£460,000.00	Cllr Shea

Other bank reconciliations for May 2025

Bank Account	Amount	Signed off
Handlesbanken Investment	£170.30	Cllr Shea
Handelsbanken Notice (31 Day)	£1,695.11	Cllr Shea
Nationwide Instant Saver	£2,834.53	Cllr Shea
Nationwide Instant Saver	£20.92	Cllr Shea
Virgin Money Current	£1.00	Cllr Shea
Virgin Money Notice (90 Day)	£7,563.46	Cllr Shea
HSBC Investment	£52,865.16	Cllr Shea
CCLA Public Deposit Fund	£960,000.00	Cllr Shea

Other bank reconciliations for June 2025

Bank Account	Amount	Signed off
Handlesbanken Investment	£170.60	Cllr Shea
Handelsbanken Notice (31 Day)	£1,697.97	Cllr Shea
Nationwide Instant Saver	£2,834.53	Cllr Shea
Nationwide Instant Saver	£20.92	Cllr Shea
Virgin Money Current	£1.00	Cllr Shea
Virgin Money Notice (90 Day)	£7,582.11	Cllr Shea
HSBC Investment	£52,865.16	Cllr Shea
CCLA Public Deposit Fund	£960,000.00	Cllr Shea

Other bank reconciliations for July 2025

Bank Account	Amount	Signed off
Handlesbanken Investment	£170.91	Cllr Shea
Handelsbanken Notice (31 Day)	£1,700.76	Cllr Shea
Nationwide Instant Saver	£2,834.53	Cllr Shea

Nationwide Instant Saver	£20.92	Cllr Shea
Virgin Money Current	£1.00	Cllr Shea
Virgin Money Notice (90 Day)	£7,601.43	Cllr Shea
HSBC Investment	£52,865.16	Cllr Shea
CCLA Public Deposit Fund	£760,000.00	Cllr Shea

Other bank reconciliations for August 2025

Bank Account	Amount	Signed off
Handlesbanken Investment	£171.22	Cllr Shea
Handelsbanken Notice (31 Day)	£1,703.55	Cllr Shea
Nationwide Instant Saver	£2,834.53	Cllr Shea
Nationwide Instant Saver	£20.92	Cllr Shea
Virgin Money Current	£1.00	Cllr Shea
Virgin Money Notice (90 Day)	£7,619.55	Cllr Shea
HSBC Investment	£53,077.78	Cllr Shea
CCLA Public Deposit Fund	£1,280,000.00	Cllr Shea
Insignis – HSBC Tracker	£264,315.40	Cllr Wightman
Insignis – Santander	£382,278.40	Cllr Wightman
Insignis – Emirates NBD (3 month fixed term)	£499,000.00	Cllr Wightman

Other bank reconciliations for September 2025

Bank Account	Amount	Signed off
Handlesbanken Investment	£171.52	Cllr Shea
Handelsbanken Notice (31 Day)	£1,706.10	Cllr Shea
Nationwide Instant Saver	£2,834.53	Cllr Shea
Nationwide Instant Saver	£20.92	Cllr Shea

Finance & Delivery Committee – 12th January 2026**Agenda Item 5.1**

Virgin Money Current	£1.00	Cllr Shea
Virgin Money Notice (90 Day)	£7,636.77	Cllr Shea
HSBC Investment	£53,077.78	Cllr Shea
CCLA Public Deposit Fund	£1,280,000.00	Cllr Shea
Insignis – HSBC Tracker	£265,213.00	Cllr Wightman
Insignis – Santander	£382,285.00	Cllr Wightman
Insignis Deposit Hub	£505,537.40	Cllr Wightman

Other bank reconciliations for October 2025

Bank Account	Amount	Signed off
Handlesbanken Investment	£171.83	Cllr Shea
Handelsbanken Notice (31 Day)	£1,708.58	Cllr Shea
Nationwide Instant Saver	£2,834.53	Cllr Shea
Nationwide Instant Saver	£20.92	Cllr Shea
Virgin Money Current	£1.00	Cllr Shea
Virgin Money Notice (90 Day)	£7,654.61	Cllr Shea
HSBC Investment	£53,077.78	Cllr Shea
CCLA Public Deposit Fund	£1,780,000.00	Cllr Shea
Insignis – HSBC Tracker	£2266,074	Cllr Wightman
Insignis – Santander	£383,513	Cllr Wightman
Insignis – Emirates NBD (3 month fixed term)	£505,537	Cllr Wightman

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Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>11 Planning - General</u>											
4010 Gross Pay	2,974	3,087	113	25,092	24,696	(396)	37,040		11,948	67.7%	
4270 Employers Pension Contribution	104	127	23	877	1,016	139	1,522		645	57.6%	
6240 Computer/ Data Base/WP's	0	57	57	513	570	57	800		287	64.1%	
6330 Welfare/Hospitality	0	0	0	7	0	(7)	0		(7)	0.0%	
6460 Publicity & Democratic notices	0	0	0	380	0	(380)	0		(380)	0.0%	
6630 Professional Fees	0	0	0	363	922	559	922		559	39.4%	
6730 Subscriptions	0	51	51	625	408	(217)	615		(10)	101.6%	
Planning - General :- Indirect Expenditure	3,079	3,322	243	27,857	27,612	(245)	40,899	0	13,042	68.1%	0
Net Expenditure	(3,079)	(3,322)	(243)	(27,857)	(27,612)	245	(40,899)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	3,166	2,625	(541)	19,089	17,500	(1,589)	28,000			68.2%	
1030 Electricity recharge	0	0	0	1,198	1,900	702	3,800			31.5%	
1316 Raleys Car Park Permits	46	0	(46)	1,900	1,742	(158)	1,739			109.3%	
1350 Revenue Grant income	2,666	0	(2,666)	2,666	0	(2,666)	0			0.0%	
1550 Insurance Claims	0	0	0	8,488	0	(8,488)	0			0.0%	8,488
1853 Adopt a Tree income	0	0	0	479	102	(377)	102			469.8%	
1990 Other Income	0	0	0	1,453	184	(1,269)	276			526.3%	
O/ Spaces & Leisure - General :- Income	5,878	2,625	(3,253)	35,272	21,428	(13,844)	33,917			104.0%	8,488
4010 Gross Pay	15,478	17,032	1,554	131,653	136,256	4,603	204,378		72,725	64.4%	
4011 Mileage	29	67	38	573	536	(37)	800		227	71.6%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

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
4012 Expenses	0	0	0	25	0	(25)	0		(25)	0.0%	
4270 Employers Pension Contribution	934	1,380	446	7,697	11,040	3,343	16,558		8,861	46.5%	
5013 Graffiti Removal	0	0	0	248	1,000	752	1,000		752	24.8%	
5025 Lower St Johns Toilets	2,106	1,196	(910)	12,218	9,568	(2,650)	14,350		2,132	85.1%	
5026 Greatness Rec Convenience	883	265	(618)	2,365	2,120	(245)	3,177		812	74.4%	
5030 St Nicholas Burial Ground	0	0	0	107	102	(5)	102		(5)	105.2%	
5050 Seats And Litter Bins	0	0	0	0	1,178	1,178	2,357		2,357	0.0%	
5060 Sevenoaks Common	0	0	0	1,147	5,124	3,977	5,125		3,978	22.4%	
5065 Tree Safety Survey	0	0	0	0	4,100	4,100	4,100		4,100	0.0%	
5070 Other Woodlands	0	0	0	10,307	3,075	(7,232)	4,100		(6,207)	251.4%	1,240
5110 Knole Paddock & Pavilion	53	359	306	1,874	2,154	280	3,587		1,713	52.2%	
5120 Knole Paddock Pitch & Grnd Mt	950	214	(736)	1,873	1,712	(161)	2,562		689	73.1%	
5310 Miscellaneous Open Spaces	336	442	106	5,227	3,536	(1,691)	5,300		73	98.6%	840
5311 Security Open Spaces	2,650	2,333	(317)	22,036	18,664	(3,372)	28,000		5,964	78.7%	
5316 Skatepark Maintenance	0	0	0	8	2,054	2,046	2,050		2,042	0.4%	
5317 Raleys Car Park	0	0	0	550	440	(110)	439		(111)	125.3%	
5320 Fertilizers	0	0	0	2,004	1,020	(984)	1,537		(467)	130.4%	
5330 Grass Seed	0	0	0	3,904	2,046	(1,858)	2,562		(1,342)	152.4%	
5340 Plants	991	0	(991)	2,988	1,538	(1,450)	3,075		87	97.2%	
5410 Repairs & General Maintenance	14	154	140	318	1,232	914	1,845		1,527	17.3%	
5412 Capital Refurbishments	0	667	667	0	5,336	5,336	8,000		8,000	0.0%	
5500 Equipment Hired and New	344	598	254	1,419	4,784	3,365	7,175		5,756	19.8%	
5525 Equipment Maintenance	1,233	941	(292)	3,361	5,645	2,284	8,000		4,639	42.0%	
5550 Vehicle Expenses	0	1,003	1,003	2,531	8,024	5,493	12,037		9,506	21.0%	(10,000)

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

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	487	504	17	2,916	4,032	1,116	6,047		3,131	48.2%	
6010 Light Heat & Cleaning	0	726	726	0	5,808	5,808	8,712		8,712	0.0%	
6011 Electricity	0	0	0	8,765	0	(8,765)	0		(8,765)	0.0%	
6013 Cleaning	18	51	33	397	408	11	615		218	64.6%	
6014 Water	(164)	85	249	911	680	(231)	1,025		114	88.9%	
6016 Contractor Payments	294	0	(294)	2,113	0	(2,113)	0		(2,113)	0.0%	
6101 Telephone	0	12	12	0	96	96	149		149	0.0%	
6104 Mobile Telephone	0	29	29	113	232	119	348		235	32.6%	
6105 Broadband wi-fi service	57	26	(31)	230	208	(22)	307		77	74.8%	
6320 Staff Training	0	0	0	635	1,538	903	3,075		2,440	20.7%	
6330 Welfare/Hospitality	0	53	53	189	424	235	640		451	29.6%	
6460 Publicity & Democratic notices	160	0	(160)	260	0	(260)	0		(260)	0.0%	
6635 Professional Fees Licensing	0	26	26	10	208	198	308		298	3.2%	
6730 Subscriptions	0	0	0	430	185	(245)	185		(245)	232.5%	
6812 Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	136	136	205		205	0.0%	
6900 Sundry Expenses	0	7	7	0	56	56	82		82	0.0%	
6922 Health&Safety/Risk Assessments	270	0	(270)	1,114	0	(1,114)	1,700		586	65.5%	
6930 Alarm Maintenance	741	604	(137)	741	904	163	902		161	82.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	728	0	(728)	1,456	1,538	82	3,075		1,619	47.3%	
6935 Waste Bin Disposal-Waste Bins	153	230	77	1,689	1,840	151	2,767		1,078	61.0%	
6952 Protective Clothing	40	133	93	627	1,064	437	1,600		973	39.2%	
O/ Spaces & Leisure - General :- Indirect Expenditure	28,784	29,154	370	237,031	251,641	14,610	375,701	0	138,670	63.1%	(7,920)
Net Income over Expenditure	(22,906)	(26,529)	(3,623)	(201,758)	(230,213)	(28,455)	(341,784)				
8001 plus Transfer from EMR	0	0	0	(7,920)	0	7,920	0				
8002 less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

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	(22,906)	(26,529)	(3,623)	(218,166)	(230,213)	(29,023)	(341,784)				
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	6,343	6,500	157	70,151	52,000	(18,151)	78,000			89.9%	
O/ Spaces & Leisure - Cemetery :- Income	6,343	6,500	157	70,151	52,000	(18,151)	78,000			89.9%	0
4010 Gross Pay	8,783	8,791	8	69,798	70,328	530	105,490		35,692	66.2%	
4011 Mileage	0	0	0	93	0	(93)	0		(93)	0.0%	
4012 Expenses	0	0	0	111	0	(111)	0		(111)	0.0%	
4270 Employers Pension Contribution	807	735	(72)	6,482	5,880	(602)	8,818		2,336	73.5%	
5210 Cemetery Chapel & Office	0	0	0	0	76	76	153		153	0.0%	
5230 Cemetery Wshop/Messroom Mtce	13	0	(13)	13	358	345	717		704	1.9%	
5410 Repairs & General Maintenance	0	102	102	2,728	816	(1,912)	1,230		(1,498)	221.8%	
5500 Equipment Hired and New	17	342	325	1,459	2,736	1,277	4,100		2,641	35.6%	
5525 Equipment Maintenance	20	750	730	1,215	6,000	4,785	9,000		7,785	13.5%	
5700 Fuel	47	102	55	518	816	298	1,230		712	42.1%	
6000 Rent & Rates	848	875	27	7,122	7,000	(122)	10,500		3,378	67.8%	
6011 Electricity	190	179	(11)	968	1,432	464	2,152		1,184	45.0%	
6013 Cleaning	30	0	(30)	355	609	254	1,025		670	34.6%	
6014 Water	337	94	(243)	390	752	362	1,127		737	34.6%	
6016 Contractor Payments	147	0	(147)	147	0	(147)	0		(147)	0.0%	
6101 Telephone	74	68	(6)	583	544	(39)	820		237	71.1%	
6104 Mobile Telephone	0	2	2	0	16	16	26		26	0.0%	
6105 Broadband wi-fi service	20	13	(7)	80	104	24	154		74	51.9%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6240 Computer/ Data Base/WP's	0	0	0	1,107	685	(422)	686		(421)	161.4%	
6320 Staff Training	0	0	0	269	768	499	1,537		1,268	17.5%	
6330 Welfare/Hospitality	0	26	26	157	208	51	307		150	51.2%	
6500 Goods for Resale	62	11	(51)	622	88	(534)	128		(494)	486.2%	
6720 Books and Periodicals	0	0	0	0	52	52	52		52	0.0%	
6730 Subscriptions	0	0	0	125	205	80	205		80	61.0%	
6802 Trees Plants Turf & Fertilizer	14	0	(14)	1,492	1,500	8	3,000		1,508	49.7%	
6822 Roads Path & Boundaries	0	0	0	0	654	654	871		871	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	0	62	62	123		123	0.0%	
6922 Health&Safety/Risk Assessments	0	375	375	3,828	1,125	(2,703)	1,500		(2,328)	255.2%	
6930 Alarm Maintenance	0	145	145	995	1,160	165	1,742		747	57.1%	
6932 Cemetery Security	635	512	(123)	5,083	4,096	(987)	6,150		1,067	82.7%	
6935 Waste Bin Disposal-Waste Bins	49	111	62	683	888	205	1,332		649	51.3%	
6952 Protective Clothing	109	58	(51)	183	464	281	700		517	26.1%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,203	13,291	1,088	106,605	109,422	2,817	164,875	0	58,270	64.7%	0
Net Income over Expenditure	(5,860)	(6,791)	(931)	(36,455)	(57,422)	(20,967)	(86,875)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	(7)	0	7	1,407	1,636	229	1,636			86.0%	
1047 QH Allotments Income	6	0	(6)	8,333	8,759	426	8,759			95.1%	
O/ Spaces & Leisure- Allotment :- Income	(1)	0	1	9,740	10,395	655	10,395			93.7%	0
4010 Gross Pay	572	500	(72)	4,805	4,000	(805)	6,000		1,195	80.1%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

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	84	33	(51)	625	264	(361)	400		(225)	156.1%	
5410 Repairs & General Maintenance	0	0	0	130	0	(130)	0		(130)	0.0%	
6002 QH Allotments Costs	(496)	0	496	1,073	0	(1,073)	0		(1,073)	0.0%	1,132
6014 Water	(453)	0	453	379	486	107	973		594	38.9%	
6300 Computer Software	0	2	2	0	16	16	25		25	0.0%	
6730 Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	73	73	73		73	0.0%	
6935 Waste Bin Disposal-Waste Bins	7	0	(7)	7	0	(7)	0		(7)	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	(287)	535	822	7,018	4,839	(2,179)	7,533	0	515	93.2%	1,132
Net Income over Expenditure	286	(535)	(821)	2,722	5,556	2,834	2,862				
8001 plus Transfer from EMR	594	0	(594)	1,132	0	(1,132)	0				
Movement to/(from) Gen Reserve	880	(535)	(1,415)	3,854	5,556	1,702	2,862				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	9,000			0.0%	
1550 Insurance Claims	4,385	0	(4,385)	4,485	0	(4,485)	0			0.0%	
1990 Other Income	0	0	0	0	1,000	1,000	1,000			0.0%	
1997 In Bloom Income	0	0	0	2,850	0	(2,850)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	4,385	0	(4,385)	7,335	1,000	(6,335)	10,000			73.4%	0
6861 Public Clock Maintenance	0	205	205	1,315	205	(1,110)	205		(1,110)	641.3%	
6862 Street Lighting	423	0	(423)	8,218	0	(8,218)	11,000		2,782	74.7%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

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
6865 In Bloom Costs	445	0	(445)	16,521	14,348	(2,173)	14,350		(2,171)	115.1%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	868	205	(663)	26,053	14,553	(11,500)	25,555	0	(498)	102.0%	0
Net Income over Expenditure	3,517	(205)	(3,722)	(18,718)	(13,553)	5,165	(15,555)				
28 O/ Spaces & Leisure-Vine Cafe											
1211 Sale of Goods	936	0	(936)	36,110	0	(36,110)	0			0.0%	
1213 Event catering	0	0	0	523	0	(523)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	936	0	(936)	36,634	0	(36,634)	0				0
4010 Gross Pay	2,277	0	(2,277)	23,001	0	(23,001)	0		(23,001)	0.0%	
4270 Employers Pension Contribution	119	0	(119)	1,151	0	(1,151)	0		(1,151)	0.0%	
5410 Repairs & General Maintenance	173	0	(173)	617	0	(617)	0		(617)	0.0%	
5500 Equipment Hired and New	13	0	(13)	4,555	1,580	(2,975)	1,580		(2,975)	288.3%	
5525 Equipment Maintenance	152	0	(152)	2,050	0	(2,050)	0		(2,050)	0.0%	
6000 Rent & Rates	74	0	(74)	588	0	(588)	0		(588)	0.0%	
6010 Light Heat & Cleaning	8	0	(8)	150	0	(150)	0		(150)	0.0%	
6011 Electricity	0	0	0	1,471	0	(1,471)	0		(1,471)	0.0%	
6014 Water	892	0	(892)	1,454	0	(1,454)	0		(1,454)	0.0%	
6016 Contractor Payments	218	0	(218)	218	0	(218)	0		(218)	0.0%	
6101 Telephone	51	0	(51)	408	0	(408)	0		(408)	0.0%	
6200 Printing & Stationery	0	0	0	39	0	(39)	0		(39)	0.0%	
6210 Postage & Courier	0	0	0	42	0	(42)	0		(42)	0.0%	
6330 Welfare/Hospitality	41	0	(41)	49	0	(49)	0		(49)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

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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
6500 Goods for Resale	192	0	(192)	10,250	0	(10,250)	0		(10,250)	0.0%	
6505 Cafe consumables	0	0	0	629	0	(629)	0		(629)	0.0%	
6635 Professional Fees Licensing	0	0	0	550	0	(550)	0		(550)	0.0%	
6900 Sundry Expenses	0	0	0	6	0	(6)	0		(6)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	1,379	0	(1,379)	0		(1,379)	0.0%	
6930 Alarm Maintenance	0	0	0	516	0	(516)	0		(516)	0.0%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	545	0	(545)	0		(545)	0.0%	
6976 Credit card charges	84	0	(84)	1,132	0	(1,132)	0		(1,132)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	4,292	0	(4,292)	50,799	1,580	(49,219)	1,580	0	(49,219)	3215.1%	0
Net Income over Expenditure	(3,356)	0	3,356	(14,165)	(1,580)	12,585	(1,580)				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	440	1,536	1,096	1,538			28.6%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	3,000	2,691	(309)	3,587			83.6%	
1870 Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
O/Spaces & Leisure-Vine Ground :- Income	0	0	0	4,106	4,609	503	5,507			74.6%	0
4010 Gross Pay	2,121	2,125	4	17,275	17,000	(275)	25,505		8,230	67.7%	
4270 Employers Pension Contribution	75	119	44	603	952	349	1,427		824	42.3%	
5010 Vine Area General Maintenance	0	214	214	6,860	1,712	(5,148)	2,565		(4,295)	267.5%	
5015 Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020 Vine Public Convenience	2,195	1,167	(1,028)	7,062	9,336	2,274	14,000		6,938	50.4%	
5410 Repairs & General Maintenance	0	68	68	207	544	337	820		613	25.3%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500 Equipment Hired and New	0	0	0	315	2,058	1,743	2,056		1,741	15.3%	
6014 Water	(6)	43	49	226	344	118	512		286	44.2%	
6460 Publicity & Democratic notices	0	0	0	619	0	(619)	0		(619)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	215	145	215		145	32.6%	
6868 Summer Concerts	0	0	0	3,740	3,690	(50)	3,690		(50)	101.4%	
6869 Special Events	0	0	0	0	143	143	143		143	0.0%	
6922 Health&Safety/Risk Assessments	0	83	83	0	664	664	1,000		1,000	0.0%	
6931 CCTV Maintenance	0	0	0	0	748	748	748		748	0.0%	
6935 Waste Bin Disposal-Waste Bins	66	82	16	418	656	238	984		566	42.5%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,451	3,901	(550)	37,396	38,267	871	53,870	0	16,474	69.4%	0
Net Income over Expenditure	(4,451)	(3,901)	550	(33,290)	(33,658)	(368)	(48,363)				
30 F& G P - Bat & Ball Station											
1010 Rental Income	0	0	0	209	0	(209)	0			0.0%	
1022 Letting & Hire of Facilities	(201)	1,333	1,534	10,578	10,664	86	16,000			66.1%	
1211 Sale of Goods	0	0	0	15,059	0	(15,059)	0			0.0%	
1213 Event catering	128	0	(128)	5,341	0	(5,341)	0			0.0%	
1861 Recharge Income	51	0	(51)	386	0	(386)	0			0.0%	
F& G P - Bat & Ball Station :- Income	(22)	1,333	1,355	31,572	10,664	(20,908)	16,000			197.3%	0
4010 Gross Pay	1,141	1,720	579	39,846	13,760	(26,086)	20,637		(19,209)	193.1%	
4270 Employers Pension Contribution	24	86	62	1,257	688	(569)	1,040		(217)	120.8%	
5410 Repairs & General Maintenance	31	500	469	4,831	4,000	(831)	6,000		1,169	80.5%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5500 Equipment Hired and New	75	85	10	801	680	(121)	1,025		224	78.1%	
5525 Equipment Maintenance	0	0	0	359	0	(359)	0		(359)	0.0%	
6000 Rent & Rates	141	125	(16)	1,124	1,000	(124)	1,500		376	74.9%	
6011 Electricity	936	708	(228)	5,392	5,664	272	8,500		3,108	63.4%	
6012 Gas	93	121	28	609	968	359	1,455		846	41.9%	
6013 Cleaning	879	299	(580)	2,433	2,392	(41)	3,587		1,154	67.8%	
6014 Water	(4)	125	129	195	1,000	805	1,500		1,305	13.0%	
6016 Contractor Payments	640	0	(640)	944	0	(944)	0		(944)	0.0%	
6020 Insurance Cost	0	83	83	0	664	664	1,000		1,000	0.0%	
6101 Telephone	51	43	(8)	408	344	(64)	512		104	79.7%	
6200 Printing & Stationery	0	0	0	31	0	(31)	0		(31)	0.0%	
6241 Website Costs	0	34	34	345	272	(73)	410		65	84.1%	
6330 Welfare/Hospitality	339	0	(339)	1,349	0	(1,349)	0		(1,349)	0.0%	
6460 Publicity & Democratic notices	0	0	0	19	0	(19)	0		(19)	0.0%	
6500 Goods for Resale	0	0	0	7,243	0	(7,243)	0		(7,243)	0.0%	
6505 Cafe consumables	0	0	0	333	0	(333)	0		(333)	0.0%	
6520 Refreshments for Resale	162	0	(162)	162	0	(162)	0		(162)	0.0%	
6635 Professional Fees Licensing	0	0	0	295	615	320	615		320	48.0%	
6869 Special Events	(190)	0	190	300	0	(300)	0		(300)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	1,678	999	(679)	1,332		(346)	126.0%	
6930 Alarm Maintenance	0	0	0	0	400	400	717		717	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	174		174	0.0%	
6935 Waste Bin Disposal-Waste Bins	0	68	68	862	544	(318)	820		(42)	105.2%	
6976 Credit card charges	0	0	0	563	0	(563)	0		(563)	0.0%	
F& G P - Bat & Ball Station :- Indirect Expenditure	4,317	3,997	(320)	71,378	33,990	(37,388)	50,824	0	(20,554)	140.4%	0
Net Income over Expenditure	(4,339)	(2,664)	1,675	(39,806)	(23,326)	16,480	(34,824)				

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

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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
31 F & G P - Establishments											
1115 Interest on Deposits	8,112	4,167	(3,945)	52,879	33,336	(19,543)	50,000			105.8%	
1230 Roadside Advertising-Charities	0	34	34	300	272	(28)	416			72.1%	
1231 Banner Income	0	0	0	330	1,025	695	1,025			32.2%	
1232 Town Crier Advertising	0	250	250	1,200	750	(450)	1,000			120.0%	
1889 Waste Sacks Income	131	0	(131)	4,738	0	(4,738)	0			0.0%	
1990 Other Income	75	0	(75)	1,240	0	(1,240)	0			0.0%	
F & G P - Establishments :- Income	8,317	4,451	(3,866)	60,687	35,383	(25,304)	52,441			115.7%	0
4010 Gross Pay	36,080	33,377	(2,703)	292,389	267,016	(25,373)	400,529		108,140	73.0%	
4011 Mileage	255	48	(207)	429	384	(45)	572		143	75.0%	
4012 Expenses	65	85	20	679	680	1	1,025		346	66.3%	
4270 Employers Pension Contribution	3,604	3,667	63	28,890	29,336	446	44,006		15,116	65.7%	
4271 Pension Deficiency	6,921	6,667	(254)	54,368	53,336	(1,032)	80,000		25,632	68.0%	
5340 Plants	67	0	(67)	67	0	(67)	0		(67)	0.0%	
5500 Equipment Hired and New	0	85	85	3,453	680	(2,773)	1,025		(2,428)	336.8%	
6016 Contractor Payments	200	0	(200)	200	0	(200)	0		(200)	0.0%	
6020 Insurance Cost	0	0	0	22,275	20,000	(2,275)	20,000		(2,275)	111.4%	
6101 Telephone	590	469	(121)	3,679	3,752	73	5,627		1,948	65.4%	
6200 Printing & Stationery	871	1,583	712	17,142	12,664	(4,478)	19,000		1,858	90.2%	
6210 Postage & Courier	1,199	0	(1,199)	5,219	3,100	(2,119)	4,100		(1,119)	127.3%	
6240 Computer/ Data Base/WP's	3,872	2,000	(1,872)	16,186	16,000	(186)	24,000		7,814	67.4%	
6241 Website Costs	0	0	0	518	615	97	615		97	84.2%	
6242 I.T. Infrastructure	571	667	96	2,561	5,336	2,775	8,000		5,439	32.0%	

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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
6300 Computer Software	614	148	(466)	8,779	5,036	(3,743)	5,637		(3,142)	155.7%	
6315 Recruitment Costs	0	167	167	0	1,336	1,336	2,000		2,000	0.0%	
6320 Staff Training	150	333	183	1,506	2,664	1,158	4,000		2,494	37.6%	
6321 Investors in People	0	0	0	0	0	0	1,000		1,000	0.0%	
6330 Welfare/Hospitality	322	342	20	2,738	2,736	(2)	4,100		1,362	66.8%	
6340 Staff Uniforms	0	0	0	175	0	(175)	0		(175)	0.0%	
6410 Civic Exps/Annual Reception	0	0	0	909	1,152	243	2,152		1,243	42.2%	
6415 Gifts/hospitality	0	100	100	330	800	470	1,200		870	27.5%	
6421 Honour Bd. Badges & Insignia	0	29	29	95	232	137	350		255	27.1%	
6435 Members Expenses	0	257	257	0	3,587	3,587	3,587		3,587	0.0%	
6460 Publicity & Democratic notices	34	0	(34)	1,165	500	(665)	1,000		(165)	116.5%	
6461 Banner Costs	32	133	101	2,182	1,064	(1,118)	1,600		(582)	136.4%	
6610 Audit Fees	0	0	0	401	4,554	4,153	5,125		4,724	7.8%	
6620 Legal Expenses	0	0	0	670	2,050	1,380	2,050		1,380	32.7%	
6630 Professional Fees	0	0	0	21,125	5,950	(15,175)	5,950		(15,175)	355.0%	4,500
6635 Professional Fees Licensing	0	0	0	570	500	(70)	1,000		430	57.0%	
6710 Conference Fees & Expenses	0	250	250	2,771	2,000	(771)	3,000		229	92.4%	
6720 Books and Periodicals	0	0	0	0	417	417	416		416	0.0%	
6730 Subscriptions	1,015	130	(885)	7,525	5,982	(1,543)	6,765		(760)	111.2%	
6889 Waste Sacks	0	0	0	2,580	0	(2,580)	0		(2,580)	0.0%	
6900 Sundry Expenses	0	42	42	129	336	207	500		371	25.7%	
6922 Health&Safety/Risk Assessments	0	444	444	4,400	3,552	(848)	5,330		930	82.5%	
6952 Protective Clothing	0	0	0	447	0	(447)	0		(447)	0.0%	
6975 Bank Charges	302	137	(165)	2,261	1,096	(1,165)	1,640		(621)	137.8%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6976 Credit card charges	147	68	(79)	949	544	(405)	820		(129)	115.7%	
7010 Election Expenses	0	0	0	0	6,000	6,000	6,000		6,000	0.0%	(6,000)
7611 Contingency provision	0	5,167	5,167	0	33,806	33,806	54,470		54,470	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	56,911	56,395	(516)	545,561	534,594	(10,967)	800,793	0	255,232	68.1%	(1,500)
Net Income over Expenditure	(48,594)	(51,944)	(3,350)	(484,874)	(499,211)	(14,337)	(748,352)				
8001 plus Transfer from EMR	0	0	0	(1,500)	0	1,500	0				
Movement to/(from) Gen Reserve	(48,594)	(51,944)	(3,350)	(486,374)	(499,211)	(12,837)	(748,352)				
<u>32 F & G P - General</u>											
1208 Other Events Income	0	0	0	828	0	(828)	0			0.0%	
1490 Christmas Lights Switch On	6,865	4,000	(2,865)	9,385	6,000	(3,385)	6,000			156.4%	
F & G P - General :- Income	6,865	4,000	(2,865)	10,213	6,000	(4,213)	6,000			170.2%	0
6490 Christmas Lights Switch On	8,629	24,000	15,371	9,419	27,999	18,580	28,000		18,581	33.6%	
6491 Remembrance Day/Civic Serv.	4,096	5,000	904	4,872	5,125	253	5,125		253	95.1%	
6869 Special Events	765	0	(765)	11,602	10,500	(1,102)	10,500		(1,102)	110.5%	2,705
F & G P - General :- Indirect Expenditure	13,490	29,000	15,510	25,894	43,624	17,730	43,625	0	17,731	59.4%	2,705
Net Income over Expenditure	(6,625)	(25,000)	(18,375)	(15,681)	(37,624)	(21,943)	(37,625)				
8001 plus Transfer from EMR	0	0	0	2,705	0	(2,705)	0				
Movement to/(from) Gen Reserve	(6,625)	(25,000)	(18,375)	(12,976)	(37,624)	(24,648)	(37,625)				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
33 F & G P - Council Offices											
1022 Letting & Hire of Facilities	2,248	875	(1,373)	15,302	7,000	(8,302)	10,500			145.7%	
1030 Electricity recharge	0	0	0	514	0	(514)	0			0.0%	
F & G P - Council Offices :- Income	2,248	875	(1,373)	15,816	7,000	(8,816)	10,500			150.6%	0
4010 Gross Pay	410	684	274	3,280	5,472	2,192	8,215		4,935	39.9%	
4270 Employers Pension Contribution	24	29	5	194	232	38	348		154	55.9%	
5410 Repairs & General Maintenance	94	60	(34)	801	480	(321)	717		(84)	111.8%	
5500 Equipment Hired and New	0	0	0	367	0	(367)	0		(367)	0.0%	
6000 Rent & Rates	2,886	2,870	(16)	23,088	22,960	(128)	28,700		5,612	80.4%	
6010 Light Heat & Cleaning	42	292	250	655	2,336	1,681	3,500		2,845	18.7%	
6011 Electricity	3,943	333	(3,610)	4,526	2,664	(1,862)	4,000		(526)	113.2%	
6012 Gas	303	167	(136)	873	1,336	463	2,000		1,127	43.7%	
6013 Cleaning	11	0	(11)	11	0	(11)	0		(11)	0.0%	
6014 Water	(1,150)	200	1,350	902	1,600	698	2,407		1,505	37.5%	
6016 Contractor Payments	0	0	0	904	0	(904)	0		(904)	0.0%	
6104 Mobile Telephone	0	8	8	122	64	(58)	100		(22)	121.7%	
6635 Professional Fees Licensing	295	0	(295)	295	0	(295)	0		(295)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	195	922	727	922		727	21.2%	
6930 Alarm Maintenance	42	0	(42)	921	1,000	79	1,000		79	92.1%	
6935 Waste Bin Disposal-Waste Bins	0	120	120	668	960	292	1,435		767	46.5%	
6952 Protective Clothing	0	0	0	0	100	100	100		100	0.0%	
F & G P - Council Offices :- Indirect Expenditure	6,898	4,763	(2,135)	37,804	40,126	2,322	53,444	0	15,640	70.7%	0
Net Income over Expenditure	(4,651)	(3,888)	763	(21,987)	(33,126)	(11,139)	(42,944)				

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
36 F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	5,587	9,583	3,996	114,798	76,664	(38,134)	115,000			99.8%	
1030 Electricity recharge	0	0	0	149	86	(63)	173			86.0%	
1213 Event catering	29	33	4	360	264	(96)	400			90.0%	
1445 Outdoor Activities	0	42	42	86	336	250	500			17.1%	
1457 Indoor Activities	464	500	37	4,595	4,000	(595)	6,000			76.6%	
1550 Insurance Claims	0	0	0	3,200	0	(3,200)	0			0.0%	
1989 Facilities Damage Income	0	0	0	2,139	0	(2,139)	0			0.0%	
1990 Other Income	0	0	0	284	0	(284)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	6,080	10,158	4,078	125,609	81,350	(44,259)	122,073			102.9%	0
4010 Gross Pay	7,881	7,596	(285)	64,692	60,768	(3,924)	91,154		26,462	71.0%	
4012 Expenses	2	0	(2)	2	0	(2)	0		(2)	0.0%	
4270 Employers Pension Contribution	241	296	55	1,945	2,368	423	3,552		1,607	54.7%	
5318 SCC Car Park	0	0	0	456	0	(456)	0		(456)	0.0%	
5320 Fertilizers	0	0	0	22	0	(22)	0		(22)	0.0%	
5340 Plants	0	205	205	44	205	161	205		161	21.6%	
5410 Repairs & General Maintenance	5,036	0	(5,036)	15,889	3,000	(12,889)	6,000		(9,889)	264.8%	
5500 Equipment Hired and New	990	0	(990)	5,580	768	(4,812)	1,025		(4,555)	544.4%	
5525 Equipment Maintenance	12	0	(12)	30	0	(30)	0		(30)	0.0%	
6000 Rent & Rates	649	615	(34)	5,189	4,920	(269)	6,150		961	84.4%	
6011 Electricity	1,096	1,196	100	6,281	9,568	3,287	14,350		8,069	43.8%	
6012 Gas	272	0	(272)	1,293	1,356	63	1,808		515	71.5%	
6013 Cleaning	108	171	63	2,039	1,368	(671)	2,050		11	99.5%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6014 Water	184	167	(17)	308	1,336	1,028	2,000		1,692	15.4%	
6016 Contractor Payments	357	0	(357)	357	0	(357)	0		(357)	0.0%	
6101 Telephone	51	51	(0)	410	408	(2)	615		205	66.7%	
6104 Mobile Telephone	0	20	20	50	160	110	246		196	20.3%	
6200 Printing & Stationery	110	0	(110)	140	0	(140)	0		(140)	0.0%	
6240 Computer/ Data Base/WP's	0	34	34	0	272	272	410		410	0.0%	
6330 Welfare/Hospitality	14	43	29	572	344	(228)	512		(60)	111.7%	
6520 Refreshments for Resale	482	250	(232)	2,636	2,000	(636)	3,000		364	87.9%	
6635 Professional Fees Licensing	0	0	0	443	260	(183)	520		77	85.3%	
6900 Sundry Expenses	0	52	52	0	52	52	52		52	0.0%	
6922 Health&Safety/Risk Assessments	270	0	(270)	4,348	0	(4,348)	2,500		(1,848)	173.9%	
6930 Alarm Maintenance	0	0	0	763	400	(363)	924		161	82.6%	
6931 CCTV Maintenance	240	0	(240)	240	410	170	410		170	58.5%	
6935 Waste Bin Disposal-Waste Bins	15	179	164	988	1,432	444	2,152		1,164	45.9%	
6952 Protective Clothing	0	0	0	0	125	125	250		250	0.0%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	18,009	10,875	(7,134)	114,717	91,520	(23,197)	139,885	0	25,168	82.0%	0
Net Income over Expenditure	(11,929)	(717)	11,212	10,891	(10,170)	(21,061)	(17,812)				
38 F & G P - Grants											
7500 Local Organisations Grants	0	0	0	11,840	11,450	(390)	22,900		11,060	51.7%	
7502 Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0	100.0%	
7520 Twinning Support	0	0	0	0	0	0	1,000		1,000	0.0%	
7552 Youth Outreach	2,000	0	(2,000)	3,188	0	(3,188)	8,200		5,013	38.9%	

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Month No: 8

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
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	100.0%	
F & G P - Grants :- Indirect Expenditure	2,000	0	(2,000)	50,028	46,450	(3,578)	67,100	0	17,073	74.6%	0
Net Expenditure	(2,000)	0	2,000	(50,028)	(46,450)	3,578	(67,100)				
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	1,247	555	(692)	5,545	4,440	(1,105)	6,662	3,700		138.8%	
F & G P - Property :- Income	1,247	555	(692)	5,545	4,440	(1,105)	6,662			83.2%	0
Net Income	1,247	555	(692)	5,545	4,440	(1,105)	6,662				
<u>40 Town Team</u>											
1204 Holly Party	495	0	(495)	733	0	(733)	0			0.0%	
1206 Business Awards	1,633	7,450	5,817	5,983	7,450	1,467	7,450			80.3%	
1207 Business Show	0	0	0	6,725	5,000	(1,725)	5,000			134.5%	
Town Team :- Income	2,128	7,450	5,322	13,442	12,450	(992)	12,450			108.0%	0
6101 Telephone	0	9	9	0	72	72	110		110	0.0%	
6200 Printing & Stationery	0	9	9	0	72	72	114		114	0.0%	
6240 Computer/ Data Base/WP's	0	70	70	0	560	560	847		847	0.0%	
6241 Website Costs	25	0	(25)	310	216	(94)	289		(21)	107.3%	
6244 Information Screens	0	0	0	240	500	260	1,000		760	24.0%	
6322 Business Awards	4,805	0	(4,805)	5,735	7,721	1,986	8,318		2,583	68.9%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

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
6323 Business Show	0	307	307	4,400	2,456	(1,944)	3,687		(713)	119.3%	
6325 Holly Party Expense	0	0	0	378	0	(378)	0		(378)	0.0%	
6461 Banner Costs	0	0	0	0	414	414	827		827	0.0%	
6730 Subscriptions	0	0	0	150	604	454	603		453	24.9%	
6900 Sundry Expenses	0	67	67	10	536	526	805		795	1.2%	
7000 Reinvestment	0	0	0	0	0	0	850		850	0.0%	
Town Team :- Indirect Expenditure	4,830	462	(4,368)	11,223	13,151	1,928	17,450	0	6,227	64.3%	0
Net Income over Expenditure	(2,701)	6,988	9,689	2,219	(701)	(2,920)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	0	111	111	443	888	445	1,332			33.2%	
1026 Hot Desking Facility	545	444	(101)	2,694	3,552	858	5,330			50.6%	
1029 Office Pods	1,127	1,407	280	10,107	11,256	1,149	16,882			59.9%	
1031 Chamber of Commerce	538	466	(72)	3,875	3,728	(147)	5,587			69.4%	
Business Hub :- Income	2,209	2,428	219	17,119	19,424	2,305	29,131			58.8%	0
4010 Gross Pay	877	710	(167)	6,572	5,680	(892)	8,525		1,953	77.1%	
4270 Employers Pension Contribution	31	23	(8)	97	184	87	274		177	35.3%	
5410 Repairs & General Maintenance	0	31	31	1,990	204	(1,786)	307		(1,683)	648.4%	
5500 Equipment Hired and New	0	43	43	352	344	(8)	512		160	68.7%	
6000 Rent & Rates	165	200	35	1,317	1,600	283	2,000		683	65.8%	
6010 Light Heat & Cleaning	101	1,083	982	344	8,664	8,320	13,000		12,656	2.6%	
6011 Electricity	656	0	(656)	2,104	0	(2,104)	0		(2,104)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6105 Broadband wi-fi service	283	154	(129)	1,132	1,232	100	1,845		713	61.4%	
6900 Sundry Expenses	100	85	(15)	787	680	(107)	1,025		238	76.7%	
6922 Health&Safety/Risk Assessments	0	0	0	1,174	177	(997)	177		(997)	663.3%	
6930 Alarm Maintenance	0	0	0	260	312	52	312		52	83.3%	
6931 CCTV Maintenance	0	14	14	166	112	(54)	164		(2)	101.1%	
6976 Credit card charges	38	30	(8)	251	240	(11)	358		107	70.2%	
Business Hub :- Indirect Expenditure	2,251	2,373	122	16,544	19,429	2,885	28,499	0	11,955	58.1%	0
Net Income over Expenditure	(42)	55	97	575	(5)	(580)	632				
42 Sevenoaks Town Mayor											
1500 Fundraising	826	0	(826)	1,352	0	(1,352)	0			0.0%	
1752 Quiz Night Income	136	0	(136)	425	0	(425)	0			0.0%	
1754 Knole Tour Income	0	0	0	356	0	(356)	0			0.0%	
1755 Chevening Visit Income	0	0	0	1,139	0	(1,139)	0			0.0%	
Sevenoaks Town Mayor :- Income	962	0	(962)	3,272	0	(3,272)	0				0
6444 Mayors Car Allowance 2024/2025	0	226	226	(0)	(907)	(907)	0		0	0.0%	
6446 Mayors Allowance 2025/2026	406	0	(406)	2,905	6,044	3,139	6,044		3,139	48.1%	
6447 Mayors Car Allowance 2025/2026	0	0	0	0	2,715	2,715	2,715		2,715	0.0%	
7100 Mayoral Charity Donations	0	0	0	6,185	0	(6,185)	0		(6,185)	0.0%	
7204 Knole Tour Expenditure	0	0	0	466	0	(466)	0		(466)	0.0%	
7205 Chevening Visit Expenditure	0	0	0	2,416	0	(2,416)	0		(2,416)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	406	226	(180)	11,970	7,852	(4,118)	8,759	0	(3,211)	136.7%	0
Net Income over Expenditure	556	(226)	(782)	(8,699)	(7,852)	847	(8,759)				

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>43 Youth Council</u>											
7555 Youth Council Support	0	0	0	0	0	0	500		500	0.0%	
Youth Council :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(500)</u>				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	534	333	(201)	3,969	2,664	(1,305)	4,000			99.2%	
1211 Sale of Goods	306	167	(139)	2,224	1,336	(888)	2,000			111.2%	
1350 Revenue Grant income	0	0	0	1,375	0	(1,375)	0			0.0%	
Youth Cafe :- Income	<u>840</u>	<u>500</u>	<u>(340)</u>	<u>7,568</u>	<u>4,000</u>	<u>(3,568)</u>	<u>6,000</u>			<u>126.1%</u>	<u>0</u>
4010 Gross Pay	6,662	5,167	(1,495)	50,176	41,336	(8,840)	62,000		11,824	80.9%	
4270 Employers Pension Contribution	289	174	(115)	2,093	1,392	(701)	2,090		(3)	100.1%	
5410 Repairs & General Maintenance	53	85	32	816	680	(136)	1,025		209	79.6%	
5500 Equipment Hired and New	0	44	44	1,735	352	(1,383)	520		(1,215)	333.7%	399
6010 Light Heat & Cleaning	0	17	17	206	136	(70)	205		(1)	100.3%	
6101 Telephone	51	60	9	408	480	72	717		309	56.9%	
6105 Broadband wi-fi service	66	0	(66)	263	400	137	400		137	65.6%	
6200 Printing & Stationery	0	17	17	53	136	83	205		152	26.0%	
6210 Postage & Courier	0	0	0	42	0	(42)	0		(42)	0.0%	
6240 Computer/ Data Base/WP's	0	42	42	645	336	(309)	500		(145)	128.9%	
6241 Website Costs	0	0	0	84	205	121	205		121	41.0%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	258	258	515		515	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

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
6320 Staff Training	0	0	0	180	100	(80)	100		(80)	180.2%	
6330 Welfare/Hospitality	0	0	0	40	0	(40)	0		(40)	0.0%	
6340 Staff Uniforms	90	0	(90)	134	102	(32)	205		71	65.4%	
6460 Publicity & Democratic notices	0	0	0	506	0	(506)	0		(506)	0.0%	
6500 Goods for Resale	22	171	149	1,919	1,368	(551)	2,050		131	93.6%	
6505 Cafe consumables	0	0	0	5	0	(5)	0		(5)	0.0%	
6635 Professional Fees Licensing	0	0	0	672	345	(327)	461		(211)	145.8%	
6900 Sundry Expenses	40	33	(7)	68	264	196	400		332	16.9%	
6922 Health&Safety/Risk Assessments	0	0	0	620	1,251	631	1,250		630	49.6%	
6952 Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
6976 Credit card charges	8	0	(8)	19	0	(19)	0		(19)	0.0%	
9029 Youth Cafe toilet refurb	0	0	0	200	0	(200)	0		(200)	0.0%	
Youth Cafe :- Indirect Expenditure	7,281	5,810	(1,471)	60,986	49,141	(11,845)	72,848	0	11,862	83.7%	399
Net Income over Expenditure	(6,440)	(5,310)	1,130	(53,418)	(45,141)	8,277	(66,848)				
8001 plus Transfer from EMR	0	0	0	399	0	(399)	0				
Movement to/(from) Gen Reserve	(6,440)	(5,310)	1,130	(53,020)	(45,141)	7,879	(66,848)				
60 Markets											
1017 Rental Income Sat Market	2,235	1,757	(478)	15,331	14,056	(1,275)	21,081			72.7%	
1018 Rental Income Wed Market	864	1,068	204	7,578	8,544	967	12,818			59.1%	
1019 Rental Income Blighs Market	2,000	1,581	(419)	14,493	12,648	(1,845)	18,974			76.4%	
1033 Rental income Christmas Market	570	0	(570)	570	0	(570)	0			0.0%	

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

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
1208 Other Events Income	0	0	0	480	0	(480)	0			0.0%	
Markets :- Income	5,669	4,406	(1,263)	38,452	35,248	(3,204)	52,873			72.7%	0
4010 Gross Pay	178	178	(0)	1,427	1,424	(3)	2,139		712	66.7%	
5410 Repairs & General Maintenance	0	0	0	20	102	82	205		185	9.7%	
5420 Saturday market charges	1,486	1,231	(255)	10,401	10,769	368	16,000		5,599	65.0%	
5421 Wednesday Market charges	1,189	1,192	3	10,401	10,430	29	15,500		5,099	67.1%	
5424 Vegan Market Expenditure	0	0	0	41	0	(41)	0		(41)	0.0%	
6001 Blighs Market Charges	1,100	750	(350)	5,539	6,000	461	9,000		3,461	61.5%	
6010 Light Heat & Cleaning	0	0	0	0	153	153	205		205	0.0%	
6011 Electricity	40	0	(40)	300	0	(300)	0		(300)	0.0%	
6200 Printing & Stationery	0	0	0	20	0	(20)	0		(20)	0.0%	
6461 Banner Costs	0	0	0	156	0	(156)	0		(156)	0.0%	
6635 Professional Fees Licensing	0	205	205	0	205	205	205		205	0.0%	
6730 Subscriptions	0	0	0	0	102	102	102		102	0.0%	
Markets :- Indirect Expenditure	3,993	3,556	(437)	28,305	29,185	880	43,356	0	15,051	65.3%	0
Net Income over Expenditure	1,676	850	(826)	10,147	6,063	(4,084)	9,517				
<u>70 Precept</u>											
1995 Precept	128,762	128,762	(0)	1,030,099	1,030,096	(3)	1,545,147			66.7%	
Precept :- Income	128,762	128,762	(0)	1,030,099	1,030,096	(3)	1,545,147			66.7%	0
Net Income	128,762	128,762	(0)	1,030,099	1,030,096	(3)	1,545,147				

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>91 Capital Infrastructure Budget</u>											
1350 Revenue Grant income	76,996	0	(76,996)	76,996	0	(76,996)	0			0.0%	
2002 Capital Grants	23,467	0	(23,467)	810,967	0	(810,967)	0			0.0%	810,967
2012 CIL income allocation	0	0	0	466,417	0	(466,417)	0			0.0%	466,417
Capital Infrastructure Budget :- Income	100,463	0	(100,463)	1,354,380	0	(1,354,380)	0				1,277,384
9014 Play Areas	7,244	0	(7,244)	21,452	0	(21,452)	0		(21,452)	0.0%	21,452
9050 Capital Costs-general	76,996	0	(76,996)	76,996	0	(76,996)	0		(76,996)	0.0%	
9053 Vine Area	0	0	0	23,130	0	(23,130)	0		(23,130)	0.0%	23,130
9063 New Community Centre	16,000	0	(16,000)	40,000	0	(40,000)	0		(40,000)	0.0%	20,000
9064 Stag Capital upgrades	0	0	0	15,000	0	(15,000)	0		(15,000)	0.0%	15,000
9066 NDP	7,275	0	(7,275)	16,588	0	(16,588)	0		(16,588)	0.0%	16,588
9075 Public Realm	0	0	0	4,590	0	(4,590)	0		(4,590)	0.0%	4,590
9077 QS & EA Fees - Greatness Pav	3,200	0	(3,200)	13,500	0	(13,500)	0		(13,500)	0.0%	13,500
9080 Legal Fees - Greatness Pavilio	0	0	0	5,500	0	(5,500)	0		(5,500)	0.0%	5,500
9083 Building Control - Greatness	1,574	0	(1,574)	1,574	0	(1,574)	0		(1,574)	0.0%	1,574
9085 Longley - Greatness Pavilion	246,754	0	(246,754)	246,754	0	(246,754)	0		(246,754)	0.0%	246,754
Capital Infrastructure Budget :- Indirect Expenditure	359,042	0	(359,042)	465,083	0	(465,083)	0	0	(465,083)		368,087
Net Income over Expenditure	(258,579)	0	258,579	889,297	0	(889,297)	0				
8001 plus Transfer from EMR	266,046	0	(266,046)	368,087	0	(368,087)	0				
8002 less Transfer to EMR	23,467	0	(23,467)	1,277,384	0	(1,277,384)	0				
Movement to/(from) Gen Reserve	(16,000)	0	(30,934)	(19,999)	0	(2,534,768)	0				

Detailed Income & Expenditure by Phased Budget Heading 12/12/2025

Month No: 8

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
Grand Totals:- Income	283,309	174,043	(109,266)	2,877,009	1,335,487	(1,541,522)	1,997,096			144.1%	
Expenditure	532,817	167,865	(364,952)	1,932,251	1,356,976	(575,275)	1,997,096	0	64,845	96.8%	
Net Income over Expenditure	(249,507)	6,178	255,685	944,758	(21,489)	(966,247)	0				
plus Transfer from EMR	266,640	0	(266,640)	362,903	0	(362,903)	0				
less Transfer to EMR	23,467	0	(23,467)	1,285,872	0	(1,285,872)	0				
Movement to/(from) Gen Reserve	(6,334)	6,178	12,512	21,789	(21,489)	(43,278)	0				

November 2025 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	(27,857)	(27,612)	245	(40,889)	Subscriptions has reached its annual budget but most of the expenditure is at the beginning of the year.
Community & Well Being					
Youth Council	-	-	-	(500)	

November 2025 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	(218,166)	(230,213)	(12,047)	(341,784)	Other Woodland is £4,967 over its annual budget due to lots of tree work being identified in the tree safety report. Fertilisers is £467 over its annual budget but we are hoping that grant funding will offset some of this. Grass seed is £1,342 over its annual budget, this is due to some works being undertaken grant funding has been received to offset this from the football foundation. Subscriptions is £245 over the annual budget due paying two subs for the Institute of Groundsmanship. Overall total expenditure is £14,610 under budget.
Cemetery	(36,455)	(57,422)	(20,967)	(86,875)	Income is positive - £18,151 above budget year to date. The repairs and general maintenance budget is already £1,498 over its annual budget but this is due to emergency lighting being installed at the chapel and the mess room, this was a recommendation of the fire risk assessment. The computer nominal code is over its annual budget by £421 this is due to the purchase of a new laptop due to the old laptop becoming obsolete as Windows 10 will stop running in October. The health & safety nominal is £2,328 over its annual budget due to work being undertaken to the lightning conductor at a cost of £3,080, this was picked up in the health & safety audit.
Allotments	3,854	5,556	1,702	2,862	The income is slightly down due to some empty plots.
Street lighting/ general	(18,718)	(13,553)	5,165	(15,555)	£2,850 has been received as income for In Bloom. STC has received some insurance monies for a damaged lamppost - the works will be undertaken in February. Street lighting income will be at the end of the financial year. In Bloom costs are £2,171 over the annual budget
Vine Grounds	(33,290)	(33,658)	(368)	(48,363)	The general maintenance nominal is £4,295 over its annual budget due to £4,382 for the bridge repairs and fence works that were unbudgeted.
Café					
Vine Café	(14,165)	-	14,165	(1,590)	The position as at October of last year was a deficit of £15,097 against a deficit this year of £14,165. The income as at October of last year £39,386 against £36,634 this year. New bistro chairs and tables have been purchased at a cost of £1,284.

November 2025 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
	£	£	£	£	
Bat & Ball Station	(39,806)	(23,326)	16,480	(34,824)	Booking income this year YTD is £10,578 against £12,258 last year. The pumps have been replaced with the boiler at the Station at a cost of £2,691 and emergency lighting works at a cost of £912, these works were recorded in the fire risk assessment.
Finance & Delivery					
Establishments	(486,374)	(499,211)	(12,837)	(748,352)	The income from interest on deposits is £19,543 above the budget figure year to date. Insurance costs have increased at a higher rate than expected due to various claims, the insurance nominal code is £2,275 over budget. The equipment hired and new budget is £2,428 over its annual budget due to £1,565 spent on a new noticeboard and £628 on a dishwasher for the council offices. The postage and courier nominal is £1,119 over the annual budget due to being slightly underbudgeted. Computer software is £3,412 due to some movements between IT nominals - I will vire from the IT infrastructure budget. Banner costs are £582 above the annual budget. Professional fees budget has no budget for the asset valuations for the local government reorganisation totalling £10k.
General	(12,976)	(37,624)	(24,648)	(37,625)	Income for the Christmas lights is higher than expected due to lots of smaller sponsorships and not all of the expenditure has made its way through the system yet.
Council Offices	(21,987)	(33,126)	(11,139)	(42,944)	Income is favourable - £5k above annual budget and overall expenditure is approximately £3k under budget YTD. STC has finally been invoiced for electricity as the meter replacement has taken place this has taken the expenditure £1,862 over budget year to date. There is money in an EMR to cover this.
Bat & Ball Centre	10,891	(10,170)	(21,061)	(17,812)	Income is £38k above budget year to date. Salaries are approximately £4k over budget year to date due to how busy the Centre is. The repairs and maintenance nominal is approximately £9k over its annual budget but £3,450k of this is for the replacement of the bike rack which is offset by the insurance monies. Other expenditure includes audio visual remedial works – £1,649, electrical testing certificate – £880, boiler and air conditioning service – £2,481, moveable wall maintenance – £435, kitchen floor repairs – £422, audio visual service and PAT testing – £1,211, drainage works – £2,762. The equipment hired and new nominal is £4,555 over the annual budget due to the purchase of a bench with engraving - £1,079, recycling bins £3,055 and new steps to the stage £990. The health & safety nominal is £1,848 over its annual budget due to £986 for the testing of the man safe on the roof, £729 for 10 cable covers and £534 for fire risk assessment report. Overall expenditure is £23,197 over the year to date budget.

November 2025 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
	£	£	£	£	
Grants	(50,028)	(46,450)	3,578	(67,100)	
Property	5,545	4,440	(1,105)	6,662	

November 2025 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	2,219	(701)	(2,920)	(5,000)	The Business show income is positive with lots of sponsorship. Sponsorship has been invoiced for the Business Awards. The Holly Party expenditure has not yet worked its way through the system.
Business Hub	575	(5)	(580)	632	Income is £2k under budget year to date - there are not many hot desk users and there is one available pod - availability has been advertised on Linked In and through Sevenoaks Mums. Marketing will be ongoing. The repairs and general maintenance is £1,683 over its annual budget due to drainage and rectification works (£840), there were two tears in the lino due to tree roots. Some emergency lighting has also been put on the outside of the building as requested in the fire risk assessment (£300). The health & safety nominal is £997 overbudget due to the smoke detector battery replacement (£932). Overall expenditure is nearly £3k under budget.
BID	-		-	-	
Sevenoaks Town Mayor	(8,699)	(7,852)	847	(8,759)	This includes the charity donations of the last Mayor.
Youth Cafe	(53,020)	(45,141)	7,879	(66,848)	The revenue grant income is for computer chairs and the Rail Safety Project. Gross pay is approximately £9k over budget YTD. Equipment hired and new is over its annual budget by £1,215 this is due to the hire of the coach for the daytrip to the seaside at a cost of £850 - the Youth Council donated £250 towards this cost. The unbudgeted recycling bin cost £351. Professional fees is £211 over its annual budget this is due to some DBS checks being carried out. Computer/ database is £145 over its annual budget this is due to purchasing a new laptop for staff. Overall expenditure is £11,845 above budget year to date.
Markets	10,147	6,063	(4,084)	9,517	Income is approximately £3k above budget YTD.
Precept	1,030,099	1,030,096	(3)	1,545,147	
Revenue Surplus/ (Deficit) Total	41,790	(19,909)	(61,699)	-	
Capital Infrastructure	(19,999)	(4,000)	15,999	-	
Total inc Capital	21,791	(19,909)	(61,699)	-	

November 2025 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
	£	£	£	£	

Summary by Committee:

Planning	(27,857)	(27,612)	245	(40,889)
Community and Well Being	-	-	-	(500)
Vine Café	(14,165)	-	14,165	(1,590)
Bat Ball Station	(39,806)	(23,326)	16,480	(34,824)
Finance & Delivery	(906,482)	(999,067)	(92,585)	(1,467,344)
Precept	1,030,099	1,030,096	(3)	1,545,147
Capital Infrastructure	(19,999)	(4,000)	15,999	(4,000)

Sevenoaks Town Council

Statement of Fund Balances as at 30th November 2025

£ (2024/25)		S&P Rating 30/11/2025		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
	<u>National Westminster Bank</u>	A+	A-2				
14,946	Business Reserve Account			27,646			
150,662	Current Account			174,681			1.46%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
10,449	Sevenoaks Town Partnership			10,449			
7,306	Mayors Charity Account			10,062			
					224,837	7.55%	
	<u>HSBC</u>	A+	A-1				
52,637	Business money manager			53,100			1.45%
					53,100	1.78%	
	<u>Handelsbanken</u>	AA-	A-1+				
170	Deposit account			171			2.20%
1,689	35 day notice account			1,706			2.20%
					1,877	0.06%	
	<u>Nationwide</u>	A+	A-1				
2,835	Instant Saver			2,835			0.00%
21	Sevenoaks Fund Instant Saver			21			2.20%
					2,855	0.10%	
	<u>CCLA</u>						
560,000	Public Sector Deposit	AAA (Fitch only)		1,530,000			
					1,530,000	51.36%	4.30%
	<u>Virginmoney</u>						
1	Current account	BBB	A-2	1			
7,524	95 Day Notice			7,637			4.07%
					7,638	0.26%	
	Insignis Investments						
	Insignis Hub						
507	Insignis Earmarked Fees			81			
259,590	HSBC Tracker (31 Day Notice)	A+		266,967			3.95%
376,041	Santander (90 Day Account)	A+		384,785			3.90%
	Emirates NBD (6 month)	A+		505,537			4.18%
					1,157,370	38.85%	
949	<u>Petty Cash</u>				1,010	0.03%	
	<u>Cashbook suspense</u>				265	0.01%	
1,447,327					2,978,951		

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

1,790,433
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

31 March 2025

31 March 2026

Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Current Assets			
32,579	Debtors	14,337		
36,201	SCC Bookings Debtors	18,195		
35,259	Vat Control	85,532		
199	Allotment Ledger	1,084		
26,096	Prepayments	4,313		
3,319	Stock	3,319		
150,662	Nat West - Current Account	174,681		
1,000	Payroll Account	1,000		
7,306	Mayors Charity Account	10,062		
1,000	House i/t Basement Youth Cafe	1,000		
10,449	Sevenoaks Town Partnership	10,449		
949	Petty Cash	1,010		
170	Handelsbanken Investment	172		
1,689	Handelsbanken Notice Account	1,706		
2,835	Nationwide Instant Saver	2,835		
14,946	Natwest Investment	27,646		
1	Virgin Money Current Account	1		
52,637	HSBC Investment	53,100		
21	Nationwide Sevenoaks Fund	21		
560,000	CCLA Public Sector Deposit	1,530,000		
7,524	Virgin Money 90 day Notice	7,637		
317	Insignis Earmarked Fees	81		
0	Emirates NBD (6 Months)	505,537		
376,041	Santander (90 day Notice)	384,785		
259,590	HSBC Tracker (31 days Notice)	266,967		
1,580,789				

3,105,468

1,580,789 Total Assets

3,105,468

Current Liabilities

0	Cash Book Suspense	265
35,882	Creditors	158,720
0	Miscellaneous Creditors	1,123
33,621	Accruals	19,368
0	Superannuation Due	4,932
52,470	Receipts in Advance	521,373

12/12/2025

Sevenoaks Town Council

15:42

Balance Sheet as at 30th November 2025

31 March 2025

31 March 2026

3,904	Receipt in Advance-Cemetery	3,690
7,923	Damage Deposit	4,091
485	Key Deposit	485
6,320	QH Allotment Key deposits	6,480
727	BV Allotment key deposits	727
<u>141,331</u>		<u>721,251</u>
<u>1,439,458</u>	Total Assets Less Current Liabilities	<u>2,384,216</u>
Represented By		
533,825	Revenue Reserve	536,102
905,633	Earmarked Reserves	1,848,114
<u>1,439,458</u>		<u>2,384,216</u>

The above statement represents fairly the financial position of the authority as at 30th November 2025 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>Net Transfers</u>	<u>Closing Balance</u>
312	Temp Staff Reserve	4,000.00		4,000.00
313	Youth Council Reserve	1,875.37	-1,148.67	726.70
314	Council Offices Reserve	1,547.63		1,547.63
315	Pension Reserve	2,814.23		2,814.23
316	Rolling Cap Prog Rev Reserve	47,053.06	6,408.34	53,461.40
317	Street Lighting Reserve	10,723.26		10,723.26
319	Stag winding-up reserves	12,000.00		12,000.00
320	Planning Fees Reserve	2,500.00		2,500.00
321	Youth Activities Reserve	1,268.75		1,268.75
324	Development Fund 2025/2026	0.00	26,815.02	26,815.02
328	Non-annual commitments reserve	11,035.00	6,000.00	17,035.00
329	Staff training reserve	2,890.00		2,890.00
331	20 MPH Reserve	21,489.00		21,489.00
334	Energy Saving - TC Offices	6,780.26		6,780.26
338	Greatness Pavilion Project	0.00	764,739.34	764,739.34
339	Capital Receipts Quaker Hall	59,244.68	-1,132.00	58,112.68
340	Capital Receipts Reserve	395,409.22	-15,000.00	380,409.22
346	Vehicle/machinery replacement	51,616.00	10,000.00	61,616.00
348	B&B Ctr Maintenance Reserve	10,578.00		10,578.00
360	CIL Earmarked reserve	171,239.17	153,102.46	324,341.63
370	No 8 bus reserve	78,808.26		78,808.26
374	Mayor's Charity Reserve	7,303.02	-7,303.02	0.00
376	Mayor's Regalia Reserve	5,457.99		5,457.99
		<u>905,632.90</u>	<u>942,481.47</u>	<u>1,848,114.37</u>

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	Operating Income	
40,547	O/ Spaces & Leisure - General	35,272
82,397	O/ Spaces & Leisure - Cemetery	70,151
9,281	O/ Spaces & Leisure- Allotment	9,740
19,489	Open Spaces-Street Lighting/Ge	7,335
42,089	O/ Spaces & Leisure-Vine Cafe	36,634
14,470	O/Spaces & Leisure-Vine Ground	4,106
62,368	F& G P - Bat & Ball Station	31,572
103,189	F & G P - Establishments	60,687
10,535	F & G P - General	10,213
11,841	F & G P - Council Offices	15,816
118,516	F & G P - Bat & Ball Centre	125,609
6,424	F & G P - Property	5,545
16,213	Town Team	13,442
27,817	Business Hub	17,119
13,117	Sevenoaks Town Mayor	3,272
31,840	Youth Cafe	7,568
60,466	Markets	38,452
300	Longspring Woods	0
1,437,614	Precept	1,030,099
261,200	Capital Infrastructure Budget	1,354,380
<u>2,369,712</u>	Total Income	<u>2,877,009</u>
	Running Costs	
38,346	Planning - General	27,857
331,976	O/ Spaces & Leisure - General	237,031
163,769	O/ Spaces & Leisure - Cemetery	106,605
12,800	O/ Spaces & Leisure- Allotment	7,018
28,923	Open Spaces-Street Lighting/Ge	26,053
71,388	O/ Spaces & Leisure-Vine Cafe	50,799
69,886	O/Spaces & Leisure-Vine Ground	37,396
139,756	F& G P - Bat & Ball Station	71,378
782,067	F & G P - Establishments	545,710
46,934	F & G P - General	25,894
55,587	F & G P - Council Offices	37,804
146,872	F & G P - Bat & Ball Centre	114,717
73,742	F & G P - Grants	50,028
14	F & G P - Property	0
17,999	Town Team	11,299
25,176	Business Hub	16,544
18,300	Sevenoaks Town Mayor	12,204
18,677	BID	0
89,761	Youth Cafe	60,986
35,246	Markets	28,305
419,356	Capital Infrastructure Budget	465,083
<u>2,586,575</u>	Total Expenditure	<u>1,932,711</u>

Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31 March 2026

31 March 2025		31 March 2026
	General Fund Analysis	
514,992	Opening Balance	533,825
2,369,712	Plus : Income for Year	2,877,009
<u>2,884,704</u>		<u>3,410,835</u>
2,586,575	Less : Expenditure for Year	1,932,711
<u>298,129</u>		<u>1,478,124</u>
(235,696)	Transfers TO / FROM Reserves	942,481
<u>533,825</u>	Closing Balance	<u>535,643</u>

Purchase Ledger for Month No 8

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
13/11/2025	197803022	38733	AA DEVELOPMENTS LTD	AA002	360.00	72.00	432.00	6491	32	360.00	AA signs
27/11/2025	197851545	38846	AA DEVELOPMENTS LTD	AA002	504.00	100.80	604.80	6490	32	504.00	CLSO road signs
30/11/2025	10979	38841	ADADEMY CONSULTING	ACA001	3,200.00	640.00	3,840.00	9077	91	3,200.00	QS & Employers Agent fee
11/11/2025	11/11	38760	ACE CIRCUS	ACE003	192.50	0.00	192.50	6490	32	192.50	CLSO entertainer deposit
18/11/2025	000592	38772	ADRIAN CLARKE PHOTOG	ADR002	320.00	0.00	320.00	6322	40	320.00	Photography
31/10/2025	4592	38695	ALTOOFFICE	ALTO001	110.00	22.00	132.00	6200	36	110.00	ink for printer
30/11/2025	30/11/25	38812	AMELIE C LUCAS	AME003	100.00	0.00	100.00	6490	32	100.00	CLSO performance
18/11/2025	19/11	38773	ANCHOR INN	ANC001	86.04	17.21	103.25	6322	40	86.04	Prosecco for Awards
12/11/2025	CD-244175003	38705	ANGEL WATERLOGIC	ANWA001	601.32	120.26	721.58	6330	31	250.55	Water dispenser rental
								110	0	350.77	Water dispenser rental CC31
27/11/2025	1	38810	ASBESTOS WASTE SOLUT	ASB002	594.00	118.80	712.80	6002	23	594.00	Asbestos removal
17/11/2025	17/11/25	38731	BANKLINE	BANKL01	105.70	0.00	105.70	6975	31	105.70	bank chg
01/11/2025	SOI00068110	38689	BILLI	BIL001	813.63	162.73	976.36	6330	30	339.01	hot water tap annual maint
								110	0	474.62	hot water tap maint CC30
03/11/2025	SI59394	38696	BLACHERE	BLA001	915.60	183.12	1,098.72	6490	32	915.60	CLSO lights
28/11/2025	SI59710	38848	BLACHERE	BLA001	1,234.00	246.80	1,480.80	6490	32	1,234.00	CLSO Xmas Gonk
26/11/2025	1045734	38829	BOSTON SEEDS	BOS002	13.66	2.73	16.39	6802	22	13.66	bulbs
04/11/2025	3751	38718	BOURNE SPORT	BOU002	237.50	47.50	285.00	5120	21	237.50	Vertidrain Raleys Field
04/11/2025	3752	38717	BOURNE SPORT	BOU002	712.50	142.50	855.00	5120	21	712.50	Vertidrain rugby pitches
31/10/2025	252114600	38685	BP FUEL	BPF001	102.21	20.45	122.66	5700	21	102.21	fuel
31/10/2025	252114601	38686	BP FUEL	BPF001	12.00	0.00	12.00	5700	21	12.00	fuel
11/11/2025	252116650	38723	BP FUEL	BPF001	43.69	8.74	52.43	5500	21	43.69	fuel
11/11/2025	252116651	38724	BP FUEL	BPF001	4.98	0.00	4.98	5700	21	4.98	fuel
18/11/2025	252118742	38790	BP FUEL	BPF001	8.48	0.00	8.48	5700	21	8.48	fuel
18/11/2025	252118742A	38822	BP FUEL	BPF001	58.94	11.78	70.72	5700	21	58.94	fuel
25/11/2025	252120327	38839	BP FUEL	BPF001	64.06	12.81	76.87	5700	21	64.06	fuel
25/11/2025	252120328	38838	BP FUEL	BPF001	6.43	0.00	6.43	5700	21	6.43	fuel
30/11/2025	252125354	38833	BP FUEL	BPF001	182.28	36.45	218.73	5700	21	135.51	Fuel

Purchase Ledger for Month No 8

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
								5700	22	46.77	Fuel
30/11/2025	252125355		BP FUEL	BPF001	19.39	0.00	19.39	5700	21	19.39	fuel
17/11/2025	SVO/378204	38870	BREWERS	BREW001	172.84	34.57	207.41	5410	28	172.84	maint equip
28/10/2025	813468042	38697	BRITISH GAS	BRI001	93.38	4.66	98.04	6012	30	93.38	Oct gas chg
31/10/2025	725732639	38759	BRITISH GAS	BRIT007	303.00	60.60	363.60	6012	33	303.00	Gas chg 15th-30thOct
17/11/2025	848081475	38876	BRITISH GAS	BRIT008	271.58	54.31	325.89	6012	36	271.58	gas chg 12/10-11/11
07/11/2025	78211	38740	BRODEX TRIDENT	BROT001	270.00	54.00	324.00	6922	21	270.00	Legionella Risk Assessment
07/11/2025	78212	38742	BRODEX TRIDENT	BROT001	270.00	54.00	324.00	5025	21	270.00	Legionella Risk Assessment
07/11/2025	78213	38741	BRODEX TRIDENT	BROT001	270.00	54.00	324.00	6922	36	270.00	Legionella Risk Assessment
04/11/2025	5644	38675	CLEAN AIR	CLE001	440.00	88.00	528.00	5410	36	440.00	extractor fan clean
06/11/2025	156038	38753	CONNECTAPHONE	CON001	562.31	112.46	674.77	6101	50	50.98	Oct telephone chg
								6101	22	50.98	Oct telephone chg
								6101	28	50.98	Oct telephone chg
								6101	36	51.41	Oct telephone chg
								6101	30	50.98	Oct telephone chg
								6101	31	306.98	Oct telephone chg
06/11/2025	INV-29587	38743	COPPER JAX	COP002	160.00	32.00	192.00	5410	36	160.00	Entrance door maint
31/10/2025	INV570034	38728	COUNTRY STYLE RECYCL	COU001	66.20	13.24	79.44	6935	29	66.20	Oct glass collection
31/10/2025	INV570036	38676	COUNTRY STYLE RECYCL	COU001	14.98	3.00	17.98	6935	36	14.98	bin collection Oct
17/11/2025	1560	38708	DARENTH VALLEY FORGE	DARE001	990.00	198.00	1,188.00	5500	36	990.00	New stage steps
13/11/2025	13/11	38710	BEATRIZ M DAY	DAY002	293.55	0.00	293.55	6016	31	293.55	Gardening services
13/11/2025	13/11/25	38711	BEATRIZ M DAY	DAY002	146.77	0.00	146.77	6016	31	146.77	Cemetery admin work
06/11/2025	15729	38757	STREETLIGHTS	DIR001	57.50	11.50	69.00	6862	26	57.50	Harrison Way bulb replace
04/11/2025	000025718940	38682	EDF ENERGY	EDF002	1,096.30	219.26	1,315.56	6011	36	1,096.30	Oct electric chg
05/11/2025	000025730826	38764	EDF ENERGY	EDF003	39.94	2.00	41.94	6011	60	39.94	Electric chg Oct
05/11/2025	000025731553	38765	EDF ENERGY	EDF004	656.11	131.22	787.33	6011	41	656.11	Electric chg Oct
31/10/2025	000025621156	38694	EDF ENERGY	EDF009	190.49	9.52	200.01	6011	22	190.49	Oct electric chg
06/11/2025	000025747643	38763	EDF ENERGY	EDF010	2,532.14	506.42	3,038.56	6011	33	2,532.14	Electric chg 7/1-31/3
06/11/2025	000025747650	38761	EDF ENERGY	EDF010	1,153.43	230.69	1,384.12	6011	33	1,153.43	Electric chg 7/4-6

Purchase Ledger for Month No 8

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
06/11/2025	000025747674	38762	EDF ENERGY	EDF010	1,615.76	323.14	1,938.90	6011	33	1,615.76	Electric chg 7/7-6/10
03/11/2025	000025655756	38677	EDF ENERGY	EDF011	935.76	187.16	1,122.92	6011	30	935.76	Oct electric chg
05/11/2025	INV-1216	38712	EGM	EGM001	89.89	17.99	107.88	6340	50	89.89	staff uniform
30/11/2025	129622	38832	ATLAS FM/EMPRISE SVS	EMP001	635.42	127.08	762.50	6932	22	635.42	Nov lock up chg
30/11/2025	129623	38831	ATLAS FM/EMPRISE SVS	EMP001	1,589.40	317.88	1,907.28	5311	21	1,589.40	Nov lock up chg Pontoise
30/11/2025	129624	38830	ATLAS FM/EMPRISE SVS	EMP001	1,060.20	212.04	1,272.24	5311	21	1,060.20	Nov lock up chg H.Street
18/11/2025	159497	38860	ENGLISH WOODLANDS	ENG001	66.66	13.33	79.99	5340	31	66.66	plants
18/11/2025	159498	38861	ENGLISH WOODLANDS	ENG001	690.12	125.01	815.13	5340	21	690.12	plants
26/11/2025	4918041	38855	EVERFLOW WATER	EVE002	-1,781.06	0.00	-1,781.06	6002	23	-1,089.78	water chg 19/12-18/01
								5025	21	11.02	water chg 19/12-18/01
								6014	33	-1,150.43	water chg 19/12-18/01
								6014	36	183.81	water chg 19/12-18/01
								6014	30	-3.98	water chg 19/12-18/01
								6014	21	-164.06	water chg 19/12-18/01
								6014	28	891.94	water chg 19/12-18/01
								6014	29	-6.22	water chg 19/12-18/01
								6014	23	-453.36	water chg 19/12-18/01
10/11/2025	10/11	38754	EYNSFORD CONCERT BAN	EYNS001	300.00	0.00	300.00	6491	32	300.00	Rem Day Band
14/11/2025	5/2/26	38737	MAYOR OF FAVERSHAM	FAV001	100.00	0.00	100.00	6446	42	100.00	Faversham Brewery Tour 5/2/26
21/11/2025	INV-16808	38796	FIRST LOCAL SERVICES	FIR004	612.50	122.50	735.00	5410	36	612.50	Drain clearance
25/11/2025	INV-16821	38799	FIRST LOCAL SERVICES	FIR004	2,150.00	430.00	2,580.00	5410	36	2,150.00	Drainage work
25/11/2025	SI259849	38827	FLEET LINE	FLEE001	16.71	3.34	20.05	5525	21	16.71	nozzle tips
15/11/2025	964	38706	THE FLOWER STUDIO	FLO002	110.00	0.00	110.00	6322	40	110.00	Flowers
19/11/2025	MF/STC/995	38873	FOUR FRYS LTD	FOU002	950.00	190.00	1,140.00	6322	40	950.00	Awards programme design
10/11/2025	INV-14233	38758	FRUITBOWL	FRU001	250.00	50.00	300.00	6322	40	250.00	MC for awards
06/11/2025	0000072024	38680	GAZEBO WORKSHOP	GAZ001	710.32	142.06	852.38	6869	32	710.32	Gazebo for events
29/10/2025	INV-022621	38703	GLORIOUS GAZEBOS	GLOR001	179.87	35.98	215.85	6491	32	179.87	Gazebo hire balance
29/11/2025	0371365	38814	GM COACHWORK	GMC001	76,996.33	15,388.27	92,384.60	9050	91	76,996.33	Minibus - Ford Bespoke
07/11/2025	INV-11178	38714	GO COACH	GO001	400.00	0.00	400.00	6865	26	400.00	minibus hire

Purchase Ledger for Month No 8

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
17/11/2025	100645	38792	GODFREYS	GOD001	74.97	14.99	89.96	5700	21	74.97	fuel
21/11/2025	05/263893	38871	GREENHAM	GREE001	52.05	10.41	62.46	5110	21	10.96	maint equip
								6013	33	10.96	cleaning equip
								6013	22	30.13	cleaning equip
19/11/2025	INV-0668	38789	GROUNDHOUSE MEDIA AN	GRO001	2,103.00	420.60	2,523.60	6491	32	2,103.00	Sound system for Rem Day
24/11/2025	100716	38836	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Nov coffee machine rental
31/10/2025	28546	38746	HELIOCENTRIX	HELI001	1,934.18	386.84	2,321.02	6240	31	1,648.58	Oct IT support
								6242	31	285.60	Oct IT support
12/11/2025	28585	38747	HELIOCENTRIX	HELI001	147.15	29.43	176.58	6240	31	147.15	L.H PC monitor
31/10/2025	28590	38748	HELIOCENTRIX	HELI001	92.02	18.40	110.42	6240	31	92.02	Microsoft Azure Oct
20/11/2025	28727	38875	HELIOCENTRIX	HELI001	89.00	17.80	106.80	6240	31	89.00	Laptop screen
30/11/2025	28844	38849	HELIOCENTRIX	HELI001	1,960.62	392.12	2,352.74	6240	31	1,675.02	Nov IT support chg
								6242	31	285.60	Nov IT support chg
31/10/2025	T3774	38745	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Oct wifi chg
								6101	22	11.48	Oct wifi chg
								6105	41	141.50	Oct wifi chg
								6105	22	10.00	Oct wifi chg
								6105	21	28.69	Oct wifi chg
								6105	50	32.82	Oct wifi chg
30/11/2025	T3810	38840	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Nov wifi chg
								6101	22	11.48	Nov wifi chg
								6105	41	141.50	Nov wifi chg
								6105	22	10.00	Nov wifi chg
								6105	21	28.69	Nov wifi chg
								6105	50	32.82	Nov wifi chg
12/11/2025	0019468	38730	HOLLYBUSH LAUNDRY	HOL002	42.00	0.00	42.00	6013	36	42.00	tablecloth laundry
30/11/2025	1	38811	ISOFOURHUNDRED	ISO001	250.00	0.00	250.00	6490	32	250.00	CLSO photography
31/10/2025	1009096	38751	KALL KWIK	KALL001	20.00	4.00	24.00	6490	32	20.00	CLSO poster
05/11/2025	1009097	38752	KALL KWIK	KALL001	32.00	6.40	38.40	6461	31	32.00	Xmas market banner

Purchase Ledger for Month No 8

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
07/11/2025	1009102	38750	KALL KWIK	KALL001	295.00	59.00	354.00	6490	32	295.00	CLSO banner
11/11/2025	1009103	38749	KALL KWIK	KALL001	34.00	0.00	34.00	6460	31	34.00	History book promotion
05/11/2025	SI015113	38692	KEEP BRITAIN TIDY	KBT001	160.00	32.00	192.00	6460	21	160.00	dog foul signs
08/11/2025	167806	38725	KCC KCS	KCC003	31.69	6.34	38.03	6935	21	31.69	bin liners
14/11/2025	170224	38738	KCC KCS	KCC003	77.95	15.59	93.54	6010	41	77.95	cleaning equip
18/11/2025	171394	38868	KCC KCS	KCC003	58.68	11.74	70.42	6330	28	40.98	first aid kit
								6013	21	17.70	cleaning equip
22/11/2025	173727	38874	KCC KCS	KCC003	23.40	4.68	28.08	6010	41	23.40	cleaning equip
25/11/2025	1206254073	38843	KONICA MINOLTA	KMB001	871.18	174.24	1,045.42	6200	31	871.18	print chg 31.8-29.11
25/11/2025	1206260028	38844	KONICA MINOLTA	KMB001	220.35	44.07	264.42	6240	31	220.35	Bizhub C550i 30.11.25-27.02.26
11/11/2025	153385	38722	LANDSCAPE SUPPLY CO	LAND001	160.03	32.01	192.04	6952	22	109.18	helmet
								5500	21	33.90	rakes
								5500	22	16.95	rakes
11/11/2025	INV-0717		LEARN LIVE	LEA002	1,000.00	200.00	1,200.00	6730	31	1,000.00	Rail Safety subscription
02/11/2025	09	38668	LILIAS KITCHEN	LIL001	619.50	0.00	619.50	6016	30	299.50	Catering for events
								6520	36	320.00	Catering for events
15/11/2025	10	38767	LILIAS KITCHEN	LIL001	477.20	0.00	477.20	6520	36	162.00	Tea Dance Catering
								6016	30	315.20	events Catering
27/11/2025	11	38804	LILIAS KITCHEN	LIL001	187.00	0.00	187.00	6520	30	162.00	catering for event
								6016	30	25.00	catering for event
29/11/2025	2025/1129	38809	LISTENING ROOM	LIST001	120.00	0.00	120.00	6490	32	120.00	CLSO entertainment
13/11/2025	06652GR	38713	LOCUM LOCKS	LOC003	249.18	49.83	299.01	5020	29	249.18	lock repair
11/11/2025	3287	38779	LONGLEY GROUP	LON002	246,753.59	49,350.72	296,104.31	9085	91	246,753.59	Sev Town FC Clubhouse refurb
06/11/2025	0000931646	38688	MAWS FINE FOODS	MAW001	121.17	0.00	121.17	6500	28	121.17	goods for resale
13/11/2025	0000932868	38732	MAWS FINE FOODS	MAW001	45.94	0.00	45.94	6500	28	45.94	goods for resale
30/11/2025	MHC/34908	38825	MAY HARRIS	MAY001	467.89	93.58	561.47	5020	29	467.89	Nov clean & lock up chg
30/11/2025	MHC/34908A	38826	MAY HARRIS	MAY001	467.89	93.58	561.47	5025	21	467.89	Nov clean & lock up chg
30/11/2025	MHC/34908B	38823	MAY HARRIS	MAY001	467.90	93.58	561.48	6013	30	467.90	Nov clean & lock up chg
30/11/2025	MHC/34908C	38824	MAY HARRIS	MAY001	467.90	93.58	561.48	5026	21	467.90	Nov clean & lock up chg

Purchase Ledger for Month No 8

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/11/2025	19/11	38770	MIKE REID	MIK001	164.70	0.00	164.70	6322	40	164.70	Business Awards expenses
03/11/2025	429762/0	38704	NATIONAL LEAFLET CO	NAT010	1,197.07	238.79	1,435.86	6210	31	1,197.07	Town Crier delivery chg
28/11/2025	UKPSP00179858	38856	NEXUDUS SL	NEX001	99.80	19.96	119.76	6900	41	99.80	Hub booking chg
15/10/2025	32205309	38806	NISBETS	NIS001	101.96	8.39	110.35	6330	31	59.98	tea bags
								6010	33	41.98	cleaning equip
28/10/2025	32285718	38698	NISBETS	NIS001	61.15	12.23	73.38	6013	36	61.15	cleaning eq
18/11/2025	0001/00212185	38869	OBM	OBM001	21.59	4.32	25.91	5310	21	21.59	maint equip
21/11/2025	0447	38842	BOB OGLEY	OGL001	200.00	0.00	200.00	6016	31	200.00	Story Of Knole books
14/11/2025	298065	38709	ONE STOP	ONE001	54.95	10.99	65.94	6869	32	54.95	Councillor flag for events
31/10/2025	SIN068760	38687	ONLINE PLAYGROUNDS	ONP001	89.67	17.93	107.60	5310	21	89.67	cement
18/11/2025	00373350	38788	PERFECT CUISINE CATE	PER001	2,574.00	0.00	2,574.00	6322	40	2,574.00	Awards catering
18/11/2025	INV1082	38768	ROBERT POUND	POUND001	350.00	0.00	350.00	6322	40	350.00	Magician
01/11/2025	229631	38787	PREMIER ALARMS	PREM001	699.11	139.82	838.93	6930	21	699.11	Security system renewal
10/11/2025	229847	38756	PREMIER ALARMS	PREM001	239.74	47.95	287.69	6931	36	239.74	CCTV upgrade
13/11/2025	229905	38715	PREMIER ALARMS	PREM001	41.55	8.31	49.86	6930	21	41.55	alarm battery
27/11/2025	230098	38847	PREMIER ALARMS	PREM001	41.55	8.31	49.86	6930	33	41.55	alarm battery
12/11/2025	270938	38726	PROVENDER	PRO002	301.35	60.27	361.62	5340	21	301.35	plants
24/11/2025	271541	38872	PROVENDER	PRO002	58.33	11.67	70.00	5410	36	58.33	bark border bulk bag
24/11/2025	INV005	38798	PV SOLAR INSTALLERS	PVS002	16,000.00	3,200.00	19,200.00	9063	91	16,000.00	Solar battery storage unit
06/11/2025	64092	38679	RAINBOW PRODUCTIONS	RAI001	1,665.00	333.00	1,998.00	6490	32	1,665.00	CLSO performance
10/11/2025	10/11/25	38801	ROYAL BRITISH LEGION	RBL001	200.00	0.00	200.00	6491	32	200.00	Wreath donation
21/11/2025	95313	38784	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	Monthly till support
28/11/2025	33302	38854	RIALTAS	RIAL001	150.00	30.00	180.00	6320	31	150.00	G.J Budget Setting
09/11/2025	48701	38707	RIGHT GUARD SOLUTION	RIGHT001	753.00	150.60	903.60	6491	32	753.00	Rem Day security
29/11/2025	48846	38845	RIGHT GUARD SOLUTION	RIGHT001	2,833.00	566.60	3,399.60	6490	32	2,833.00	CLSO security
30/10/2025	2008281024	38684	SCREWFIX	SCREW001	178.29	35.66	213.95	5500	21	124.99	maint equip
								5410	50	53.30	maint equip
06/11/2025	2008464347	38859	SCREWFIX	SCREW001	124.99	25.00	149.99	5500	21	124.99	air compressor
19/11/2025	2008792450	38858	SCREWFIX	SCREW001	36.13	7.23	43.36	6935	23	6.66	bin bags

Purchase Ledger for Month No 8

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
								5500	21	16.15	maint equip
								5230	22	13.32	maint equip
27/11/2025	2009014717	38828	SCREWFIX	SCREW001	53.64	2.73	56.37	5410	21	13.65	maint equip
								6952	21	39.99	boots
23/10/2025	2100365	38755	SDC	SDC001	295.00	0.00	295.00	6635	33	295.00	Premises Licence
24/10/2025	2100444	38769	SDC	SDC001	49.20	0.00	49.20	6935	22	49.20	bin collection 8/9-30-9
24/10/2025	2100445	38681	SDC	SDC001	120.90	0.00	120.90	6935	21	120.90	Sep bin collection
03/11/2025	2100674	38672	SDC	SDC001	728.00	145.60	873.60	6934	21	728.00	dog bin empty Jul-Sep 25
11/11/2025	2100733	38734	SDC	SDC001	1,573.67	314.73	1,888.40	9083	91	1,573.67	Building Control Inspection
13/11/2025	2100755	38744	SDC	SDC001	2,674.42	0.00	2,674.42	5421	60	1,188.63	Nov market rent
								5420	60	1,485.79	Nov market rent
10/11/2025	9303929444	38720	SETON	SET001	42.45	8.49	50.94	5110	21	42.45	H&S signs
24/10/2025	GAC67034	38683	SETYRES	SETY001	20.00	4.00	24.00	5525	22	20.00	wheelbarrow wheel
31/10/2025	232296	38729	SEV GLAZING	SEV001	71.04	14.21	85.25	5310	21	71.04	glass
13/11/2025	13/11	38877	WATER CHOICE	SEWAT001	336.57	0.00	336.57	6014	22	336.57	water chg 15/5-12/11
31/10/2025	#000305	38719	SGE	SGE001	20.75	4.15	24.90	5310	21	20.75	maint equip
24/11/2025	#1636	38797	SG PLUMBING AND HEAT	SGP001	93.54	18.71	112.25	5410	33	93.54	repair kitchen tap
27/10/2025	INV-3111	38690	SOLUTIONS ON STAGE	SOL001	1,211.00	242.20	1,453.20	5410	36	1,211.00	Service & PAT report
27/10/2025	INV-3120	38691	SOLUTIONS ON STAGE	SOL001	343.00	68.60	411.60	5410	36	343.00	remedial works
15/10/2025	9120041758	38716	SPEEDY	SPEED001	400.00	80.00	480.00	5525	21	400.00	Loler inspection
20/11/2025	20/11	38786	STAG YOUTH THEATRE	STAG004	2,000.00	0.00	2,000.00	7552	38	2,000.00	Stag Youth Theatre grant
10/11/2025	10/11/25	38802	ST JOHN	STJO001	200.00	0.00	200.00	6491	32	200.00	First Aid cover
28/11/2025	OP/I27853	38862	SUTCLIFFE PLAY	SUTC001	7,243.54	1,448.71	8,692.25	9014	91	7,243.54	Play Area Equipment
03/11/2025	3/11/25	38658	SWANLEY TOWN COUNCIL	SWA002	76.00	0.00	76.00	6446	42	76.00	Swanley's Eagle Heights Event
18/11/2025	49052	38793	TELESHORE UK	TELE003	815.94	163.19	979.13	5525	21	815.94	Equipment service
03/11/2025	3/11/25	38662	TOMASZ SZEMALIKOWSKI	TOM003	164.16	0.00	164.16	6016	36	164.16	Decorating work
21/11/2025	33	38795	TOMASZ SZEMALIKOWSKI	TOM003	410.40	0.00	410.40	6016	36	192.88	Decorating
								6016	28	217.52	cafe work
25/11/2025	25/11	38800	MAYOR OF TONBRIDGE	TON001	30.00	0.00	30.00	6446	42	30.00	Mayor of Tonbridge's Civic Rec

Purchase Ledger for Month No 8

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
29/11/2025	4327	38813	THE ONLY WAY	TOWIEA01	500.00	0.00	500.00	6490	32	500.00	CLSO performance
11/11/2025	1032957589	38721	TRAVIS PERKINS	TRA005	66.24	13.25	79.49	5310	21	66.24	road stone bulk bag
12/11/2025	1033042325	38791	TRAVIS PERKINS	TRA005	66.24	13.25	79.49	5310	21	66.24	maint equip
18/11/2025	1033425196	38785	TRAVIS PERKINS	TRA005	11.88	2.38	14.26	5525	36	11.88	maint equip
30/11/2025	0907	38886	URBAN STUDIO	UIS001	7,275.00	1,455.00	8,730.00	9066	91	7,275.00	NDP consultation work
30/11/2025	NOVEMBER 2025	38857	V.C HANDYMAN	VCH001	1,100.00	220.00	1,320.00	6001	60	1,100.00	Market set up chg Nov
01/11/2025	21063	38699	VISION ICT	VISICT001	25.00	5.00	30.00	6241	40	25.00	Domain renewal
31/10/2025	13212	38776	WETTON CLEANING SERV	WET001	-84.12	-16.82	-100.94	6013	30	-16.82	Sep toilet clean credit
								5026	21	-16.82	Sep toilet clean credit
								5020	29	-50.48	Sep toilet clean credit
31/10/2025	13215	38777	WETTON CLEANING SERV	WET001	-466.04	-93.21	-559.25	6013	30	-116.51	Sep toilet clean credit
								5026	21	-116.51	Sep toilet clean credit
								5020	29	-116.51	Sep toilet clean credit
								5025	21	-116.51	Sep toilet clean credit
30/09/2025	164760	38774	WETTON CLEANING SERV	WET001	1,402.14	280.43	1,682.57	6013	30	280.43	Sep clean & lock up
								5026	21	280.43	Sep clean & lock up
								5020	29	841.28	Sep clean & lock up
30/09/2025	164762	38775	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Sep clean & lock up
31/10/2025	165304	38700	WETTON CLEANING SERV	WET001	1,318.02	263.60	1,581.62	6013	30	263.60	Oct clean & lock up chg
								5026	21	263.60	Oct clean & lock up chg
								5020	29	790.82	Oct clean & lock up chg
31/10/2025	165305	38702	WETTON CLEANING SERV	WET001	17.26	3.45	20.71	5020	29	12.95	Oct hygiene unit clean
								5026	21	4.31	Oct hygiene unit clean
31/10/2025	165306	38701	WETTON CLEANING SERV	WET001	737.00	147.40	884.40	5025	21	737.00	Oct clean & lock up chg
06/09/2025	384475473REV	38778	WORLDPAY	WOR001	-1.44	-0.20	-1.64	6976	50	-1.44	Sep card trans chg
31/10/2025	394280774	38782	WORLDPAY	WOR001	37.81	2.28	40.09	6976	31	37.81	Oct card trans chg
31/10/2025	394339483	38780	WORLDPAY	WOR001	99.04	0.06	99.10	6976	31	99.04	Oct card trans chg
31/10/2025	394347674	38781	WORLDPAY	WOR001	9.08	0.32	9.40	6976	50	9.08	Oct card trans chg
31/10/2025	394350731	38783	WORLDPAY	WOR001	83.66	7.30	90.96	6976	28	83.66	Oct card trans chg

Purchase Ledger for Month No 8

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
01/11/2025	WM12640615	38693	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Oct card trans chg
01/11/2025	03158215	38678	YU ENERGY	YUE001	365.22	73.04	438.26	6862	26	365.22	Oct street lighting electric
TOTAL INVOICES					<u>429,908.37</u>	<u>83,336.42</u>	<u>513,244.79</u>			<u>429,908.37</u>	

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	Reach PLC	DD01/NOV25	15.17		Nov Sev Chronicle subs
03/11/2025	Sevenoaks District Council	DD02	848.00		Nov Business Rates chg
03/11/2025	Sevenoaks District Council	DD03/NOV25	2,886.00		Nov Business Rates chg
03/11/2025	Sevenoaks District Council	DD04/NOV25	649.00		Nov Business Rates chg
03/11/2025	Sevenoaks District Council	DD05/NOV25	74.00		Nov Business Rates chg
03/11/2025	Sevenoaks District Council	DD06/NOV25	165.00		Nov Business Rates chg
03/11/2025	Sevenoaks District Council	DD07/NOV25	141.00		Nov Business Rates chg
03/11/2025	British Gas - Community Centre	DD08	282.00		gas chg 12/9-11/10
03/11/2025	BP Fuel	DD09	11.98		fuel
04/11/2025	NATWEST ONE CARD	DD11	4,580.17		Linda Onecard Oct
05/11/2025	Nexodus S.L	DD10	119.52		Nov Hub booking chg
06/11/2025	BACS P/L Pymnt Page 7104	BACS Pymnt	14,345.29		BACS P/L Pymnt Page 7104
06/11/2025	M.S	BACS6/11	20.00		Allot key refund
06/11/2025	EDF Energy - Vine Gardens	DD12	205.08		Electric chg 7/7-6/10
06/11/2025	EDF Energy - St John's Hill	DD13	563.46		Electric chg 7/7-6/10
06/11/2025	EDF Energy - Vine Cafe	DD14	1,050.13		Electric chg 7/7-6/10
06/11/2025	Natwest Investment	0815	352.81		correction
07/11/2025	BP Fuel	DD15	134.66		fuel
07/11/2025	British Gas - Offices	DD16	114.57		gas chg 14/9-14/10
07/11/2025	Petty Cash	002004	399.00		Petty cash top up
07/11/2025	Natwest Investment	0813	34.76		correction
10/11/2025	YU ENERGY	DD17	438.26		Oct street lighting electric
10/11/2025	BACS P/L Pymnt Page 7109	BACS Pymnt	215.85		BACS P/L Pymnt Page 7109
10/11/2025	BACS P/L Pymnt Page 7110	BACS Pymnt	1,906.78		BACS P/L Pymnt Page 7110
11/11/2025	Natwest Investment	0810	11.62		correction
13/11/2025	EDF ENERGY - Knole Paddock	DD18	826.86		electric chg 14/7-21/10
14/11/2025	Connectaphone	DD19	674.77		Oct telephone chg
14/11/2025	British Gas - B&B St	DD20	98.04		Oct gas chg
17/11/2025	NatWest Bankline	bln	105.70		bank chg
18/11/2025	BP Fuel	DD21	57.41		fuel
19/11/2025	British Gas - Offices	DD26	363.60		Gas chg 15th-30thOct
19/11/2025	BACS P/L Pymnt Page 7123	BACS Pymnt	296,104.31		BACS P/L Pymnt Page 7123
19/11/2025	WorldPay	DD22	9.40		Oct card trans chg
19/11/2025	WorldPay	DD23	90.96		Oct card trans chg
19/11/2025	WorldPay	DD24	40.09		Oct card trans chg
19/11/2025	WorldPay	DD25	99.10		Oct card trans chg
20/11/2025	BACS P/L Pymnt Page 7111	BACS Pymnt	33,040.64		BACS P/L Pymnt Page 7111
20/11/2025	WorldPay	DD27	11.94		Oct card trans chg
21/11/2025	Reposs Ltd	DD28	38.11		Monthly till support
21/11/2025	EDF ENERGY - Cemetery	DD29	200.01		Oct electric chg
24/11/2025	BACS P/L Pymnt Page 7125	BACS Pymnt	735.00		BACS P/L Pymnt Page 7125
24/11/2025	EDF ENERGY - B&B Station	DD30	1,122.92		Oct electric chg
25/11/2025	EDF Energy - Bat and Ball Cent	DD31	1,315.56		Oct electric chg

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/11/2025	BP Fuel	DD32	79.20		fuel
25/11/2025	Payroll A/c	BACS25/11	60,599.23		November Wages Tfr
26/11/2025	BACS P/L Pymnt Page 7126	BACS Pymnt	12,232.02		BACS P/L Pymnt Page 7126
26/11/2025	EDF Energy - Business Hub	DD33	787.33		Electric chg Oct
26/11/2025	EDF Energy - High Street Marke	DD34	41.94		Electric chg Oct
26/11/2025	Payroll A/c	BACS26/11	33,749.94		November HMRC/KCC Tfr
26/11/2025	HSBC	STC INVEST	22.22		HSBC account active Tfr
27/11/2025	Country Style Recycling	DD35	97.42		Oct glass collection
27/11/2025	EDF ENERGY - Offices	DD36	1,384.12		Electric chg 7/4-6
27/11/2025	EDF ENERGY - Offices	DD37	1,938.90		Electric chg 7/7-6/10
27/11/2025	EDF ENERGY - Offices	DD38	2,360.57		Electric chg 7/1-31/3
28/11/2025	Petty Cash	002005	336.93		petty cash top up
28/11/2025	Petty Cash	002006	250.00		petty cash top up
Total Payments			478,378.35		

Date: 22/12/2025

Sevenoaks Town Council

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User: M.BABBAGE

Payroll A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 25/11/2025	60,599.23						
BACS25/11	Nat West - Current Account	60,599.23			201		60,599.23	November Wages Tfr
	Banked: 26/11/2025	33,749.94						
BACS26/11	Nat West - Current Account	33,749.94			201		33,749.94	November HMRC/KCC Tfr
Total Receipts for Month		94,349.17	0.00	0.00			94,349.17	
Cashbook Totals		95,349.17	0.00	0.00			95,349.17	

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Sevenoaks Town Council

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Payroll A/c

For Month No: 8

Payments for Month 8

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>
25/11/2025	Nat West - Current Account	Correction	40.00			201		40.00	Correction - tfr incorrect val
25/11/2025	Councillors	BACS25/11	160.00			520		160.00	November Allowances
25/11/2025	Employees	BACS25/11-	60,399.23			520		60,399.23	November Wages Payment
26/11/2025	HMRC/KCC	BACS26/11	33,749.94			515		21,760.13	November HMRC payment
						516	0	11,989.81	November KCC payment
Total Payments for Month			94,349.17	0.00	0.00			94,349.17	
Balance Carried Fwd			1,000.00						
Cashbook Totals			95,349.17	0.00	0.00			95,349.17	

Date: 22/12/2025

Sevenoaks Town Council

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Cashbook 6

User: M.BABBAGE

Petty Cash

For Month No: 8

Receipts for Month 8

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 :	482.43					482.43	
	Banked: 07/11/2025	399.00						
002004	Nat West - Current Account	399.00			201		399.00	Petty cash top up
	Banked: 28/11/2025	336.93						
002005	Nat West - Current Account	336.93			201		336.93	petty cash top up
	Banked: 28/11/2025	250.00						
002006	Nat West - Current Account	250.00			201		250.00	petty cash top up
Total Receipts for Month		985.93	0.00	0.00			985.93	
Cashbook Totals		<u>1,468.36</u>	<u>0.00</u>	<u>0.00</u>			<u>1,468.36</u>	

Continued on Page 2

Payments for Month 8

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>
05/11/2025	Establishments	1225	1.94			6210	31	1.94	postage
05/11/2025	Establishments	1226A	1.75			6330	31	1.75	milk
06/11/2025	Vine Cafe	1227/A	24.76			6500	28	24.76	goods for resale
06/11/2025	Vine Cafe	1227/B	15.42		2.57	5500	28	12.85	kitchen equip
06/11/2025	Vine Cafe	1227/C	9.00		1.50	6010	28	7.50	cleaning equip
06/11/2025	Bat and Ball Centre	1298/A	59.98		10.00	5410	36	49.98	maint equip
06/11/2025	Bat and Ball Centre	1298/B	6.48			6330	36	6.48	refreshments
06/11/2025	Bat and Ball Centre	1298/C	2.10			4012	36	2.10	parking
13/11/2025	Cemetery	1299	15.00		2.50	6500	22	12.50	engraving
13/11/2025	Youth Cafe	1300/A	44.49		7.42	6900	50	37.07	xmas decorations
13/11/2025	Youth Cafe	1300/B	3.00			6900	50	3.00	xmas decorations
13/11/2025	Youth Cafe	1300/C	22.21			6500	50	22.21	goods for resale
17/11/2025	Bat and Ball Station	1301/A	36.73		6.12	5410	30	30.61	maint equip
17/11/2025	Bat and Ball Station	1301/B	74.99			5500	30	74.99	hoover
19/11/2025	Cemetery	1302	59.99		10.00	6500	22	49.99	rose plant
19/11/2025	Bat and Ball Centre	1303/A	12.88		2.15	5410	36	10.73	maint equip
19/11/2025	Bat and Ball Centre	1303/B	7.24			6330	36	7.24	refreshments
19/11/2025	Bat and Ball Centre	1303/C	5.25		0.88	6013	36	4.37	cleaning equip
19/11/2025	Establishments	1304	8.40			6330	31	8.40	milk
24/11/2025	Establishments	1305	1.75			6330	31	1.75	milk
24/11/2025	Open Spaces	1306	45.00			6865	26	45.00	In Bloom prizes
Total Payments for Month			458.36	0.00	43.14			415.22	
Balance Carried Fwd			1,010.00						
Cashbook Totals			1,468.36	0.00	43.14			1,425.22	

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To be Adopted at Finance & Delivery Committee
12th January 2026



Reserves Policy 2026/27

Introduction

The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds.

Whilst there is no statutory minimum (or maximum) level of reserves, the council should only hold revenue reserves for reasonable working capital needs or specific earmarked purposes.

The Smaller Authorities Proper Practices Panel Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. Net revenue expenditure is defined as precept, less amounts included in precept for loan repayment, capital projects & transfers to reserves. For an authority of the council's size, it states that the lower end (three months, or 25%) is appropriate.

The council's Internal and External Auditors review the council's reserves and their justification annually.

This policy sets out how the council will manage its reserves and is separate to the council's Investments Policy which sets out how the council will hold its reserves.

General Reserve

The general reserve is not ringfenced (earmarked) for any specific expenditure, but is intended to cover the following working capital needs:

- to smooth the impact of uneven cashflow
- cover unexpected/emergency expenditure
- act in an agile manner

The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.

The Town Council aims 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. This will be dependent on working capital needs.

Earmarked Reserves

The council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future. The council's current earmarked reserves are detailed at the end of this policy.

**To be Adopted at Finance & Delivery Committee
12th January 2026**

Consideration of Short-term Financial Risks

To assess the adequacy of the general reserve, the Council has considered the strategic, operational, and financial risks faced. The short-term risks that the Town Council faces, with reference to its current plans include:

Lower than expected income

- Grant income - In previous years the net expenditure of the Town Council has been slightly lower than the precept, with the result that the Council has been able to boost the level of the general reserve fund. Since net expenditure is stated after deducting revenue grants received from third parties, the savings partly reflect successful grant applications. Conversely if grant income were not received for any reason, then a surplus of net expenditure over precept could result, with the balance being funded by the general reserves fund.
- Other income - the revenue estimates forming the basis of the precept includes predicted income from a range of sources, such as cemetery income, café income, and letting and hiring income, particularly from new facilities such as Bat & Ball centre, Business Hub and Bat & Ball Station. It is difficult to predict with accuracy (particularly, for new venues such as the Bat & Ball station). If income received were to fall below the budgeted level, then the balance could be funded from general reserves.
- Calculations for Band D and non-collection allowances giving a lower than expected precept base. Precept is usually set after the final Band D number is received.
- Other risks – e.g., Inflation and cost of living crisis may impact on availability of grants and other income sources, as well as customers and spending habits.

Higher than expected costs due to:

- Inflation increases, in particular the energy sector;
- unexpected professional fees;
- shortage of staff resources;
- Other risks – e.g., Coronavirus has resulted in higher expenditure in recent years

Consideration of Longer-term Financial Risks

Longer term financial risks faced by the Council include:

- Funding the repairs or replacement of assets;
- Changes to legislation e.g., uncertainties created by the income to be generated from CIL

**To be Adopted at Finance & Delivery Committee
12th January 2026**

Current Level of Financial Reserves

As at November 2025, the General and Earmarked reserves held are as follows:

312	Temporary Staff Reserve	£4,000
313	Youth Council Reserve	£726.70
314	Council Offices Reserve	£1,547.63
315	Pension Reserve	£2,814.23
316	Rolling Cap Prog Rev Reserve	£53,461.40
317	Street Lighting Reserve	£10,723.26
319	Stag Winding Up Reserve	£12,000
320	Planning Fees Reserve	£2,500
321	Youth Activity Reserve	£1,268.75
324	Development Fund 2025/2026	£26,815.02
328	Non-annual Commitments Reserve	£17.035
329	Staff Training Reserve	£2,890
331	20 MPH Reserve	£21,489
334	Energy Saving – TC Offices	£6,780.26
338	Greatness Pavilion Project	£764,739.34
339	Capital Receipts Quaker Hall	£58,112.68
340	Capital Receipts Reserve	£380,409.22
346	Vehicle/ Machinery Replacement	£61,616
348	Bat & Ball Centre Maintenance Reserve	£10,578

**To be Adopted at Finance & Delivery Committee
12th January 2026**

360	CIL Earmarked Reserve	£333,616.63
370	No 8 Bus Reserve	£78,808.26
374	Mayors Charity Reserve	£0
376	Mayors Regalia Reserve	£5,457.99
	Total	£ 1,855,389.37

Recommendation:

That Members consider and adopt the Reserves Policy for financial year 2026/27 with the emphasis on continuing to increase the Town Council's 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. This will be dependent on working capital needs.



INVESTMENT STRATEGY, POLICY AND RISK MANAGEMENT
for the 2026/27 financial year

1. Introduction:

- Sevenoaks Town Council (the “Council”) acknowledges the importance of prudently investing cash balances held on behalf of the community.
- Statutory Powers: The Council’s Investment Strategy complies with the revisions set out in:
 - the Statutory Guidance on Local Government Investments (3rd Edition) for financial years commencing 1 April 2018.
 - The Chartered Institute of Public Finance and Accountancy’s (CIPFA) Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes

2. Reporting, Approval, Review and Amendment

- 2.1. The Council is required to approve an annual Investment Strategy (the “Strategy”) so that borrowing and investments remain prudent, affordable, and sustainable.
- 2.2. The Annual Strategy for the coming financial year will be prepared by the Responsible Finance Officer (“RFO”) and presented initially for approval to the Finance and Delivery Committee (“F&D”) before the start of the financial year.
- 2.3. The Council reserves the right to make variation to the Strategy at any time subject to the approval of the Council. Any variations will be made available to the public.
- 2.4. Fund balances and Investment activity is to be reported at every F&D Meeting.

3. Investment Objectives

- 3.1 The Council’s investment priorities are as follows:
 - Security of reserves i.e., protecting the capital sums invested from loss,
 - Liquidity of its investments i.e., ensuring that funds invested are available for expenditure when needed. Sufficient cash available from the current account should be maintained to cover the Council’s commitments during the period of the investment(s).
 - Yield i.e., the return on investment is considered once the first two objectives are satisfied.
 - All investments will be made in sterling.

4. Policy

- 4.1. The Council’s Strategy requires investment in entities with high credit ratings; short term ratings should be at least A3 or equivalent.
- 4.2. The Council will only invest in ‘Specified’ investments as per the criteria listed below, either directly or via the Insignis Cash platform.
- 4.3. The Council’s policy is to retain not less than £250,000 at the start of each month in its Natwest current account to meet immediate cash needs.
- 4.4. The maximum duration of any investment will be 12 months.

5. Investment Risk

5.1. Risk Management:

Limits

Not more than 40% of the funds are to be placed with any one entity (including any one Low Volatility Net Asset Value Money Market Fund), however authorised officers may use their discretion to increase this to 50%.

Categories

Funds only to be deposited or invested in the following categories of specified investments (as defined by the 2003 Local Government Act):

- a) UK clearing banks or their subsidiaries, together with those former major building societies now banks;
- b) The Treasury Departments of building societies which are members of BSA with assets over £2bn;
- c) Non-UK financial institutions approved by the F&D;
- d) UK Government stocks;
- e) UK local authority bonds;
- f) The money-market management operations of a UK public body or authority¹, where the council's funds are pooled and invested on the money markets under the name of such UK public body or authority.
- g) Low Volatility Net Asset Value Money Market Funds.

Monitoring of Investment Counterparties

All investments must be in entities with a short-term credit rating of A3. Where no rating is available the F&D must establish that the entity would have an equivalent rating, were it to be rated.

Ratings are to be monitored not less than quarterly and if the rating of any investment falls below the appropriate rating, the RFO will take the earliest opportunity to withdraw the investment and re-invest the proceeds.

Category (f) should include any investment via Sevenoaks District Council of deferred payment of the half-yearly precept.

5.2. Treasury Management Advice

Given the limited range of potential investments identified it is not considered necessary to engage the services of a treasury management adviser. Independent research including internet research is considered adequate.

5.3. Investment Training

The Guidance recommends that the Strategy should state the process adopted for reviewing and addressing the needs of the authority's treasury management staff for training in investment management.

¹ For example the Public Works Loans Board, or the treasury departments of a county or district local authority.

To be Adopted at Finance & Delivery Committee – 12th January 2026

5.4. Investment of money borrowed in advance of need

- The Guidance maintains that authorities must not borrow more than or in advance of their needs purely in order to profit from the investment of the extra sums borrowed.

6. Investment strategy review

6.1. Specified Investments

The Council currently has 10 approved institutions.

All of STC's investments currently fall within the 'specified investments' categories listed above.

Credit ratings are from all three rating agencies but Standard and Poor ratings are listed. Ratings are assessed at least on a quarterly basis. The last review listed was as at December 2025.

Name of Institution	Investment Period	Short Term Credit Rating	Yield
Natwest	1 month rolling	A-2	1.46%
Handelsbanken	35 Day notice	A-1+	2.2%
Nationwide	Instant access	A-1	2.2%
HSBC	Instant access	A-2	1.94%
Virginmoney	95 Day notice	A-2	4.07%
CCLA Public Sector Deposit Fund	Daily access	AAA (Fitch)	5.18%
Emirates NBD	3 Months	A+	3.95%
Emirates NBD	6 Months	A+	4.01%
Emirates NBD	9 Months	A+	5.02%
Goldman Sachs	Various	A2	
NBKI	Various	A-1	
Santander	Various	A-1	
Standard Chartered	Various	A+	
Investec Bank	Various	A-	

CCLA Public Sector Deposit Fund (CCLA Fund)

This is an FCA regulated qualified money market fund with an AAA Fitch rating. The fund is instant access (although access does involve the selling of income shares) with interest paid at the end of each month. It aims to maximise net asset value of the Fund by investing in deposits with a range of highly rated sterling denominated deposits and instruments. The PSDF is a "Qualifying Money Market Fund" (QMMF) which is classed as a "low volatility net asset value" (LVNAV) short- term money market fund under the EU Money Market Funds Regulation. The weighted average maturity of the PSDF's investments will not exceed 60 days.

6.2 Consideration of alternative investments

The Council may wish to introduce additional investments as requirements change, including additional low volatility money market funds, so that funds can be spread more widely (but within reason) in order to minimise financial risk.

Investments through a broker

Investing through a broker allows access to borrowers which may not be accessible directly. Brokers furnish an introduction to available funds and provide information and facilitate the administration of opening accounts. Sevenoaks Town Council has an account on the Insignis Platform, which is a deposit platform authorised by the FCA for the provision of payment services. This will permit access to a wider range of authorised borrowers.

The credit risk created by using Insignis will lie with the underlying borrowers plus Barclays Bank which operates the transfer “hub” for payments and receipts.

In order to facilitate operating this account it is proposed that the RFO in conjunction with the Chair and Vice Chair of F&D are authorised to approve regulated borrowers who meet the minimum of A3 credit rating and are on the pre-approved list which will be agreed at F&D.

6.3 2026/27 Budget

- 2026/27 Budget includes income from interest of £57,000.

The Bank of England Base Rate is 4.00 and this rate is expected to decline slowly.

Recommendations

Having considered the current Guidance, the Council’s cash flow and investment requirements, it is recommended that:

- Members adopt this Investment Strategy for 2026/27.
- STC continues delegating authority to the Town Clerk/ RFO, in conjunction with the Chair and Vice Chair of F&D to invest in regulated borrowers who meet the A- credit rating as per the Investment Strategy (either directly or via the Insignis Platform).

Sevenoaks Town Council**Town Council Offices – Compensation from District Council - QH Allotments****1. Background**

The former Urban District Council purchased approximately 43 acres of land for allotments in 1924. Between 1927 and 1972, around 32 acres of this land were subsequently appropriated for housing purposes.

Following the reorganisation of local government on 31 March 1974, the remaining 11 acres of allotment land were transferred to Sevenoaks Town Council.

Under the provisions of the Allotments Act, a separate account must be maintained in respect of allotments. The Act further stipulates that any surplus on such an account may not be applied for the benefit of the General Rate Fund, nor used for any purpose other than capital expenditure on allotments, without the consent of the Secretary of State.

As a consequence, at the time of local government reorganisation, the balance held in the allotment account should have been transferred to the allotment authority, namely Sevenoaks Town Council. It was agreed that this would be settled by way of an annuity, payable over an 80-year period from the date on which the land ceased to be used for allotments.

For the sites identified, Sevenoaks District Council (SDC) has been paying Sevenoaks Town Council (STC) an annual annuity. The final payment under this arrangement was due in 2052, with the annual payment amounting to approximately £29,000.

Payments were made annually on 31 March and credited to the earmarked reserve Capital Receipts – Quaker Hall, which may be used solely for capital expenditure.

2. Payment

Sevenoaks Town Council requested that Sevenoaks District Council consider making a single payment in respect of the remaining principal sum. SDC subsequently provided a full and final settlement figure of £351,146.30, which has now been sent to Sevenoaks Town Council.

Quakers Hall Lane Allotments				
	Balance	Principal	Interest	Balance
	01/04/2017			19/12/2025
	£	£	£	£
1 Hillingdon Rise	485.58	59.73	1.34	0.00
3 5 Acres	2,273.67	1,557.71	56.12	0.00
3 Adj		0.00		0.00
8 Link Road	200.83	169.53	7.48	0.00
12 Play Area	78,478.47	73,163.84	3,953.85	0.00
13 5.75 Acres	276,981.05	258,222.08	13,954.60	0.00
	358,419.60	333,172.89	17,973.41	0.00
		BP010 YSFI SF	57000 YARA	110 YSFI SF

Recommendation:

Councillors are asked to note the contents of this report.

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Sevenoaks Town Council**Updated CIL Report****1. CIL Update – December 2025**

The remaining projects for CIL as at 16th December 2025 are as follows:-

	Original Budget	Spent	Balance	Agreed	Planned Completion
Public Realm Town Ward	£50,000	£46,995	£3,006	Reviewed Feb 24	Ongoing
Judd's piece resurfacing	£2,000	-	£2,000	Reviewed Feb 24	2026
Woodside Rd - fencing	£1,000	-	£1,000	Reviewed Feb 24	2025
Knole paddock front barn doors	£2,000	-	£2,000	Reviewed Feb 24	2025
Green Link Feasibility	£15,000	-	£15,000	Reviewed Feb 24	Ongoing
Masterplan x2	£65,000	£65,000	£0	Reviewed Feb 24	Started
20 mph	£141,967	£111,271	£10,000	10/06/2024	Contingency Left
Dartford Road Crossing	£25,000	£4,170	£20,830	Reviewed Feb 24	2025
Greatness Pavilion	£87,500	Moved	£0	Reviewed Feb 24	133,600 added Sep 25 for green initiatives
Greatness CCTV	£9,000	-	£9,000	Reviewed Feb 24	2026 - linked to the completion of Greatness Pavilion
Vine Gardens Crazy Paving	£10,000	£10,000	£0	Reviewed Feb 24	2025
Balance of cost for Recycle bound resin (Vine Gardens crazy paving)	£13,130	£13,130	£0	Agreed June 25	2025
Greatness Play Area	£150,000		£150,000	Agreed June 25	2025
Solar Batteries	£20,000	£20,000	£0	Agreed June 25	2025
Play Areas inc Buckhurst	£25,000	£21,452	£3,548	Agreed July 25	2025
Oast House Feasibility Report	£4,500	£4,500	£0	Agreed Sep 25	2025
Portable floodlights for Knole Paddock	£13,000		£13,000	Agreed Nov 25	2026
Permanent floodlights for Knole Paddock	£38,000		£38,000	Agreed Nov 25	2026
Repairs to Raleys Car Park	£36,125		£36,125	Agreed Nov 25	2026
			£303,509		

2. STC Community Infrastructure Levy (CIL) Receipts

Projected unallocated CIL Balance (reported to Finance & Delivery Committee 24 th November) 2025	£123,369
Less new projects:	
Portable floodlights for Knole Paddock	-£13,000

Permanent floodlights for Knole Paddock	-£38,000
Repairs to Raleys Car Park	-£36,125
Pay the remainder of Invoice 9 for the Masterplan	-£5,365
Unallocated Balance	£30,879
Add current SDC CIL balance (CIL collections October 2025 to date)	£11,867
Total Unallocated Balance	£42,746

The Masterplan allocated funds have overspent by £5,365.

Decision Required

- To allocate £20k of unallocated funds to complete the Masterplans.
- To note that £5,365.50 has been moved from the unallocated balance to cover the last Masterplan invoice in November.
- To review allocated projects.

Sevenoaks Town Council**REVENUE PROJECTION FOR 2025-2026****Key Points- 2025/26 Forecast**

The forecast outturn for 2025/26 is a deficit of £18,022. As a result, this will not cover the £20,000 provision included in the budget to be added to the General Reserves. The final position remains highly dependent on the contingency expenditure and the final position of the cafes, which may have a further adverse impact on the overall deficit.

Service Area Commentary

Vine Café; The forecast indicates a £29,134 deficit by the end of the financial year, broadly in line with the previous year. Opening hours have been reduced during the year, resulting in an estimated £5,000 reduction in gross pay costs. However, there has been unexpected expenditure of £1,284 on new tables and chairs.

Bat and Ball Station: The café did not move to a concession arrangement until 1 October, and as a result the station is forecast to show a £50,921 deficit by year-end. This represents an improvement compared to the £70,634 deficit in 2024/25. Approximately £16,000 of this deficit will be absorbed within the budget.

Open Spaces: The forecast indicates expenditure of approximately £23,000 under budget, largely due to staff vacancies during the year. In addition, the projection assumes no spend against the budgeted capital refurbishment works.

Greatness Cemetery: Strong income performance throughout the year means the service is forecast to be approximately £17,000 under budget.

Establishments: The forecast shows this budget heading finishing £30,000 over budget. However, £30,000 has been forecast to be met from the contingency. If the contingency is not utilised, this budget heading will not result in an overspend.

Bat and Ball Centre: The centre is forecast to show a £21,000 deficit, reflecting a significant level of maintenance and health and safety work undertaken during the year.

The repairs and maintenance budget of £6,000 has seen £12,000 spent year to date, including:

- Audio visual remedial works – £1,649
- Electrical testing certificate – £880
- Boiler and air conditioning service – £2,481
- Moveable wall maintenance – £435
- Kitchen floor repairs – £422
- Audio visual service and PAT testing – £1,211
- Drainage works – £2,762

Unexpected Expenditure 2025/2026

A number of unplanned items have arisen during the year, largely linked to health and safety requirements, fire risk assessments, and essential repairs:

Other Woodland is over budget due to lots of tree work being identified in the tree safety report.	£4,967
Emergency lighting being installed at the chapel and the mess room, this was a recommendation of the fire risk assessment.	£2,520
work being undertaken to the lightning conductor at a cost of £3,080, this was picked up in the health & safety audit.	£3,080
Bridge repairs and fence works at Vine Gardens.	£1,327
New bistro chairs and tables at Vine Café.	£1,284
Boiler pump replacement at Bat and Ball Station.	£2,471
Emergency lighting works at Bat and Ball Station .	£912
STC Noticeboard.	£1,565
Professional valuation fees for Community Asset Transfer Business Cases.	£10,000
Bank charges under cost centre 31 have been higher.	£750
Drainage works at Bat and Ball Centre.	£2,762
Recycling Bins at Bat and Ball Centre – Indoors	£3,055
New Stage Steps – Bat and Ball Centre.	£990
Testing of the man safe system on the roof – Bat and Ball Centre.	£986
10 cable covers – Bat and Ball Centre.	£729
Drainage works at Business Hub.	£840
Install emergency lighting outside at Business Hub picked up in the Fire Risk Assessment.	£300
Lighting works in the Business Hub.	£540
Replacement of smoke detector batteries – Business Hub.	£932
HitB – New lighting.	£1,028

New internal recycling bins – HitB.	£351
YTD cost of Station Café – there was no budget.	£5,000
YTD cost of Vine Café – there was no budget.	£14,000
Total YTD	£60,389

Please note that there may be an opportunity at the end of the year to move some monies from the capital expenditure EMR.

RECOMMENDATION

Sevenoaks Town Council is asked to note the budget forecast to the end of March 2026.

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Sevenoaks Town Council**DRAFT REVENUE ESTIMATES and PRECEPT FOR 2026-2027**

The tax base for 2026–2027 has been received from Sevenoaks District Council. This shows only a small increase compared to the previous year, which has required a review of the draft budget.

The summary by cost centre, together with the detailed breakdown by cost centre and account code, are attached to this report.

Option A

The Option A precept is set out below.

£1,633,547 5.49% increase
 £162.12 Average Band D per annum
 £3.12 Per week

Further Review

Following further review, the following amendments have been made:

- Cost Centre 21: the capital refurbishment nominal has been reduced from £8k to £4k.
- Cost Centre 21: Vehicle expenses have been reduced from £18,000 to £14,000. This reduction will result in a lower transfer to the Vehicle Earmarked Reserve for future vehicle replacement.
- Cost Centre 21/22: Training budgets have been reduced, as sufficient funds are currently held in earmarked reserves to meet training requirements.

Option B

		Option A	Option B
	2025/26	2026/27	2026/27
Precept	1,545,147	1,633,547	1,621,919
Tax Base	10,055	10,076	10,076
Band D Equivalent	153.67	162.12	160.98
	5.74%	5.49%	4.80%
	2.96 per week	3.12 per week	3.09 per week

Items not taken into account

Markets	If the market rights are devolved through local government reorganisation there will be a surplus as no market fees will be payable to SDC.
Hollybush	If Hollybush is devolved to STC the cost for year 1 will be taken from contingency.

Decision Required

To receive the final Revenue Estimates for the financial year 2026/2027 and to consider the following precept recommendation options:

Option A

£1,633,547 for 2026-2027 which is a 5.49 % increase to the 2025-26 precept per Band D equivalent, and a Band D equivalent household rate of £162.12 per year, equating to £3.12 per week and 16p increase per week.

Option B

£1,621,919 for 2026-2027 which is a 4.8 % increase to the 2025-26 precept per Band D equivalent, and a Band D equivalent household rate of £160.98 per year, equating to £3.09 per week and 13p increase per week

Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>11</u>	<u>Planning - General</u>									
4010	Gross Pay	29,000	34,968	37,040	25,092	37,638	0	40,301	0	0
4012	Expenses	0	5	0	0	0	0	0	0	0
4270	Employers Pension Contribution	1,200	1,250	1,522	877	1,315	0	1,500	0	0
6240	Computer/ Data Base/WP's	650	878	800	513	769	0	700	0	0
6320	Staff Training	0	50	0	0	0	0	0	0	0
6330	Welfare/Hospitality	0	19	0	7	11	0	0	0	0
6460	Publicity & Democratic notices	0	0	0	380	570	0	0	0	0
6630	Professional Fees	900	427	922	382	545	0	800	0	0
6730	Subscriptions	600	750	615	625	625	0	650	0	0
	Overhead Expenditure	32,350	38,346	40,899	27,876	41,473	0	43,951	0	0
	Movement to/(from) Gen Reserve	(32,350)	(38,346)	(40,899)	(27,876)	(41,473)		(43,951)		
<u>21</u>	<u>O/ Spaces & Leisure - General</u>									
1022	Letting & Hire of Facilities	29,663	31,468	28,000	19,089	28,633	0	29,120	0	0
1030	Electricity recharge	4,054	1,795	3,800	1,198	1,796	0	3,800	0	0
1316	Raleys Car Park Permits	1,672	1,862	1,739	1,900	1,900	0	1,809	0	0
1350	Revenue Grant income	0	0	0	2,666	2,666	0	0	0	0
1550	Insurance Claims	0	2,718	0	8,488	0	0	0	0	0
1850	Log Sales	754	0	0	0	0	0	815	0	0
1853	Adopt a Tree income	100	479	102	479	500	0	108	0	0
1990	Other Income	270	1,224	276	1,756	1,700	0	292	0	0
2003	Asset/equipment sales	0	1,000	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income		36,513	40,547	33,917	35,575	37,195	0	35,944	0	0
4010	Gross Pay	198,977	166,237	204,378	131,653	197,480	0	254,240	0	0
4011	Mileage	0	648	800	573	859	0	0	0	0
4012	Expenses	0	0	0	25	38	0	0	0	0
4270	Employers Pension Contribution	15,190	10,188	16,558	7,697	12,000	0	16,430	0	0
5010	Vine Area General Maintenance	0	24	0	0	0	0	0	0	0
5013	Graffiti Removal	1,357	200	1,000	248	372	0	1,000	0	0
5020	Vine Public Convenience	0	18	0	0	0	0	0	0	0
5025	Lower St Johns Toilets	14,000	26,088	14,350	12,240	18,327	0	15,000	0	0
5026	Greatness Rec Convenience	3,100	4,143	3,177	2,365	3,548	0	3,304	0	0
5030	St Nicholas Burial Ground	100	7,853	102	107	107	0	108	0	0
5050	Seats And Litter Bins	2,300	0	2,357	0	1,000	0	2,451	0	0
5060	Sevenoaks Common	5,000	2,454	5,125	1,147	2,500	0	5,000	0	0
5065	Tree Safety Survey	4,000	4,601	4,100	0	4,100	0	4,500	0	0
5070	Other Woodlands	4,000	3,796	4,100	10,307	11,260	0	4,600	0	0
5110	Knole Paddock & Pavilion	3,500	775	3,587	1,874	2,811	0	3,730	0	0
5120	Knole Paddock Pitch & Grnd Mt	2,500	4,207	2,562	1,873	2,810	0	2,664	0	0
5310	Miscellaneous Open Spaces	5,200	12,661	5,300	5,227	7,000	0	5,512	0	0
5311	Security Open Spaces	25,000	29,036	28,000	22,036	33,054	0	31,000	0	0
5316	Skatepark Maintenance	2,000	84	2,050	8	1,500	0	2,000	0	0
5317	Raleys Car Park	422	0	439	550	825	0	457	0	0
5320	Fertilizers	1,500	1,274	1,537	2,004	2,500	0	2,300	0	0
5330	Grass Seed	2,500	3,441	2,562	3,904	4,200	0	3,000	0	0
5340	Plants	3,000	3,285	3,075	2,988	3,500	0	3,198	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5410	Repairs & General Maintenance	1,800	457	1,845	318	478	0	1,845	0	0
5412	Capital Refurbishments	10,000	7,000	8,000	0	0	0	4,000	0	0
5500	Equipment Hired and New	7,000	3,685	7,175	1,419	2,129	0	6,175	0	0
5525	Equipment Maintenance	8,000	5,793	8,000	3,317	5,042	0	8,000	0	0
5550	Vehicle Expenses	21,500	5,002	12,037	2,531	3,796	0	14,000	0	0
5700	Fuel	5,900	4,478	6,047	2,916	4,374	0	6,289	0	0
6010	Light Heat & Cleaning	8,500	2,342	8,712	0	0	0	0	0	0
6011	Electricity	0	1,923	0	8,765	12,000	0	7,000	0	0
6013	Cleaning	600	233	615	397	596	0	649	0	0
6014	Water	1,000	535	1,025	911	1,367	0	1,066	0	0
6016	Contractor Payments	0	0	0	2,113	2,500	0	0	0	0
6101	Telephone	145	138	149	0	150	0	155	0	0
6104	Mobile Telephone	340	325	348	128	170	0	362	0	0
6105	Broadband wi-fi service	300	330	307	230	344	0	319	0	0
6210	Postage & Courier	0	5	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	0	598	0	0	0	0	0	0	0
6315	Recruitment Costs	0	2,800	0	0	0	0	0	0	0
6320	Staff Training	3,000	3,565	3,075	635	1,000	0	2,000	0	0
6330	Welfare/Hospitality	625	876	640	189	300	0	666	0	0
6460	Publicity & Democratic notices	0	0	0	260	390	0	0	0	0
6635	Professional Fees Licensing	300	295	308	10	15	0	320	0	0
6730	Subscriptions	180	164	185	430	430	0	192	0	0
6812	Road Dues	1,100	1,365	1,128	0	1,300	0	1,420	0	0
6851	Bus Shelter Maintenance	200	0	205	0	0	0	213	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6900	Sundry Expenses	80	0	82	0	82	0	86	0	0
6922	Health&Safety/Risk Assessments	1,700	4	1,700	1,114	1,671	0	1,700	0	0
6930	Alarm Maintenance	880	1,061	902	741	741	0	952	0	0
6931	CCTV Maintenance	600	0	615	0	0	0	615	0	0
6934	Waste Bin Collection-Dog Bins	3,000	2,766	3,075	1,456	2,184	0	3,198	0	0
6935	Waste Bin Disposal-Waste Bins	2,700	3,540	2,767	1,689	2,533	0	4,000	0	0
6952	Protective Clothing	1,575	1,523	1,600	627	941	0	1,600	0	0
6975	Bank Charges	0	161	0	0	0	0	0	0	0
	Overhead Expenditure	374,671	331,976	375,701	237,024	354,324	0	427,316	0	0
	21 Net Income over Expenditure	-338,158	-291,429	-341,784	-201,448	-317,129	0	-391,372	0	0
8001	plus Transfer from EMR	0	-8,549	0	-7,920	0	0	0	0	0
8002	less Transfer to EMR	0	0	0	8,488	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(338,158)</u>	<u>(299,978)</u>	<u>(341,784)</u>	<u>(217,856)</u>	<u>(317,129)</u>		<u>(391,372)</u>		
<u>22</u>	<u>O/ Spaces & Leisure - Cemetery</u>									
1700	Cemetery Income	78,975	82,397	78,000	74,188	90,000	0	81,000	0	0
	Total Income	78,975	82,397	78,000	74,188	90,000	0	81,000	0	0
4010	Gross Pay	99,632	109,810	105,490	69,798	104,697	0	107,762	0	0
4011	Mileage	0	135	0	93	139	0	0	0	0
4012	Expenses	0	13	0	111	166	0	0	0	0
4270	Employers Pension Contribution	8,290	9,760	8,818	6,482	9,722	0	10,000	0	0
5210	Cemetery Chapel & Office	150	232	153	0	0	0	159	0	0
5213	Memorial Stone Testing	0	5,921	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5230	Cemetery Wshop/Messroom Mtce	700	0	717	13	500	0	717	0	0
5340	Plants	0	26	0	0	0	0	0	0	0
5410	Repairs & General Maintenance	1,200	2,199	1,230	2,728	3,000	0	1,298	0	0
5500	Equipment Hired and New	4,000	1,978	4,100	1,459	2,188	0	4,000	0	0
5525	Equipment Maintenance	9,000	3,127	9,000	1,215	4,000	0	7,000	0	0
5700	Fuel	1,200	604	1,230	518	777	0	1,000	0	0
6000	Rent & Rates	10,500	8,668	10,500	7,970	10,683	0	11,100	0	0
6010	Light Heat & Cleaning	2,100	0	0	0	0	0	0	0	0
6011	Electricity	0	3,875	2,152	968	2,000	0	3,000	0	0
6013	Cleaning	1,000	547	1,025	355	532	0	600	0	0
6014	Water	1,100	417	1,127	390	585	0	1,172	0	0
6016	Contractor Payments	0	0	0	147	220	0	0	0	0
6101	Telephone	800	703	820	591	875	0	852	0	0
6104	Mobile Telephone	25	0	26	0	30	0	27	0	0
6105	Broadband wi-fi service	150	120	154	80	120	0	130	0	0
6200	Printing & Stationery	0	86	0	0	0	0	0	0	0
6210	Postage & Courier	0	8	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	670	0	686	1,107	1,661	0	713	0	0
6320	Staff Training	1,500	1,011	1,537	269	404	0	1,000	0	0
6330	Welfare/Hospitality	300	552	307	157	236	0	319	0	0
6460	Publicity & Democratic notices	0	25	0	0	0	0	0	0	0
6500	Goods for Resale	125	224	128	666	933	0	135	0	0
6720	Books and Periodicals	50	0	52	0	0	0	54	0	0
6730	Subscriptions	200	195	205	125	188	0	213	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6802	Trees Plants Turf & Fertilizer	3,000	2,357	3,000	1,492	2,238	0	3,120	0	0
6822	Roads Path & Boundaries	850	0	871	0	0	0	871	0	0
6832	Lawn/Wall of Remembrance	120	95	123	0	0	0	128	0	0
6922	Health&Safety/Risk Assessments	1,500	846	1,500	3,828	4,000	0	1,300	0	0
6930	Alarm Maintenance	1,700	1,451	1,742	995	1,000	0	1,812	0	0
6932	Cemetery Security	6,000	6,867	6,150	5,083	7,625	0	6,900	0	0
6935	Waste Bin Disposal-Waste Bins	1,300	1,290	1,332	683	1,024	0	1,600	0	0
6952	Protective Clothing	700	628	700	183	274	0	728	0	0
	Overhead Expenditure	157,862	163,769	164,875	107,505	159,817	0	167,710	0	0
	22 Net Income over Expenditure	-78,887	-81,372	-86,875	-33,318	-69,817	0	-86,710	0	0
8001	plus Transfer from EMR	0	2,299	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(78,887)	(79,073)	(86,875)	(33,318)	(69,817)		(86,710)		
<u>23</u>	<u>O/ Spaces & Leisure- Allotment</u>									
1010	Rental Income	1,559	1,224	1,636	1,407	1,500	0	1,700	0	0
1047	QH Allotments Income	8,342	8,057	8,759	8,327	8,500	0	8,977	0	0
	Total Income	9,901	9,281	10,395	9,733	10,000	0	10,677	0	0
4010	Gross Pay	3,800	6,644	6,000	4,805	7,207	0	6,787	0	0
4270	Employers Pension Contribution	180	814	400	625	937	0	840	0	0
5410	Repairs & General Maintenance	0	1,097	0	130	195	0	0	0	0
6002	QH Allotments Costs	0	1,409	0	1,073	478	0	0	0	0
6014	Water	950	253	973	379	568	0	1,011	0	0
6300	Computer Software	20	803	25	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6620	Legal Expenses	0	1,500	0	0	0	0	0	0	0
6730	Subscriptions	60	0	62	0	0	0	64	0	0
6900	Sundry Expenses	0	280	0	0	0	0	0	0	0
6922	Health&Safety/Risk Assessments	70	0	73	0	0	0	76	0	0
6935	Waste Bin Disposal-Waste Bins	0	0	0	7	10	0	0	0	0
	Overhead Expenditure	5,080	12,800	7,533	7,018	9,395	0	8,778	0	0
	23 Net Income over Expenditure	4,821	-3,520	2,862	2,716	605	0	1,899	0	0
8001	plus Transfer from EMR	0	2,041	0	1,132	0	0	0	0	0
	Movement to/(from) Gen Reserve	4,821	(1,479)	2,862	3,848	605		1,899		
<u>26</u>	<u>Open Spaces-Street Lighting/Ge</u>									
1480	Streetlighting income	12,043	8,428	9,000	0	9,000	0	8,000	0	0
1550	Insurance Claims	0	6,272	0	4,485	4,485	0	0	0	0
1990	Other Income	1,000	3,789	1,000	0	0	0	1,040	0	0
1997	In Bloom Income	0	1,000	0	2,850	2,850	0	0	0	0
	Total Income	13,043	19,489	10,000	7,335	16,335	0	9,040	0	0
5410	Repairs & General Maintenance	3,251	7,081	0	0	0	0	0	0	0
6861	Public Clock Maintenance	200	862	205	1,315	1,500	0	732	0	0
6862	Street Lighting	17,000	8,302	11,000	8,617	11,000	0	9,000	0	0
6865	In Bloom Costs	14,000	12,679	14,350	16,559	16,600	0	15,022	0	0
	Overhead Expenditure	34,451	28,923	25,555	26,491	29,100	0	24,754	0	0
	26 Net Income over Expenditure	-21,408	-9,434	-15,555	-19,156	-12,765	0	-15,714	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
8002	less Transfer to EMR	0	4,669	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(21,408)	(14,103)	(15,555)	(19,156)	(12,765)		(15,714)		
<u>28</u>	<u>O/ Spaces & Leisure-Vine Cafe</u>									
1211	Sale of Goods	0	40,307	0	36,153	38,000	0	0	0	0
1213	Event catering	0	1,782	0	523	785	0	0	0	0
	Total Income	0	42,089	0	36,676	38,785	0	0	0	0
4010	Gross Pay	0	36,754	0	23,001	31,500	0	0	0	0
4270	Employers Pension Contribution	0	1,805	0	1,151	1,727	0	0	0	0
5340	Plants	0	83	0	0	0	0	0	0	0
5410	Repairs & General Maintenance	0	395	0	617	925	0	0	0	0
5500	Equipment Hired and New	0	733	1,580	4,555	5,000	0	0	0	0
5525	Equipment Maintenance	0	2,433	0	2,050	3,075	0	0	0	0
6000	Rent & Rates	0	736	0	662	882	0	0	0	0
6010	Light Heat & Cleaning	0	196	0	170	225	0	0	0	0
6011	Electricity	0	4,551	0	1,471	2,207	0	0	0	0
6014	Water	0	1,007	0	1,454	2,181	0	0	0	0
6016	Contractor Payments	0	0	0	218	326	0	0	0	0
6101	Telephone	0	559	0	408	612	0	0	0	0
6200	Printing & Stationery	0	115	0	39	39	0	0	0	0
6210	Postage & Courier	0	28	0	42	42	0	0	0	0
6320	Staff Training	0	35	0	0	0	0	0	0	0
6330	Welfare/Hospitality	0	0	0	49	74	0	0	0	0
6500	Goods for Resale	0	15,337	0	10,388	12,500	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6505	Cafe consumables	0	966	0	629	944	0	0	0	0
6635	Professional Fees Licensing	0	544	0	550	550	0	0	0	0
6900	Sundry Expenses	0	42	0	6	9	0	0	0	0
6922	Health&Safety/Risk Assessments	0	1,638	0	1,379	2,069	0	0	0	0
6930	Alarm Maintenance	0	505	0	516	516	0	0	0	0
6935	Waste Bin Disposal-Waste Bins	0	1,683	0	545	818	0	0	0	0
6976	Credit card charges	0	1,242	0	1,132	1,698	0	0	0	0
	Overhead Expenditure	0	71,388	1,580	51,031	67,919	0	0	0	0
	Movement to/(from) Gen Reserve	0	(29,299)	(1,580)	(14,355)	(29,134)		0		
<u>29</u>	<u>O/Spaces & Leisure-Vine Ground</u>									
1208	Other Events Income	1,500	1,280	1,538	440	660	0	1,000	0	0
1350	Revenue Grant income	0	9,228	0	0	0	0	0	0	0
1805	Tea Kiosk Rental & Pavilion	3,500	3,500	3,587	3,000	3,500	0	4,000	0	0
1870	Vine Club Insurance Contrib.	367	462	382	666	666	0	670	0	0
	Total Income	5,367	14,470	5,507	4,106	4,826	0	5,670	0	0
4010	Gross Pay	22,398	24,124	25,505	17,275	25,913	0	27,500	0	0
4270	Employers Pension Contribution	1,344	866	1,427	603	905	0	1,638	0	0
5010	Vine Area General Maintenance	2,500	2,565	2,565	6,897	8,000	0	2,667	0	0
5015	Vine Pavilion maintenance	200	0	205	0	0	0	213	0	0
5020	Vine Public Convenience	12,000	12,039	14,000	7,062	10,593	0	14,000	0	0
5410	Repairs & General Maintenance	800	23	820	207	311	0	820	0	0
5500	Equipment Hired and New	2,006	0	2,056	315	473	0	2,056	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6011	Electricity	0	529	0	0	0	0	0	0	0
6014	Water	500	344	512	226	339	0	532	0	0
6200	Printing & Stationery	0	385	0	0	0	0	0	0	0
6460	Publicity & Democratic notices	0	375	0	619	929	0	0	0	0
6635	Professional Fees Licensing	210	70	215	70	105	0	215	0	0
6868	Summer Concerts	3,600	3,596	3,690	3,740	3,740	0	3,838	0	0
6869	Special Events	140	0	143	0	0	0	143	0	0
6873	Vine Lighting Project	0	24,135	0	0	0	0	0	0	0
6922	Health&Safety/Risk Assessments	1,100	0	1,000	0	500	0	500	0	0
6931	CCTV Maintenance	730	0	748	0	0	0	748	0	0
6935	Waste Bin Disposal-Waste Bins	960	835	984	418	627	0	780	0	0
	Overhead Expenditure	48,488	69,886	53,870	37,432	52,435	0	55,650	0	0
	29 Net Income over Expenditure	-43,121	-55,416	-48,363	-33,326	-47,609	0	-49,980	0	0
8001	plus Transfer from EMR	0	10,923	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(43,121)	(44,493)	(48,363)	(33,326)	(47,609)		(49,980)		
<u>30</u>	<u>F& G P - Bat & Ball Station</u>									
1010	Rental Income	0	0	0	209	1,100	0	5,000	0	0
1022	Letting & Hire of Facilities	12,000	15,171	16,000	11,057	15,867	0	16,000	0	0
1211	Sale of Goods	0	35,525	0	15,059	15,059	0	0	0	0
1213	Event catering	0	10,305	0	5,544	5,544	0	0	0	0
1221	Commissions Earned	0	367	0	0	0	0	0	0	0
1350	Revenue Grant income	0	1,000	0	0	0	0	0	0	0
1861	Recharge Income	0	0	0	386	1,000	0	3,000	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1990	Other Income	0	0	0	0	0	0	5,700	0	0
	Total Income	12,000	62,368	16,000	32,254	38,570	0	29,700	0	0
4010	Gross Pay	19,000	72,523	20,637	39,846	47,000	0	16,978	0	0
4270	Employers Pension Contribution	1,000	2,408	1,040	1,257	1,600	0	1,000	0	0
5340	Plants	0	58	0	0	0	0	0	0	0
5410	Repairs & General Maintenance	7,000	10,208	6,000	4,831	6,000	0	6,240	0	0
5500	Equipment Hired and New	1,000	610	1,025	801	1,202	0	1,025	0	0
5525	Equipment Maintenance	0	506	0	359	539	0	0	0	0
6000	Rent & Rates	4,000	1,004	1,500	1,265	1,686	0	1,760	0	0
6011	Electricity	7,500	8,311	8,500	5,392	9,000	0	9,000	0	0
6012	Gas	1,420	2,644	1,455	609	914	0	2,500	0	0
6013	Cleaning	3,500	3,738	3,587	2,455	3,649	0	3,887	0	0
6014	Water	3,000	252	1,500	195	292	0	650	0	0
6016	Contractor Payments	0	0	0	944	1,416	0	0	0	0
6020	Insurance Cost	1,000	0	1,000	0	0	0	0	0	0
6101	Telephone	500	537	512	408	612	0	532	0	0
6200	Printing & Stationery	0	38	0	31	47	0	0	0	0
6210	Postage & Courier	0	28	0	0	0	0	0	0	0
6240	Computer/ Data Base/WP's	0	8	0	0	0	0	0	0	0
6241	Website Costs	400	335	410	345	518	0	360	0	0
6330	Welfare/Hospitality	0	1,299	0	1,349	1,800	0	0	0	0
6460	Publicity & Democratic notices	0	277	0	19	29	0	0	0	0
6500	Goods for Resale	0	19,048	0	7,243	7,243	0	0	0	0
6501	Goods for Resale - DVCRP	0	3,675	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6505	Cafe consumables	0	795	0	333	333	0	0	0	0
6520	Refreshments for Resale	0	0	0	162	162	0	0	0	0
6630	Professional Fees	0	3,450	0	0	0	0	0	0	0
6635	Professional Fees Licensing	600	295	615	295	295	0	640	0	0
6730	Subscriptions	0	300	0	0	0	0	0	0	0
6869	Special Events	0	1,618	0	300	300	0	0	0	0
6900	Sundry Expenses	0	8	0	0	0	0	0	0	0
6922	Health&Safety/Risk Assessments	1,300	2,002	1,332	1,678	2,000	0	1,332	0	0
6930	Alarm Maintenance	700	799	717	0	717	0	800	0	0
6931	CCTV Maintenance	170	280	174	0	0	0	280	0	0
6935	Waste Bin Disposal-Waste Bins	800	1,542	820	957	1,293	0	2,000	0	0
6976	Credit card charges	0	1,162	0	563	844	0	0	0	0
	Overhead Expenditure	52,890	139,756	50,824	71,637	89,491	0	48,984	0	0
	30 Net Income over Expenditure	-40,890	-77,388	-34,824	-39,383	-50,921	0	-19,284	0	0
8001	plus Transfer from EMR	0	47,507	0	0	0	0	0	0	0
8002	less Transfer to EMR	0	-137	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(40,890)	(29,744)	(34,824)	(39,383)	(50,921)		(19,284)		
<u>31</u>	<u>F & G P - Establishments</u>									
1115	Interest on Deposits	30,000	72,504	50,000	52,879	70,000	0	57,000	0	0
1200	Sale of Stationery	0	6	0	0	0	0	0	0	0
1230	Roadside Advertising-Charities	400	750	416	360	450	0	750	0	0
1231	Banner Income	1,000	810	1,025	330	495	0	800	0	0
1232	Town Crier Advertising	600	1,375	1,000	1,200	1,800	0	1,400	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1350	Revenue Grant income	0	2,000	0	0	0	0	0	0	0
1889	Waste Sacks Income	5,500	7,549	0	4,792	5,000	0	0	0	0
1990	Other Income	0	18,195	0	2,281	1,973	0	0	0	0
Total Income		37,500	103,189	52,441	61,842	79,718	0	59,950	0	0
4010	Gross Pay	360,410	411,339	400,529	292,389	438,584	0	449,000	0	0
4011	Mileage	559	488	572	429	644	0	604	0	0
4012	Expenses	1,000	1,111	1,025	679	1,019	0	1,082	0	0
4270	Employers Pension Contribution	41,700	45,374	44,006	28,890	43,335	0	46,826	0	0
4271	Pension Deficiency	80,000	79,956	80,000	54,368	80,000	0	0	0	0
5340	Plants	0	0	0	67	100	0	0	0	0
5500	Equipment Hired and New	1,000	2,463	1,025	3,604	4,000	0	1,066	0	0
6016	Contractor Payments	0	0	0	200	300	0	0	0	0
6020	Insurance Cost	19,295	19,510	20,000	26,982	26,982	0	25,000	0	0
6101	Telephone	5,490	4,716	5,627	3,704	5,519	0	5,852	0	0
6200	Printing & Stationery	17,000	25,946	19,000	17,655	25,713	0	24,000	0	0
6210	Postage & Courier	4,000	5,016	4,100	5,235	7,828	0	5,000	0	0
6240	Computer/ Data Base/WP's	18,000	32,685	24,000	16,306	24,279	0	27,000	0	0
6241	Website Costs	600	423	615	518	777	0	600	0	0
6242	I.T. Infrastructure	11,000	9,229	8,000	2,561	3,842	0	8,320	0	0
6300	Computer Software	5,500	7,816	5,637	8,975	13,169	0	9,000	0	0
6315	Recruitment Costs	2,000	2,000	2,000	0	0	0	2,000	0	0
6320	Staff Training	3,300	5,078	4,000	2,156	2,500	0	4,040	0	0
6321	Investors in People	1,000	0	1,000	0	1,000	0	1,000	0	0
6330	Welfare/Hospitality	4,000	3,574	4,100	2,774	4,108	0	4,264	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6340	Staff Uniforms	0	209	0	175	262	0	0	0	0
6410	Civic Exps/Annual Reception	2,100	3,427	2,152	1,539	2,152	0	3,000	0	0
6415	Gifts/hospitality	1,200	582	1,200	330	495	0	1,200	0	0
6421	Honour Bd. Badges & Insignia	200	1,220	350	95	143	0	364	0	0
6435	Members Expenses	3,500	1,545	3,587	0	2,000	0	3,730	0	0
6460	Publicity & Democratic notices	500	1,748	1,000	1,454	1,747	0	1,600	0	0
6461	Banner Costs	1,300	2,352	1,600	2,182	2,500	0	1,600	0	0
6610	Audit Fees	5,500	4,923	5,125	401	5,000	0	4,500	0	0
6620	Legal Expenses	2,000	1,050	2,050	670	1,005	0	2,132	0	0
6630	Professional Fees	0	2,242	5,950	21,125	21,500	0	0	0	0
6635	Professional Fees Licensing	1,500	1,050	1,000	570	855	0	1,000	0	0
6710	Conference Fees & Expenses	2,500	3,897	3,000	3,881	4,157	0	3,120	0	0
6720	Books and Periodicals	400	26	416	149	0	0	416	0	0
6730	Subscriptions	6,600	7,187	6,765	7,556	10,000	0	7,200	0	0
6889	Waste Sacks	3,300	5,252	0	2,580	3,000	0	0	0	0
6900	Sundry Expenses	500	806	500	145	193	0	520	0	0
6922	Health&Safety/Risk Assessments	5,200	5,054	5,330	4,403	6,600	0	5,543	0	0
6952	Protective Clothing	0	0	0	447	670	0	0	0	0
6975	Bank Charges	1,600	2,612	1,640	2,396	3,391	0	1,705	0	0
6976	Credit card charges	800	1,562	820	959	1,424	0	1,200	0	0
7010	Election Expenses	5,000	1,000	6,000	0	6,000	0	6,000	0	0
7611	Contingency provision	32,435	6,000	54,470	0	30,000	0	70,000	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

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		724,591	782,067	800,793	554,348	859,395	0	802,086	0	0
31 Net Income over Expenditure		-687,091	-678,878	-748,352	-492,507	-779,677	0	-742,136	0	0
8001	plus Transfer from EMR	0	36,697	0	-1,500	0	0	0	0	0
8002	less Transfer to EMR	0	17,177	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(687,091)	(659,358)	(748,352)	(494,006)	(779,677)		(742,136)		
<u>32</u>	<u>F & G P - General</u>									
1208	Other Events Income	0	0	0	828	828	0	0	0	0
1350	Revenue Grant income	0	1,610	0	0	0	0	0	0	0
1490	Christmas Lights Switch On	6,000	8,845	6,000	9,845	9,385	0	8,000	0	0
1496	Special events income	0	80	0	0	0	0	0	0	0
Total Income		6,000	10,535	6,000	10,673	10,213	0	8,000	0	0
5410	Repairs & General Maintenance	0	5	0	0	0	0	0	0	0
6490	Christmas Lights Switch On	28,000	28,783	28,000	10,169	29,000	0	28,000	0	0
6491	Remembrance Day/Civic Serv.	5,000	5,380	5,125	4,872	4,872	0	5,330	0	0
6869	Special Events	20,000	12,766	10,500	11,602	11,602	0	12,000	0	0
Overhead Expenditure		53,000	46,934	43,625	26,643	45,474	0	45,330	0	0
32 Net Income over Expenditure		-47,000	-36,399	-37,625	-15,971	-35,261	0	-37,330	0	0
8001	plus Transfer from EMR	0	0	0	2,705	0	0	0	0	0
Movement to/(from) Gen Reserve		(47,000)	(36,399)	(37,625)	(13,266)	(35,261)		(37,330)		
<u>33</u>	<u>F & G P - Council Offices</u>									

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1022	Letting & Hire of Facilities	12,429	9,387	10,500	15,086	22,953	0	16,000	0	0
1030	Electricity recharge	0	2,328	0	514	771	0	0	0	0
1213	Event catering	0	126	0	0	0	0	0	0	0
Total Income		12,429	11,841	10,500	15,600	23,724	0	16,000	0	0
4010	Gross Pay	4,369	4,336	8,215	3,280	4,920	0	45,000	0	0
4270	Employers Pension Contribution	340	356	348	194	292	0	2,772	0	0
5340	Plants	0	28	0	0	0	0	0	0	0
5410	Repairs & General Maintenance	5,200	12,388	717	877	1,202	0	1,000	0	0
5500	Equipment Hired and New	0	0	0	487	550	0	0	0	0
6000	Rent & Rates	28,000	28,392	28,700	25,974	34,632	0	33,000	0	0
6010	Light Heat & Cleaning	4,754	1,373	3,500	716	983	0	1,000	0	0
6011	Electricity	3,000	1,237	4,000	4,526	7,000	0	3,245	0	0
6012	Gas	3,000	1,702	2,000	873	1,310	0	2,000	0	0
6013	Cleaning	0	0	0	11	16	0	0	0	0
6014	Water	2,349	1,971	2,407	902	1,353	0	2,541	0	0
6016	Contractor Payments	0	0	0	904	904	0	0	0	0
6104	Mobile Telephone	75	158	100	122	183	0	156	0	0
6635	Professional Fees Licensing	0	295	0	295	295	0	0	0	0
6900	Sundry Expenses	0	60	0	0	0	0	0	0	0
6922	Health&Safety/Risk Assessments	900	1,455	922	195	293	0	958	0	0
6930	Alarm Maintenance	1,000	673	1,000	921	921	0	1,000	0	0
6935	Waste Bin Disposal-Waste Bins	1,400	1,118	1,435	696	1,002	0	1,514	0	0
6952	Protective Clothing	100	46	100	0	0	0	104	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		54,487	55,587	53,444	40,974	55,856	0	94,290	0	0
33 Net Income over Expenditure		-42,058	-43,746	-42,944	-25,374	-32,132	0	-78,290	0	0
8001	plus Transfer from EMR	0	3,780	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(42,058)	(39,966)	(42,944)	(25,374)	(32,132)		(78,290)		
<u>36</u>	<u>F & G P - Bat & Ball Centre</u>									
1022	Letting & Hire of Facilities	108,000	109,693	115,000	115,026	130,000	0	120,000	0	0
1030	Electricity recharge	169	442	173	149	223	0	500	0	0
1213	Event catering	0	832	400	360	540	0	0	0	0
1445	Outdoor Activities	200	338	500	86	128	0	216	0	0
1457	Indoor Activities	5,293	6,682	6,000	4,595	6,892	0	6,000	0	0
1550	Insurance Claims	0	0	0	3,200	3,200	0	0	0	0
1989	Facilities Damage Income	0	0	0	2,139	2,139	0	0	0	0
1990	Other Income	0	528	0	374	425	0	0	0	0
Total Income		113,662	118,516	122,073	125,928	143,547	0	126,716	0	0
4010	Gross Pay	82,100	88,998	91,154	64,692	97,037	0	94,000	0	0
4012	Expenses	0	24	0	2	3	0	0	0	0
4270	Employers Pension Contribution	3,300	3,084	3,552	1,945	2,917	0	3,300	0	0
5318	SCC Car Park	0	0	0	456	684	0	0	0	0
5320	Fertilizers	0	119	0	22	33	0	0	0	0
5340	Plants	200	31	205	44	66	0	205	0	0
5410	Repairs & General Maintenance	2,000	8,836	6,000	15,899	17,889	0	8,000	0	0
5500	Equipment Hired and New	1,000	2,558	1,025	5,580	7,000	0	1,066	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5525	Equipment Maintenance	0	64	0	30	44	0	0	0	0
6000	Rent & Rates	6,000	5,302	6,150	5,838	7,784	0	8,000	0	0
6011	Electricity	14,000	14,109	14,350	6,281	12,000	0	14,924	0	0
6012	Gas	1,764	1,948	1,808	1,293	1,939	0	2,300	0	0
6013	Cleaning	2,000	2,536	2,050	2,076	3,059	0	2,132	0	0
6014	Water	3,197	370	2,000	308	1,000	0	1,500	0	0
6016	Contractor Payments	0	0	0	357	1,000	0	0	0	0
6101	Telephone	600	617	615	410	616	0	649	0	0
6104	Mobile Telephone	240	117	246	58	75	0	246	0	0
6200	Printing & Stationery	0	11	0	140	210	0	0	0	0
6240	Computer/ Data Base/WP's	400	21	410	0	0	0	0	0	0
6330	Welfare/Hospitality	500	604	512	572	858	0	532	0	0
6520	Refreshments for Resale	1,000	3,639	3,000	2,636	2,636	0	3,000	0	0
6630	Professional Fees	0	2,937	0	0	0	0	0	0	0
6635	Professional Fees Licensing	500	686	520	443	443	0	541	0	0
6900	Sundry Expenses	50	79	52	0	0	0	54	0	0
6922	Health&Safety/Risk Assessments	2,000	3,726	2,500	4,433	5,500	0	2,600	0	0
6930	Alarm Maintenance	902	398	924	763	763	0	800	0	0
6931	CCTV Maintenance	400	4,191	410	240	360	0	410	0	0
6935	Waste Bin Disposal-Waste Bins	2,100	1,772	2,152	1,048	1,482	0	2,500	0	0
6952	Protective Clothing	250	94	250	0	0	0	250	0	0
	Overhead Expenditure	124,503	146,872	139,885	115,566	165,398	0	147,009	0	0
	36 Net Income over Expenditure	-10,841	-28,356	-17,812	10,361	-21,851	0	-20,293	0	0
8001	plus Transfer from EMR	0	5,731	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
8002	less Transfer to EMR	0	-137	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,841)	(22,489)	(17,812)	10,361	(21,851)		(20,293)		
<u>38</u>	<u>F & G P - Grants</u>									
7500	Local Organisations Grants	15,000	15,000	22,900	11,840	22,900	0	24,000	0	0
7502	Sevenoaks Summer Festival	5,000	5,000	5,000	5,000	5,000	0	5,000	0	0
7520	Twinning Support	1,000	950	1,000	0	1,000	0	1,000	0	0
7552	Youth Outreach	8,000	7,360	8,200	3,188	8,200	0	10,000	0	0
7553	West Kent Housing - Youth Prov	0	15,000	0	0	0	0	0	0	0
7556	Stag Community Arts Centre	27,000	27,000	27,000	27,000	27,000	0	27,000	0	0
7557	Community Rail Partnership	3,000	3,000	3,000	3,000	3,000	0	3,000	0	0
7558	Green Sands Common	4,000	432	0	0	0	0	0	0	0
	Overhead Expenditure	63,000	73,742	67,100	50,028	67,100	0	70,000	0	0
8001	plus Transfer from EMR	0	12,055	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(63,000)	(61,687)	(67,100)	(50,028)	(67,100)		(70,000)		
<u>39</u>	<u>F & G P - Property</u>									
1469	O/S Ground Rents & Wayleaves	6,500	6,424	6,662	5,605	6,662	3,700	6,662	0	0
	Total Income	6,500	6,424	6,662	5,605	6,662	3,700	6,662	0	0
6014	Water	0	14	0	0	0	0	0	0	0
	Overhead Expenditure	0	14	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	6,500	6,410	6,662	5,605	6,662		6,662		
<u>40</u>	<u>Town Team</u>									

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1204	Holly Party	0	1,006	0	1,535	1,228	0	0	0	0
1206	Business Awards	7,426	3,385	7,450	5,983	5,983	0	7,450	0	0
1207	Business Show	4,377	4,605	5,000	6,725	6,725	0	5,000	0	0
1350	Revenue Grant income	0	6,767	0	0	0	0	0	0	0
1990	Other Income	0	450	0	0	0	0	0	0	0
Total Income		11,803	16,213	12,450	14,244	13,936	0	12,450	0	0
6101	Telephone	108	0	110	0	0	0	110	0	0
6200	Printing & Stationery	110	183	114	0	0	0	114	0	0
6240	Computer/ Data Base/WP's	827	350	847	0	0	0	847	0	0
6241	Website Costs	282	25	289	310	310	0	289	0	0
6244	Information Screens	1,345	480	1,000	360	360	0	1,000	0	0
6322	Business Awards	8,116	5,592	8,318	5,966	5,735	0	8,318	0	0
6323	Business Show	2,992	4,529	3,687	4,400	4,400	0	3,687	0	0
6325	Holly Party Expense	0	2,377	0	2,233	4,000	0	0	0	0
6326	Health & Wellness Initiative	0	0	0	12	0	0	0	0	0
6461	Banner Costs	807	0	827	0	0	0	827	0	0
6730	Subscriptions	589	150	603	150	225	0	603	0	0
6900	Sundry Expenses	786	4,000	805	10	800	0	805	0	0
7000	Reinvestment	841	0	850	0	0	0	850	0	0
7607	Christmas events	0	314	0	76	0	0	0	0	0
Overhead Expenditure		16,803	17,999	17,450	13,517	15,830	0	17,450	0	0
Movement to/(from) Gen Reserve		(5,000)	(1,787)	(5,000)	727	(1,894)		(5,000)		

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>41</u>	<u>Business Hub</u>									
1022	Letting & Hire of Facilities	1,300	1,605	1,332	443	664	0	1,406	0	0
1026	Hot Desking Facility	5,200	4,298	5,330	2,694	4,042	0	5,624	0	0
1029	Office Pods	16,471	15,615	16,882	10,670	15,160	0	17,815	0	0
1031	Chamber of Commerce	5,451	6,300	5,587	3,875	5,813	0	5,896	0	0
Total Income		28,422	27,817	29,131	17,683	25,679	0	30,741	0	0
4010	Gross Pay	6,700	8,268	8,525	6,572	9,858	0	9,000	0	0
4270	Employers Pension Contribution	243	0	274	97	145	0	263	0	0
5410	Repairs & General Maintenance	300	1,129	307	1,990	2,500	0	324	0	0
5500	Equipment Hired and New	500	697	512	352	527	0	541	0	0
6000	Rent & Rates	3,000	1,647	2,000	1,482	1,975	0	2,100	0	0
6010	Light Heat & Cleaning	16,211	220	13,000	405	516	0	0	0	0
6011	Electricity	0	8,636	0	2,104	3,500	0	9,000	0	0
6013	Cleaning	0	0	0	0	0	0	600	0	0
6014	Water	0	0	0	0	0	0	500	0	0
6105	Broadband wi-fi service	1,800	1,698	1,845	1,132	1,698	0	1,918	0	0
6200	Printing & Stationery	0	6	0	0	0	0	0	0	0
6900	Sundry Expenses	1,000	1,248	1,025	787	1,180	0	1,082	0	0
6922	Health&Safety/Risk Assessments	170	946	177	1,174	1,761	0	184	0	0
6930	Alarm Maintenance	300	159	312	260	260	0	324	0	0
6931	CCTV Maintenance	160	159	164	166	166	0	173	0	0
6976	Credit card charges	350	362	358	251	377	0	379	0	0
Overhead Expenditure		30,734	25,176	28,499	16,770	24,463	0	26,388	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		2024/2025		2025/2026				2026/27		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(2,312)	2,642	632	912	1,216		4,353		
<u>42</u>	<u>Sevenoaks Town Mayor</u>									
1500	Fundraising	0	1,983	0	1,407	2,027	0	0	0	0
1752	Quiz Night Income	0	4,243	0	425	4,300	0	0	0	0
1754	Knole Tour Income	0	1,104	0	356	534	0	0	0	0
1755	Chevening Visit Income	0	1,856	0	1,139	1,709	0	0	0	0
1756	Int'l Women's Day Event Income	0	3,450	0	0	0	0	0	0	0
1759	Autumn Colours Income	0	480	0	0	0	0	0	0	0
Total Income		0	13,117	0	3,327	8,570	0	0	0	0
6443	Mayors Allowance 2024/2025	6,044	5,992	0	0	0	0	0	0	0
6444	Mayors Car Allowance 2024/2025	2,715	2,335	0	0	-1	0	0	0	0
6445	Autumn Colours Expenditure	0	383	0	0	0	0	0	0	0
6446	Mayors Allowance 2025/2026	0	0	6,044	2,905	6,044	0	6,044	0	0
6447	Mayors Car Allowance 2025/2026	0	0	2,715	0	2,715	0	2,715	0	0
7100	Mayoral Charity Donations	0	5,331	0	6,185	6,185	0	0	0	0
7202	Quiz Night Expenditure	0	1,941	0	0	0	0	0	0	0
7204	Knole Tour Expenditure	0	0	0	466	466	0	0	0	0
7205	Chevening Visit Expenditure	0	0	0	2,416	2,416	0	0	0	0
7206	Int'l Women's Day Event Exp.	0	2,318	0	234	0	0	0	0	0
Overhead Expenditure		8,759	18,300	8,759	12,204	17,825	0	8,759	0	0
Movement to/(from) Gen Reserve		(8,759)	(5,183)	(8,759)	(8,878)	(9,255)		(8,759)		
<u>43</u>	<u>Youth Council</u>									

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7555	Youth Council Support	500	0	500	0	0	0	500	0	0
	Overhead Expenditure	500	0	500	0	0	0	500	0	0
8001	plus Transfer from EMR	0	-500	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(500)	(500)	(500)	0	0		(500)		
<u>45</u>	<u>BID</u>									
6630	Professional Fees	1,414	18,677	0	0	0	0	0	0	0
	Overhead Expenditure	1,414	18,677	0	0	0	0	0	0	0
8001	plus Transfer from EMR	0	18,677	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,414)	0	0	0	0		0		
<u>50</u>	<u>Youth Cafe</u>									
1022	Letting & Hire of Facilities	3,100	5,662	4,000	4,011	5,954	0	4,000	0	0
1211	Sale of Goods	2,000	3,064	2,000	2,252	3,336	0	2,500	0	0
1213	Event catering	0	125	0	0	0	0	0	0	0
1350	Revenue Grant income	0	19,612	0	1,375	11,375	0	0	0	0
1990	Other Income	0	3,378	0	0	0	0	0	0	0
	Total Income	5,100	31,840	6,000	7,638	20,665	0	6,500	0	0
4010	Gross Pay	52,100	63,773	62,000	50,176	75,264	0	70,000	0	0
4012	Expenses	0	819	0	0	0	0	0	0	0
4270	Employers Pension Contribution	1,900	2,887	2,090	2,093	3,139	0	2,500	0	0
5410	Repairs & General Maintenance	4,980	4,512	1,025	1,844	1,844	0	1,066	0	0
5500	Equipment Hired and New	4,724	5,648	520	1,735	2,603	0	541	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6010	Light Heat & Cleaning	200	285	205	221	308	0	300	0	0
6101	Telephone	700	552	717	408	612	0	757	0	0
6105	Broadband wi-fi service	200	407	400	263	394	0	416	0	0
6200	Printing & Stationery	200	901	205	53	80	0	213	0	0
6210	Postage & Courier	0	28	0	42	63	0	0	0	0
6240	Computer/ Data Base/WP's	300	2,471	500	645	645	0	520	0	0
6241	Website Costs	200	222	205	96	84	0	213	0	0
6281	Furnishings,Furniture/Eqpt	500	0	515	0	0	0	535	0	0
6320	Staff Training	100	160	100	610	270	0	104	0	0
6330	Welfare/Hospitality	0	0	0	40	60	0	0	0	0
6340	Staff Uniforms	200	328	205	134	201	0	205	0	0
6460	Publicity & Democratic notices	0	35	0	506	759	0	0	0	0
6500	Goods for Resale	2,000	2,947	2,050	2,185	2,879	0	2,163	0	0
6505	Cafe consumables	0	37	0	6	7	0	0	0	0
6635	Professional Fees Licensing	450	302	461	672	672	0	350	0	0
6730	Subscriptions	0	2,000	0	0	0	0	0	0	0
6900	Sundry Expenses	400	197	400	89	101	0	416	0	0
6922	Health&Safety/Risk Assessments	1,000	1,131	1,250	620	931	0	1,200	0	0
6935	Waste Bin Disposal-Waste Bins	0	120	0	0	0	0	0	0	0
6952	Protective Clothing	0	0	0	103	155	0	0	0	0
6976	Credit card charges	0	0	0	19	29	0	0	0	0
9029	Youth Cafe toilet refurb	0	0	0	200	200	0	0	0	0
Overhead Expenditure		70,154	89,761	72,848	62,760	91,300	0	81,499	0	0
50 Net Income over Expenditure		-65,054	-57,921	-66,848	-55,123	-70,635	0	-74,999	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
8001	plus Transfer from EMR	0	315	0	399	0	0	0	0	0
8002	less Transfer to EMR	0	18	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(65,054)	(57,624)	(66,848)	(54,724)	(70,635)		(74,999)		
<u>60</u>	<u>Markets</u>									
1017	Rental Income Sat Market	20,567	22,742	21,081	15,331	22,997	0	22,000	0	0
1018	Rental Income Wed Market	12,506	13,185	12,818	7,578	11,366	0	12,818	0	0
1019	Rental Income Blighs Market	18,512	19,745	18,974	14,493	21,740	0	19,732	0	0
1033	Rental income Christmas Market	0	3,525	0	570	855	0	0	0	0
1208	Other Events Income	0	1,138	0	480	480	0	0	0	0
1211	Sale of Goods	0	131	0	0	0	0	0	0	0
Total Income		51,585	60,466	52,873	38,452	57,438	0	54,550	0	0
4010	Gross Pay	2,031	1,988	2,139	1,427	2,141	0	2,285	0	0
5410	Repairs & General Maintenance	200	47	205	20	30	0	205	0	0
5420	Saturday market charges	17,345	14,938	16,000	10,401	15,601	0	16,640	0	0
5421	Wednesday Market charges	11,244	8,335	15,500	10,401	15,601	0	16,120	0	0
5424	Vegan Market Expenditure	0	1,131	0	41	42	0	0	0	0
5426	Christmas Market	0	50	0	0	0	0	0	0	0
6001	Blighs Market Charges	12,000	8,258	9,000	5,539	8,309	0	9,500	0	0
6010	Light Heat & Cleaning	200	83	205	0	0	0	213	0	0
6011	Electricity	0	392	0	300	450	0	0	0	0
6200	Printing & Stationery	0	0	0	20	30	0	0	0	0
6461	Banner Costs	0	0	0	156	234	0	0	0	0
6635	Professional Fees Licensing	200	0	205	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 9)

		<u>2024/2025</u>		<u>2025/2026</u>				<u>2026/27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6650	Bad debts	0	25	0	0	0	0	0	0	0
6730	Subscriptions	100	0	102	0	0	0	102	0	0
	Overhead Expenditure	43,320	35,246	43,356	28,305	42,438	0	45,065	0	0
	60 Net Income over Expenditure	8,265	25,219	9,517	10,147	15,000	0	9,485	0	0
8002	less Transfer to EMR	0	-141	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	8,265	25,360	9,517	10,147	15,000		9,485		
<u>61</u>	<u>Longspring Woods</u>									
1854	Longspring Woods Donations	0	300	0	0	0	0	0	0	0
	Total Income	0	300	0	0	0	0	0	0	0
8002	less Transfer to EMR	0	300	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
<u>70</u>	<u>Precept</u>									
1995	Precept	1,437,614	1,437,614	1,545,147	1,030,099	1,545,148	0	1,621,919	0	0
	Total Income	1,437,614	1,437,614	1,545,147	1,030,099	1,545,148	0	1,621,919	0	0
	Movement to/(from) Gen Reserve	1,437,614	1,437,614	1,545,147	1,030,099	1,545,148		1,621,919		
	Total Budget Income	1,866,414	2,108,512	1,997,096	1,530,955	2,171,011	3,700	2,115,519	0	0
	Expenditure	1,897,057	2,167,219	1,997,096	1,487,130	2,189,033	0	2,115,519	0	0
	Net Income over Expenditure	-30,643	-58,707	0	43,825	-18,022	3,700	0	0	0
	plus Transfer from EMR	0	130,975	0	(5,184)	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

	<u>2024/2025</u>		Total	<u>2025/2026</u>		Committed	<u>2026/27</u>		
	Budget	Actual		Actual YTD	Projected		Agreed	EMR	Carried Forward
less Transfer to EMR	0	21,750	0	8,488	0	0	0	0	0
Movement to/(from) Gen Reserve	(30,643)	50,518	0	30,152	(18,022)		0		

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Agenda Item 11
Finance & Delivery Committee - 12th
January 2026



Town and Parish Councils

**31 March 2025 valuation funding pool
results schedule**

Kent Pension Fund

Barnett Waddingham LLP

27 November 2025



Introduction

This schedule is provided to Kent County Council as administering authority to Kent Pension Fund (the Fund). It has been generated from our online employer results modelling tool **Illuminate Me**. It may be shared with employers who participate in the Town and Parish Councils (the Pool), provided it is done so in whole, but it does not constitute advice to them. The Fund is part of the Local Government Pension Scheme (LGPS).

The purpose of this document is to provide a summary of the preliminary results of the actuarial valuation as at 31 March 2025 in relation to the Pool's individual funding position along with proposed contribution rates. A full valuation report will follow by 31 March 2026, which will provide details of the valuation method, assumptions and results of the valuation.

The purpose of the valuation is to review the financial position of the Fund and to set appropriate contribution rates for each employer in the Fund for the period from 1 April 2026 to 31 March 2029 as required under Regulation 62 of the Local Government Pension Scheme Regulations 2013 (the Regulations) as amended. These contributions rates will be based on the membership and funding of the Pool.

Please note that member contributions are paid into the Fund at rates as set out in the Regulations.

We recommend that this report is read alongside the Fund's draft Funding Strategy Statement (FSS) where appropriate for the participating employer to further understand the results as set out in this schedule. The draft Funding Strategy Statement was uploaded on the consultation platform "Let's Talk Kent" and you are invited to respond to the consultation on the document which is open until 31 December 2025.

It has been agreed that from the 2025 valuation, the Town and Parish Councils will form a funding pool. The results in this report are therefore the results of the Town and Parish Council pool as a whole. As such, there are no comparators for the previous valuation. Please refer to the 2022 individual employer valuation reports for the 2022 results at individual employer level.

Compliance statement

This schedule is subject to and complies with Technical Actuarial Standard 100: General Actuarial Standards (TAS 100) as a component communication of the 31 March 2025 valuation. This schedule does not constitute advice to the participating employer. Barnett Waddingham LLP shall not accept liability should the schedule be relied upon by any third party or for any purpose other than that stated above.

Pool results

Contribution rates

The total contribution rates payable by employers consists of two elements, the primary rate and the secondary rate. The primary rate covers the cost of benefit accrual expressed as a percentage of pay. The secondary rate of an employer's contributions is any percentage or amount by which, in the actuary's opinion, contributions at the primary rate should, in the case of a Scheme employer, be increased or reduced by to reach the total rate payable reflecting any circumstances particular to that employer (for example, to recover a funding deficit identified or to manage any contribution rate changes).

The proposed minimum contribution rates for the three-year period from 1 April 2026 to 31 March 2029 are detailed below. These contribution rates have been provided to the administering authority and reviewed via **Illuminate ME**. Employers may pay further amounts at any time.

Contribution rate results	Provisionally certified		
	31 March 2027	31 March 2028	31 March 2029
Year ending			
Total contributions	19.2%	19.2%	19.2%
Consisting of:			
Primary rate (of pay p.a.)	19.2%	19.2%	19.2%
Secondary rate (% of pay plus £ p.a.)	-	-	-

Assumptions

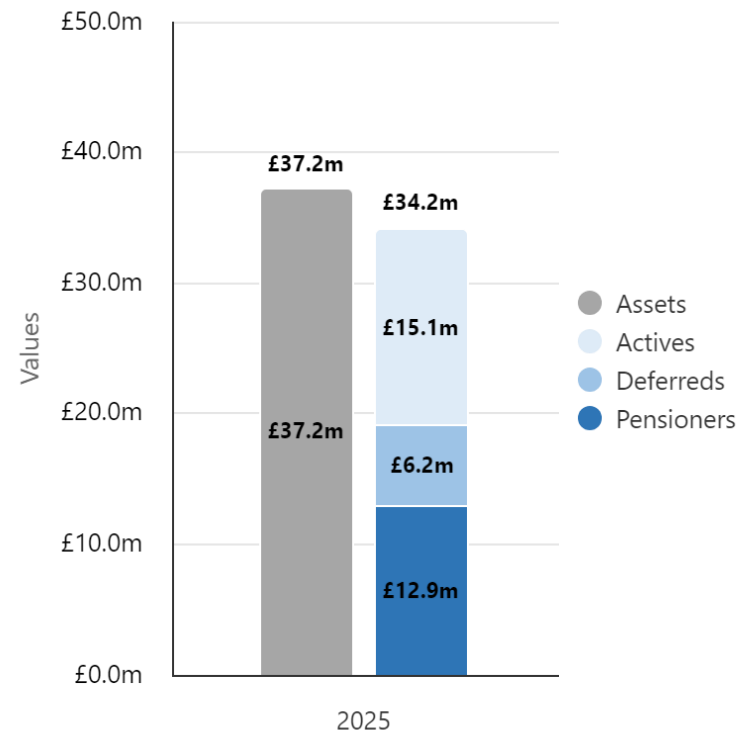
These rates have been calculated using the following assumptions:

- Surplus will only be repaid through a reduction in contributions for employers with a funding level above 110%.
- Any deficit recovery periods are a maximum of 8 years.
- Please refer to the Fund's Funding Strategy Statement for further information on the approach taken to setting contribution rates.

Funding position

Each participating employer, or group of similar employers, will likely have differing results to the Fund as a whole depending upon their own profile of membership within the Fund, and how this has changed in the inter-valuation period.

The preliminary results as at 31 March 2025 for the Town and Parish Council pool are set out in the chart below.



The Pool has a funding surplus of £3.0m at 31 March 2025, equating to a funding level of 108.8%. As mentioned previously, please refer to the 2022 individual employer valuation reports for the 2022 results at an individual employer level. However, please note that these are not comparable as we have considered all employers in the Pool as a whole this valuation.

Risks

There are many factors that affect the Fund's funding position and could lead to the Fund's funding objectives not being met within the timescales expected. Some of the key risks that could have a material impact on the Fund are:

- Employer covenant risk
- Investment risk
- Inflation risk
- Mortality risk
- Member options risk
- Regulatory risk
- Climate risk

The sensitivity of the funding results to some of these risks is set out in the Fund's Funding Strategy Statement (FSS) and will be set out in the final valuation report which will be published by 31 March 2026. Please note that this is not an exhaustive list. Further information on these risks and more will be set out in greater detail in the FSS.

Gender Pensions Gap

The Gender Pensions Gap (GPG) is the differences in retirement income or retirement wealth for men and women. It is influenced by the gender pay gap, as well as other factors, principally working patterns.

There has been increasing interest in the GPG in the LGPS in the last few years. In 2023, the Scheme Advisory Board (SAB) set up a working group made up of fund officers, consultants, actuaries, Ministry of Housing Communities and Local Government (MHCLG) and SAB representatives, to consider how this issue should be dealt with in the LGPS.

In the recent Access and Fairness consultation, it was proposed that LGPS funds report on their GPG and this information will be included in the final whole fund valuation report.

If you would like more information on the Gender Pensions Gap and the additional services Barnett Waddingham can provide, please get in touch using the contact information at the end of this report.

Next steps

The agreed contributions payable by employers participating in the Pool will be set out in the Rates and Adjustments Certificate issued alongside the actuarial valuation report by 31 March 2026. The administering authority is happy to discuss the proposed rates with employers.

Appendix 1 Information and methods

Membership data

The membership data provided for the Pool is summarised below and this is what the results are based on. Checks have been applied to the data for reasonableness, but employers should let the Fund know if this does not look in line with their expectations of the existing membership profile. If there are any material changes to the data then the figures in this report may need to be reissued.

31 March 2025			
	Current Number	Salary/Pension	Average Age
Active	233	£6.40m	51.0
Deferred (inc. Undecided)	191	£0.43m	53.0
Pensioner and Dependant	208	£0.98m	73.0

Valuation of liabilities

Using the valuation assumptions shown below, we estimate the future cashflows which will be made to and from the Fund throughout the future lifetime of existing active members, deferred pensioner members, pensioners and their dependants. We use these to calculate the amount of money which if invested now, would be sufficient together with the assumed growth in the assets to make those payments in future. This amount is called the present value of members' benefits and separate calculations are made in respect of service up to the valuation date (past service), and for service after (future service).

We compare the value of existing assets with the value of past service benefits (allowing for future salary and pension increases). If there is an excess of assets over accrued liabilities then there is a surplus, otherwise, there is a deficit.

To calculate contribution rates we first calculate the value of future benefits. If an employer is open to new members, we will usually consider the value of benefits accruing in the first year. If an employer is closed to new members, then we will usually consider a longer term, for example, the value of benefits accruing in the remaining working lifetime of the members. The value of these benefits is then expressed as a percentage of payroll over the same period, having first deducted the projected contributions to be paid by the members.

If there is a deficit, additional contributions are required to be paid by employers over an agreed period, either as a percentage of payroll, or as monetary amounts.

If there is a surplus, an adjustment may be made to the total contribution rate using a negative secondary rate. Any adjustment will be made as appropriate after consideration of any circumstances particular to the Pool.

More information on the valuation of liabilities and the rules around setting contribution rates is set out in the FSS.

McCloud

Regulations in respect of the McCloud and Sargeant judgments in respect of historical age discrimination came into force on 1 October 2023. Where available, we use the pay and service history included in the valuation data extracts to estimate the cost of the remedy. For relevant members, we compare the estimated value of the final salary benefits and CARE benefits accrued during the remedy period, using an assumption for future salary growth, to determine whether the final salary underpin is likely to apply.

Assets

Assets are calculated as a six-month smoothed market value straddling the valuation date. The purpose of smoothing the asset value is to help stabilise employer contributions and it means that contribution rates are not singularly dependent on the market value of assets and market conditions on one particular day.

Assets are not separately held for each employer. The Fund holds assets in respect of all of the employers in the Fund and each employer has a notional share of these assets. Each employer's own notional share is fully re-apportioned at the actuarial valuation by accumulating the assets from the previous valuation with respect to the Fund's investment return achieved over the period, and with allowance for cashflows paid in respect of employers and any other experience.

Appendix 2 Summary of the Fund results

Assumptions

In summary, we have adopted the following key assumptions at 31 March 2025 (with comparison to those adopted at the previous funding valuation).

Key assumptions	31 March 2025	31 March 2022
Discount rate	4.9% p.a	4.5% p.a
CPI inflation	2.7% p.a	2.9% p.a
Salary increases	3.7% p.a	3.9% p.a
Post-retirement mortality	Male / Female	Male / Female
Member table and multiplier (males)	105% of S4PMA for males and females	110% of S3PMA for males and females
Mortality table and multiplier (females)		
Projection model	CMI_2024	CMI_2021
Long-term rate of improvement	1.5%	1.25%
Initial addition to improvements	0.0%	0.0%
Half-life overlay	1 year	n/a

For more information on the derivation of the different assumptions in the table above, please see the draft Funding Strategy Statement which is available on request.

Past service funding position (whole Fund)

Using these assumptions, the chart below sets out the preliminary valuation results for the whole Fund as at 31 March 2025 (with comparison to the whole fund results at 31 March 2022):



Comments on Fund results

We have the following comments on the Fund results:

- Changes in market conditions has increased the Fund surplus by approximately £600m
- Lower investment returns than assumed has decreased the Fund surplus by approximately £360m
- Higher inflation than assumed has decreased the surplus by approximately £640m
- Change in financial assumptions has increased the surplus by approximately £520m
- The increase in Fund liability on the ongoing basis due to allowing for the McCloud ruling is -£1m

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The information in this report is based on our understanding of current taxation law, proposed legislation and HM Revenue & Customs practice, which may be subject to future variation.

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Sevenoaks Town Council
Finance & Delivery Committee – 12th January 2026

SDC Community Asset Transfers – Timetable Update

Sevenoaks District Council has confirmed the following revised timetable for the consideration of Community Asset Transfers:

The Stag will be presented at the SDC March and April meetings detailed below.

Committee	Date
Finance and Investment Advisory Committee	24 March 2026
Cabinet	21 April 2026
Council (if required)	30 April 2026

Committee	Date
Finance and Investment Advisory Committee	24 March 2026
Cabinet	21 April 2026
Council (if required)	30 April 2026
Business cases to be presented:	
Parish/Town Council	Asset
Farningham Parish Council	Oliver Crescent, Farningham
Farningham Parish Council	Alban Crescent, Farningham
Eynsford Parish Council	Saddlers Park- No Valuation Report
Sevenoaks Town Council	Land at High Street - Market Rights – application only
Sevenoaks Town Council	Land at Bradbourne Vale Road (Horses Field) application only
Sevenoaks Town Council	Hollybush Recreation Ground and Related Assets
Sevenoaks Town Council	The Shambles, Clemency, 5 The Shambles, Sevenoaks, TN13 1LJ
Hartley Parish Council	Caxton Close

Sevenoaks Town Council has provided independent Market Valuation Reports for all its Business Cases submitted.

Sevenoaks Town Team Minutes of the Annual General Meeting

6:30pm: Wednesday 12th November 2025

Held at

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

Meeting started 6.30 p.m.

Meeting concluded: 7.45pm

Executive Board

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

In attendance: Dennis Glasspool, Jim Hughes, Andrew Pring (representing Knole Paddock RA), Cllr Varley, Cllr Dixon, Cllr Camp.

1. Apologies for Absence

Geraldine Tucker (who, having become Chair of The Sevenoaks Society has now stood down from the Board and been replaced by Richard Baxter).

Richard Baxter

Elizabeth Purves

Liz Dolding

Graham Clack

Roddy Hogarth

Byron Brown

Dawn Blee

2. Election of Chair of Sevenoaks Town Team

Cllr Tony Clayton, stood down before being nominated by Linda Larter to become Chair for 2025-2026, a motion which was carried unanimously. He went on to congratulate the whole Sevenoaks Team for the town's success in both the 2025 regional and national Britain in Bloom competitions

3. Election of Vice Chair of Sevenoaks Town Team

Maxine Morgans, stood down before being nominated by Linda Larter to become Vice Chair for 2025-2026, a motion which was carried unanimously.

4. Declarations of Interest

None

5. Minutes

To receive and approve the minutes of the Sevenoaks Town Team Executive Board meeting of 17th September 2025.

6. Annual Report

The Annual Report had been circulated in advance of the meeting and there were no points arising which were not covered later in the AGM agenda.

7. Finance matters

An abbreviated finance report was reviewed. It was noted that the outcomes to date are:

- Business Show – surplus of £2,325
- Business Awards – which were to take place two days later, too early to determine
- Holly Party – ticket sales in progress
- Spring Vegan Market- surplus of £439. Autumn market cancelled due to bad weather
- Business Hub - £735 surplus to date. Whereas the pods have been almost 100% occupied since the hub was opened, despite much advertising, there has been one vacant for about two months, which if it continues, will adversely affect performance.

8. Constitution of the Town Team Executive Board.

No new members, though a further residents association is considering.

9. Business Improvement District (BID).

The BID Steering Group has met five times. This has resulted in an appreciation of the type of projects that businesses consider will benefit them and for inclusion in the Business Plan.

At the most recent meeting the budget was discussed, with the main topics being:

The cost of staffing. Overheads have to be kept within 20% of the overall income of the BID and so discussion was held on how many staff it would take to run the BID effectively. The general consensus revolved around one full time and one part time employee. It is planned to talk to neighbouring BIDs to discover their experiences.

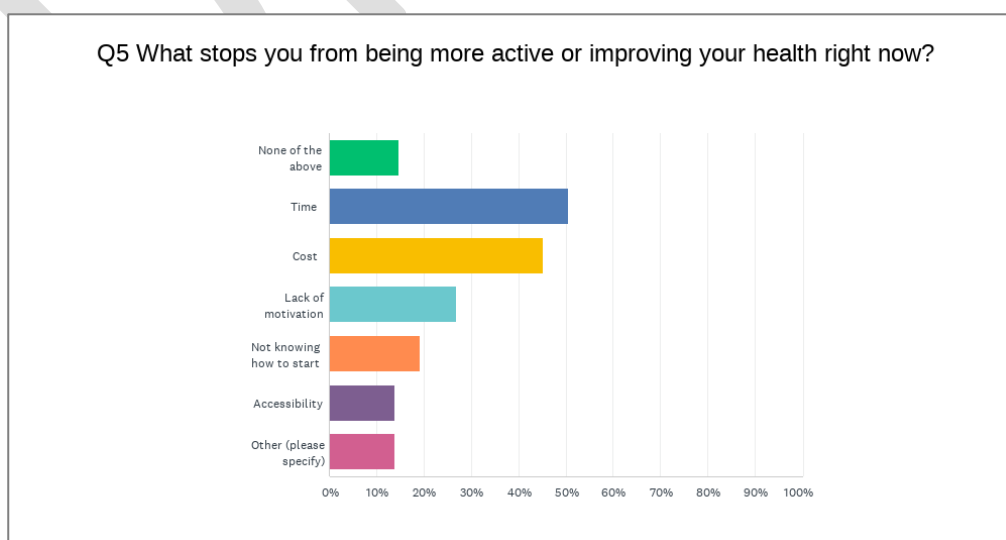
“What’s in it for me”. The current iteration is factually correct, but members felt that the emphasis should be shifted so that voting business can see how they would benefit, specifically from the joint marketing opportunities which would arise.

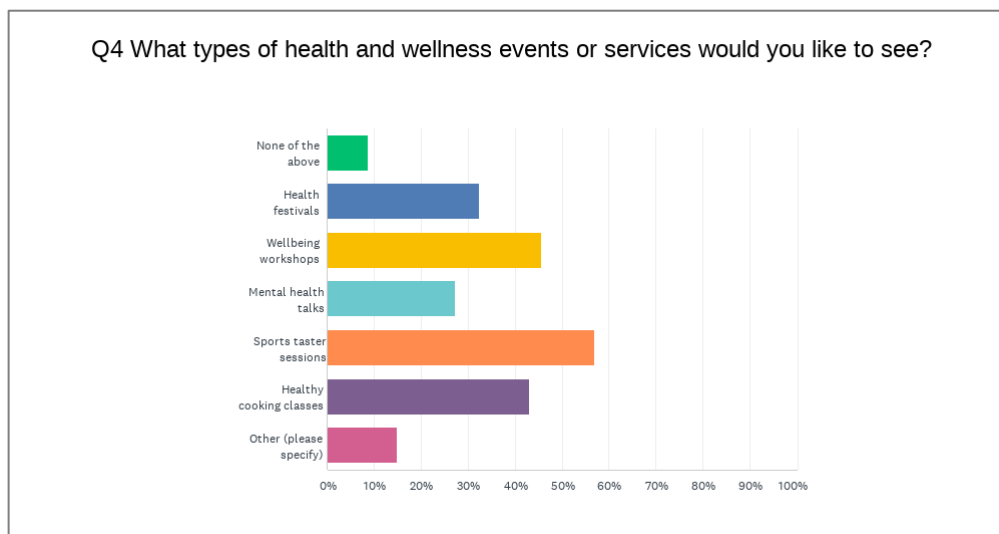
Levy rate. Gaining the most benefit from the BID is dependent on the amount of income it has at its disposal. A final decision has not been made, but discussion has ranged from a levy rate of 1.5% - 2%. Our neighbours have adopted 1.75%, and presently, though a firm decision has not been made, Sevenoaks will be adopting 1.75%.

The BID tagline. By chance, one member said that we would be wanting the public to “Think Sevenoaks first”, and it has been agreed that this wording would be used as the header on future BID marketing.

10. Health & Wellness Initiative

There is one survey running, asking the public about thoughts on improving health and wellbeing. Two of the response graphs are below:





A second survey sent to 63 sports clubs and interest groups and organisations has been started. Its aim is to provide an opportunity for its recipients to build their membership through showcasing at the forthcoming Health & Wellness Fair, and ongoing, through The Town Team creating the most comprehensive directory of such organisations. In time that could be copied over to the BID website.

11. Holly Party

Booked for Friday 5th December with a change of format where Jonah's Wail will be running the whole of the entertainment. Tickets are priced at just £27.50 to include the entertainment and a generous buffet created by Florence of Perfect Cuisine.

12. Best Dressed Christmas Window

Once again supported by the Chamber. The judging will take place on 9th December and presentations made on the 16th. It had been noted that more businesses outside the town centre took part in 2024 and it is hoped that their examples (and especially if they win) will encourage their neighbours to take part in future

13. Sevenoaks Business Awards

The Awards Evening will take place on 14th November. All tickets had been sold, and a few extra guests had to be shoehorned in.

There have been entries from a wide variety of business types, and many have been from names new to the Town Team. In the Customer Choice category, a magnificent 2760 votes were cast.

The main speaker for the evening will be Jenny Ryan, "The Vixen" from TV's The Chase.

14. Reports from Member's Organisations

Go Coach

All contracts have been extended to mid-2026, and unlike the previous arrangement all routes will be tendered at the same time which will make it easier to plan. School buses are very busy though overall business has not yet returned to pre-Covid levels.

The first electric bus service in Kent, between Ebbsfleet and Swanscombe has been launched, funded by the Lower Thames Crossing and developers.

Specsavers

The recent closure of the High Street due to work on utilities met with mixed reactions from traders and on balance it seems that most preferred it without traffic.

Knole Paddock RA

Residents are very concerned about the proposed development of the land to the east of the High Street and particularly on the likely effects of overlooking and privacy. Residents did not feel that the SDC Local Plan consultation was useful, but just a box ticking exercise.

Kent County Council

Uppermost at the moment is work on Local Government reorganisation. The budget plans have been delayed. Previously budget papers have been sent to Councillors before now, but this time they are not expected before the New Year. Presently KCC is £50m overspent on elderly care.

The delayed High Street closure was due to the contractors having not undertaken accurate surveys before work commenced. Most shops reported that they had a good experience during the closure.

Stag

Very busy!

Kent Police

One new officer "fresh out of the box" is being assigned to Sevenoaks. The police are working on a spate of Anti-social Behaviour incidences which have recently been taking place. A series of Christmas Crime meetings has been warmly received.

Sevenoaks District Seniors Action Forum

Members are concerned about public transport and have a liking for smaller buses. Go Coach reported that Sevenoaks school is running a project about bus services for both young and older people.

Business Crime Reduction Partnership

Thanks to ShopSafe radios, CCTV, and police teamwork, stores have seen 42 arrests this year.

The Business Crime Forum has reconvened through a Teams meeting, reinforcing partnerships and addressing business-related crime. The session focused on shared concerns, intelligence sharing, and crime prevention strategies. A strong turnout of local store representatives contributed to the discussions.

The BCRP has been awarded the National Standards Award accreditation.

Francis Jones

Very busy and the High Street closure had no noticeable impact.

Redlands RA

Residents are concerned about Regulation 18 and as a measure of that 70 attended the recent AGM. (A Regulation 18 consultation is a key stage in the process of Local Plan making in England. Usually following a 'call for sites', where landowners and developers can submit sites to the LPA to be considered for allocation in the Local Plan)

Croudace is expected to submit a revised application for Britains Lane before Christmas – and which will be opposed by the RA.

Sevenoaks Town Council

The new operator of The Station Café, Lilia, is doing well and her food is exceptional.

Work on the Greatness Pavilion has now started.)

The STC electric community bus will be delivered in December and is open for use by community groups at £80 per day plus fuel with the group providing its own driver (who needs only a standard car driving licence).

STC is currently engaged in finalising the Masterplans, Asset Transfers and Budget setting.

Meeting closed at 7.45**Date of next meeting:**

21st January 2026

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Sevenoaks Town Council
Minutes of the Communications Working Group
Held at 10.00 am on Friday 5th December 2025

Present: Cllr Gustard (Chair), Cllr Granville, Town Clerk and Community Engagement Manager

61. Apologies for Absence

Apologies received from Cllr Varley.

62. Minutes of Communications Working Group Meeting held on 17th November 2025

RESOLVED:

- i) To accept the minutes of the meeting as a true record.

63. Update from the Community Engagement Manager

Information relating to the following was received and considered:

- Community engagement highlights
- Social media performance
- STC website
- Newsletter subscriptions
- Press coverage
- YouTube viewing figures

RESOLVED:

- i) When the Forget-Me-Not Café was set up, Town Councillors were asked to attend on a rota basis to be a link between those attending and the Town Council. The Community Engagement Manager would circulate details of dates and speakers booked to enable Town Councillors to sign up to assist with this in the future.
- ii) The Community Engagement Manager will circulate this quarter's social media statistics to Town Councillors, along with information about tagging and sharing posts.
- iii) Use Sevenoaks Town Council LinkedIn account to share posts about relevant events, news and sponsorship opportunities.
- iv) Community Engagement Manager to reach out to press list contacts to establish a working relationship.
- i) At the next Communications Working Group meeting, watch a recording of a past Committee meeting on YouTube to see how it is viewed by the public.

64. Sevenoaks Town Council Logo and Crest

Information relating to the Town Council's logo and crest was considered, as well as potential changes to the logo to align it with new green and pink branding.

**Sevenoaks Town Council
Minutes of the Communications Working Group
Held at 10.00 am on Friday 5th December 2025**

RESOLVED:

- i) Keep the current Sevenoaks Town Council crest design but investigate using a black and white version on a new logo.
- ii) Request Vision ICT to provide mock-ups of a new logo with a larger black and white crest on the left, with a larger 'Sevenoaks' and smaller 'Town Council' underneath. One version should have 'Sevenoaks' in green and 'Town Council' in pink, and other versions should use the dark and medium greens.
- iii) In the Brand Guidelines, include information about when the crest can be used on its own.

65. Current Matters

It was noted that completed matters could be removed from future reports and matters resolved at this meeting should be added.

RESOLVED

- i) To progress with website upgrade project with Vision ICT, as this has been approved by the Finance & Delivery Committee, with the aim of creating a simple, easy to navigate website.

66. Press Release

RESOLVED:

- i) It was agreed that there was no press release required from the meeting.

Sevenoaks Town Council
Finance & Delivery Committee – 12th January 2026

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

Item	Minute No	Item	Status	Latest update
1.	260.3 - F&GP 13.09.21 29.0925	Pension Deficit	<i>Ongoing</i>	<p>Responsible Financial Officer, Chairman, and Vice-Chairman of Finance and General Purposes Committee to meet Kent County Council to discuss deficit. Queries of KCC to be confirmed prior to arranging meeting.</p> <p>Update The actuaries have revaluated this year and moved to a “pooling” system which may mean that STC does not have to pay a pension deficit.</p> <p>Cllr Wightman and Responsible Finance Officer are also attending a pension conference on 10th December 2025 and have an appointment with the actuaries to discuss this.</p>
2.	243 F&D 21.07.25 510 F&D 24.11.25	<p>Kent Pension Fund Consultation: Pooling of Town & Parish Councils</p> <p>Kent Pension Fund, Funding Strategy Statement Consultation</p>		<p>It was noted that the Chair and Responsible Finance Officer would be attending an annual fund meeting later in the year. Councillors asked for a copy of the Kent Pension Fund’s investment strategy and risk appetite, and whether there were any exclusions (e.g. fossil fuels, tobacco).</p> <p>Regarding the consultation on the funding pool specifically for town and parish councils, it was</p> <p>RESOLVED to write to Kent County Council asking:</p> <ul style="list-style-type: none"> • for more detailed information about how it would work • for some reassurance about liabilities • requesting a meeting with KCC and town and parish councils to discuss collectively • what would happen if KCC or other large organisations pulled out of the scheme and how it would impact those left in the scheme. <p>KCC meeting to be held 23rd September 2025.</p> <p>RESOLVED:</p> <p>1) That authority be delegated to the Responsible Finance Officer to submit a formal response on behalf of the Town</p>

Sevenoaks Town Council
Finance & Delivery Committee – 12th January 2026

Item	Minute No	Item	Status	Latest update
				<p>Council, expressing support for the proposed pooling together of town and parish councils for the Local Government Pension Scheme and not objecting to the other proposals</p> <p>2) That the Kent Pension Fund be asked to provide details of its investment criteria Provided and circulated.</p>
3.	46 F&GP 24.04.23 294 F&D 02.09.24	Provision of Electric vehicle Charging Bollards at Raleys Car Park	<i>Ongoing</i>	<p>RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above. Project progressing slowly due to electric connection complications and departure of Climate Change Project Officer.</p> <p>It was requested that the current position with the provision of electric vehicle charging bollards at Raley's Car Park be investigated.</p>
4.	127 F&GP 12.06.23	Participatory Budgeting	<i>Ongoing</i>	<p>RESOLVED: That a working group comprising Cllr Clayton, Cllr Ancrum, Cllr Dr Canet and the Town Clerk be established to look at ideas and the process for a <i>[Participatory Budgeting]</i> project, and report back to a future committee meeting.</p> <p>Update on 03.03.25: This will form part of public consultation relating to local government reorganisation and future of local assets.</p>
5.	544 27.11.23	Operation of Cafes	<i>Ongoing</i>	<p>RESOLVED:</p> <p>1) To move the Café on the Vine to a concession from 1st April 2024 or sooner. Out to Tender, closing date 10th March 2024. No suitable tenders to date.</p> <p>2) To move the Bat & Ball Station Café to a concession from 1st April 2024 or sooner. Awaiting agreement from Southeastern.</p> <p>Update on 03.03.25: Notice is in the Sevenoaks Chronicle advertising the tender, and on the website – closing date 15th April.</p> <p>Update on 29.09.25 Bat & Ball Station Café Concession – from 1st October Lilia's Kitchen will be taking over the café.</p>

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Item	Minute No	Item	Status	Latest update
				Formal opening event was held on 1 st November 2025.
6.	54 F&GP 22.04.24 447 F&D 25.11.24	Town Team: Business Improvement District (BID)	<i>Ongoing</i>	<p>RESOLVED: That £10,000 be allocated for the funding of the British Bids “Bid Buddy” service to accompany Sevenoaks town on making a successful plan, in the process of creating a Business Improvement District (BID) Process commenced, aiming for a referendum February 2025. Bid proposal to be considered at Town Team AGM on 20.11.24.</p> <p>RESOLVED: That the Business Improvement District (BID) proposal proceeds to the next stage which includes the appointment of a steering committee and the development of a Business Plan, which in due course would be put to a ballot of qualifying businesses.</p>
7.	509 F&D 20.01.25 305 F&D 01.09.25 507 F&D 24.11.25	Replacement of Vine Pavilion Skylights	<i>Ongoing</i>	<p>RESOLVED: That three new polycarbonate skylights be purchased up to the value of £3,000. Funding to be from capital refurbishment budget.</p> <p>Contractor has been instructed.</p> <p>RESOLVED: 1) To waive financial regulation 5.7 – “For contracts greater than £3,000 excluding VAT the Town Clerk or Responsible Finance Officer shall seek at least 3 fixed-price quotes” as the job is specialist, further contractors have been approached but were unable to fulfil the works 2) To approve the replacement of the skylights with flat glass toughened rooflights at a cost of £8,346, with the remaining costs funded from the Development Fund EMR.</p> <p>Noted additional roof and surrounding structure repairs required together with costs of crane access and installation, resulting in total project cost of £16,000. Previously approved and additional funds from Development Fund EMR.</p> <p>Project is currently progressing, problem with areas of rotting roof. Skylights are now on order.</p>
8.	511 F&D	KCC Community	<i>Ongoing</i>	RESOLVED: That Sevenoaks Town Council submits a funding application to KCC for the provision of a

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Item	Minute No	Item	Status	Latest update
	20.01.25 40 F&D 14.04.25	Transport Grants		<p>Community Minibus. Match funding would come from the Town Council's Earmarked Reserve for bus provision.</p> <p>Community Transport grant of £87,095 awarded from Kent County Council for the new Sevenoaks Community Bus, which would provide a much-needed transport solution for local community organisations. The next steps in progressing the project were noted, together with the proposed launch date of July 2025.</p> <p>GM Coachworks have received the minibus and begun modification works.</p> <p>Electric minibus for community use delivered December, now with company for branding to be put in place. Due to be available for community hire from February 2026.</p>
9.	36 F&D 14.04.25 123 F&D 09.06.25	<p>Rec. from Planning & Environment Committee 24.03.25: Corner Protections (Double Yellow Lines) at Six Locations</p> <p>Rec. from Planning & Environment Committee 02.06.25</p>	<i>Ongoing</i>	<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) approval be given to the total cost of £6,959 for the informal and formal consultation for, as well as delivery of, corner protections by way of Traffic Regulation Orders for double yellow lines at various locations within Sevenoaks 2) cost be met from the underspend of the CIL funding for the 20mph scheme. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That £100 be added to the budget for corner protection locations to allow for a section of Bradbourne Road at the rear of Sevenoaks Primary School to be included 2) To note that the cost of delivering yellow lines at each location could rise significantly depending on the need for road closures or surfacing works. <p>Consultation to take place August / September 2025, following conclusion of the Town Centre Masterplan consultation.</p>

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Item	Minute No	Item	Status	Latest update
				<p>Consultation launched 24th October 2025 and announced via October Town Crier, with dedicated consultation page published on Town Council website as follows: Proposed Corner Protection locations - Sevenoaks Town Council</p> <p>Key promotional activities deferred until after 11th December 2025 in order to not to divert attention from the District Council's Local Plan consultation, after which Councillors will be asked for their support in delivering surveys to affected roads.</p> <p>Survey to remain open until 31st January 2026 and final decision on whether to pursue the proposed locations via formal TRO will be made by full Council.</p> <p><i>71 responses received as of 6th January 2026</i> <i>Letter drop materials are being prepared by the Planning Committee Clerk and volunteers will be sought shortly after.</i> <i>NB: Kent County Council have launched a pre-TRO consultation for two of the locations within STC's own consultation – being The Crescent and Hillingdon Avenue.</i></p>
10.	37 F&D 14.04.25	Oast House Development	<i>Ongoing</i>	<p>RESOLVED: That Sevenoaks Town Council invest £4,500 in obtaining high-level plans and initial feasibility information to progress the acquisition of the Oast House and use for potential external funding opportunities.</p> <p><i>Feasibility report completed and endorsed by Tarmac.</i></p>
11.	39 F&D 14.04.25	Greatness Recreation Ground Community & Football Pavilion	<i>Ongoing</i>	<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) Following notification of successful Football Foundation grant, Sevenoaks Town Council to sign the JCT Contract for the construction of a community sports pavilion at Greatness Recreation Ground, subject to final details being presented to a one topic meeting of the Finance & Delivery Committee. 2) An agreement be prepared between Sevenoaks Town Football Club (STFC) and Sevenoaks Town Council (STC) to cover arrangements for the partnership project including: <ol style="list-style-type: none"> a. Project management procedures b. Finance management procedures

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Item	Minute No	Item	Status	Latest update
	307 F&D 01.09.25			<p>c. Cash flow d. Agreement with Football Foundation e. Ownership of building and leasing arrangements.</p> <p>3) To proceed with the Option to Tax for the Greatness Pavilion to maximise VAT recovery.</p> <p>4) To Notify HMRC in writing to formally opt for VAT treatment.</p> <p>RESOLVED: That £133,600 be allocated from Community Infrastructure Levy funds to the Greatness Recreation Ground Pavilion Project, to reinstate the following identified environmental measures, thereby ensuring the pavilion delivers on both its community and environmental objectives:</p> <ul style="list-style-type: none"> • Air Source Heat Pump – £60,000 • Living Green Wall (external walls) – £51,600 • Photovoltaic (solar) system – £22,000 <p>Construction of the new Community Sports Pavilion at Greatness Recreation Ground has begun. At a Sod Cutting Ceremony on Tuesday 28 October, the project team came together to celebrate the start of the build.</p> <p>RESOLVED: That the contract payment schedule for the Greatness Pavilion project be received and approved.</p>
12.	41 F&D 14.04.25	Buckhurst Lane Play Area	<i>Ongoing</i>	<p>RESOLVED:</p> <p>That the following terms be approved for the renewal of the lease between Sackville Trustee Company Limited and Knole Estate Trustee Company Limited (Landlords) and Sevenoaks Town Council (Tenant):</p> <p>Proposed Lease Renewal Terms</p> <ul style="list-style-type: none"> • Lease Extension: Renewal of the lease until 30th March 2034, aligning with Sevenoaks District Council's lease term for an adjacent area within the Environmental Park. • Revised Rent: The rent will be increased to £750 per annum, reflecting the £500 rent

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Item	Minute No	Item	Status	Latest update
				<p>We have contacted the SDC Community Safety Team and police for assistance in trying to stop this cycle of vandalism.</p> <p>12th January 2026: some upgraded equipment to be installed.</p>
13.	<p>244 F&D 21.07.25</p> <p>292 Council meeting 01.09.25</p> <p>383 F&D 29.09.95</p>	<p>Local Government Re-Organisation - Transfer of Assets Update</p>		<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) Sevenoaks Town Council continue where possible to negotiate with SDC and prepare required information, including Market Value Reports if required for the following asset transfers – Hollybush Recreation Ground, Horse Field Bradbourne Vale Road, Land on High Street & Market Rights, St James Car Park, St John's Hill Car Park. 2) To continue with public consultation to demonstrate support for requests for transfer of community assets to Sevenoaks Town Council. 3) For Town Councillors to consider following receipt of public consultation and any criteria update which assets to submit Expressions of Interest to SDC for Tranche 2 (1st September 2025) <p>RESOLVED that Sevenoaks Town Council:</p> <ol style="list-style-type: none"> 1. strongly confirms its preference for the transfer of the Freehold of the Stag rather than a lease 2. submits Expressions of Interest for Bradbourne Lakes and The Shambles in SDC Tranche 2 3. continues to review appropriate assets which should be transferred to the local council – noting that these negotiations may need to be required to take place with the new shadow Unitary Council. <p>Town Clerk advised that SDC had considered business case for transfer of the freehold or leasehold of the Stag Community Arts Centre to the Town Council at its Cabinet meeting on 18th September 2025. The decision had been deferred</p>

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Item	Minute No	Item	Status	Latest update
				<p>pending further discussion between the District Council and its auditors.</p> <p>In the meantime, the Town Council had been in discussion with government departments and Locality.org who were both supportive of the Town Council's intentions.</p> <p>Meetings would be arranged in the next few weeks to see if common ground could be reached between the Town Council and District Council.</p> <p>Update: Revised timeline issued by SDC – see Agenda Item 12</p>
14.	378 F&D 29.09.95	Age UK - Assistance With Provision of Community Bus		<p>RESOLVED: that</p> <ol style="list-style-type: none"> 1) the submission of a joint grant application with Age UK to the Kent Community Transport Scheme be approved 2) subject to the success of the Kent County Council Community Transport Scheme grant application and contribution from Age UK for capital expenditure and insurance of an electric wheelchair accessible minibus, an agreement be entered into with Age UK for the day-to-day management and operation of the service on a peppercorn licence. <p>Grant application approved, £71,795 awarded December 2025.</p>
15.	508.1 F&D 24.11.25	Solar Panels & Gazebo at Quaker's Hall Allotments		<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) funding of £10,234 + VAT for the solar panel project be approved, to be funded from the Allotment Earmarked Reserve. 2) shared funding of £2,171 for the Gazebo project be approved, with 50% to be funded from the Allotment Earmarked Reserve. <p>Community gazebo installed and officially opened by the Mayor on 14.12.25.</p>
16.	508.2 F&D 24.11.25	Floodlighting - Sports Pitches at Knole Paddock		<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That tenders be sought for the installation of new permanent floodlights to be installed at the Rugby Pitch at the end of the season at an estimated cost of £38,000, to be funded from CIL.

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Item	Minute No	Item	Status	Latest update
				<p>2) To not proceed with structural inspection of current permanent floodlights unless further issues arise before the end of the season.</p> <p>3) After a suitable demonstration and agreement with Sevenoaks Rugby Football Club regarding storage and charging, to purchase 2 mobile floodlights at a cost of £13,000, to be funded from CIL.</p> <p>4) To approach Sevenoaks District Council to enquire if the discretionary CIL fund could assist with these purchases.</p> <p>SDC replied positively, however needs tenders & planning permission in place. Specification for tenders being prepared.</p>
17.	508.3 F&D 24.11.25	Tarmac Repair at Raleys Car Park		<p>RESOLVED: that the most competitive quote be accepted to the same specification at a maximum cost of £36,125.00, to be funded from CIL.</p> <p>Contractor appointed and work completed, December 2025.</p>

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NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
1	Climate Change / Carbon Neutral	<p>To recognise the Government and KCC declarations for aiming for Zero Carbon.</p> <p>To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.</p>			<p>Green Investment Plan 2024 adopted 10.06.2024 as an appendix of the Town Council's Community Investment Plan 2023-2027.</p> <p>New Committee structure adopted 13.05.2024, includes:</p> <ul style="list-style-type: none"> • Planning & Environment Committee • Movement & Net Zero Working Group
2	<p>Neighbourhood Development Plan (NDP) for Sevenoaks</p> <p>Includes:</p> <ul style="list-style-type: none"> • Northern Sevenoaks Masterplan • Cultural Quarter • Transport Strategy • Sports Strategy 	To provide a long-term sustainable plan for the Sevenoaks	December 2020	£100,000 (initial budget)	<p>Sevenoaks Town <u>Neighbourhood Plan</u>, which includes policies that protect the environment, character and heritage of Sevenoaks Town was successful at Referendum on 4th May 2023.</p> <p>On 23rd May 2023, it was adopted or "made" by Sevenoaks District Council as the Local Planning Authority, and has legal planning weight and is used by the Local Planning Authority to help determine planning applications within Sevenoaks Town.</p> <p>Monitoring & Implementation Working Group created – this has since been renamed the "STNP / Masterplan Working Group" in order to include any actions / projects identified under the emerging St John's and Town Centre Masterplans into the Group's remit.</p>

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NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
	Masterplan for Sevenoaks Town Centre & St John's Hill	To set future spatial plan for the Town Centre & St John's Hill	December 2024	£65,000	<p>First Annual Report published, which monitors progress on all aims, objectives and policies of the STNP and makes recommendations for 5-year review.</p> <p>Shortlisted and second place in the 2024 Royal Town Planning Institute Award for Planning Excellence for South East, under the category "Best Plan".</p> <p>Second Sevenoaks Town Sports Strategy produced by a Working Group of Councillors and representatives of local sports club and organisations. Adopted by Town Council and due to form evidence base for STNP at 5-year review.</p> <p>STC Arts & Culture Working Group reviewing update of Cultural Strategy for second version of STNP.</p> <p>Masterplan for St John's Hill and Town Centre commissioned from same consultant for the STNP and Northern Sevenoaks Masterplan.</p> <p>Consultation on draft Masterplans completed 2025, with review of potential amendments identified by consultants due to take place 2026 before adoption.</p> <p>Reference made in the District Council's 2025 Regulation 18 draft Local Plan to the upcoming design guidance of the Masterplans.</p>

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NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
3	20mph Signage Scheme: Consultation & Implementation	To consult on proposed 20mph scheme for Sevenoaks Town and potential implementation of a signage only scheme	September/October 2024	Budget - £153,456 plus £10,000 contingency Actual cost £111,270.68	Design and gateways agreed with KCC 12 th July 2024. Signs and signposts due to be installed between 12 th August 2024 and 31 st August 2024. Community Engagement to commence ASAP – pending final designs from KCC. “Has Made” legal document to be publicised by KCC 1 st September 2024, with 21 days for public to comment after which it becomes enforceable. 1 st October 2024 proposed by STC as enforcement introduction date. Completed.
4	Business Improvement District (BID)	To progress a BID to ensure that Sevenoaks remains a competitive environment to do business.	Tbc	Tbc	Referendum to be on hold until after the NDP referendum Postponed due to Covid-19 Feasibility work commenced June 2024. Bid Buddy appointed. Aiming for Referendum February 2025. Delays due to government changes to legislation impacting business economy.
5	Greatness Football Sports Pavilion	Review under proposals for improvements to Greatness area	Unknown	£2,000,000	New Planning Permission approved. Tenders expected 19 th July 2024. CIL Funding of £787,500 approved November 2023: STC to contribute £87,500 from CIL. Football Foundation funding application successful. Project to commence 2025. Building project commenced, due to be completed September 2026.

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NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
6	Greatness Recreation Ground Survey	Consider and implement recommendations from consultation	tbc	tbc	<p>Greatness Recreation Ground Working Party established and meeting regularly. Consultation responses considered April 2024.</p> <p>Promoting creation of “Friends of Greatness Recreation Ground.”</p> <p>Survey re proposal to relocate play area – Sept 2024. New location agreed.</p> <p>To be constructed when Pavilion completed. £100k CIL grant received from SDC.</p>
7	Community Right to Bid.	To nominate assets of community value to Sevenoaks District Council which Sevenoaks Town Council would be interested in purchasing if they were to be sold.			<p>Cllrs to be asked to provide information of such buildings within their wards</p> <p>Registration process for Stag: completed and listed until 22nd September 2026</p> <p>Registration process for Bradbourne Lakes: completed and listed until 22nd September 2026</p> <p>Register Kaleidoscope: completed and listed until 22nd September 2026</p> <p>‘Assets of Community Value’- re-registration of the following confirmed:</p> <ul style="list-style-type: none"> • Stag Community Arts Centre • Bradbourne Lakes • Kaleidoscope Centre (comprising the library, gallery and museum) <p>Also added to list of Assets via the Planning Committee:</p> <ul style="list-style-type: none"> • Longspring Field – completed, unsuccessful

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NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
					<ul style="list-style-type: none"> Longspring Wood – completed and listed until 25th September 2028 St John's Hill Car Park toilets – completed and listed until 6th December 2028 Play space at the end of Watercress Drive – completed and listed until 15th May 2029 Allotments at the end of Heathfield Road – completed and listed until 4th September 2029 Depot building on Otford Road – completed, unsuccessful. Subject to live hybrid planning application for 3 light industrial units and drive-through restaurant Proposed allotment site from STNP, currently horse field on Bradbourne Vale Road – completed and listed until 10th October 2029 Scout huts above allotments of Heathfield Road – completed and listed until 17th September 2029 Adult Education Centre – completed and listed until 25th September 2029 Land above Sevenoaks Wildlife Reserve through which Darent Valley path cuts – pending application Bus Station Building and café – pending application Oakhill Road Scout site – completed and listed until 23rd September 2030 Mill Lane Scout site – completed and listed until 24th September 2030 Sevenoaks Hospital – pending application Post Office / Sorting Office – pending application

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NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
					<ul style="list-style-type: none"> • Sevenoaks Magistrate Court – pending application • The Shambles – completed and listed until 6th November 2030 • Mill Pond – pending application • Woodland opposite No's 36-74 Hillingdon Avenue – pending application • Sevenoaks Environmental Park – pending application • Sevenoaks Leisure Centre – pending application • West Kent Mind Premises at 28-34 St John's Road – pending application • Hollybush Recreation Ground and associated assets – completed and listed until 13th October 2030
8	Pedestrian crossing at Dartford Road near the Vine	To improve pedestrian safety and experience at this location		£100,000	<p>KCC investigating viability of location – postponed until after 20mph has been delivered as a priority due to time limits of the "Has Made" document and signs needing to be finished by 1st September 2024.</p> <p>Dartford Road agreed funding is £25,000 – the expected cost is £100,000 (including contingency) with £20,000 from SDC CIL and £55,000 to be bid for by KCC from the Active Travel fund. STC has spent £4,170 of its budget so far, which covers the cost of detailed design, as well as initial and second Road Safety Audit by KCC.</p> <p>Formal Traffic Regulation Order published by KCC. Works estimated to start November 2025.</p>

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NB: Updates in red

PRIORITY ONE					
No	Project	Details	Proposed target timescale	£	Update / comment
					<p>Works delayed by identification of footway damage from tree roots at the proposed location, which could incur future damage to both the crossing and tree roots if they travel underneath it.</p> <p>Investigative trial hole dug by KCC contractors 25th October 2025 and results shared with STC December, confirming small roots which will need to be removed and a larger root which can be retained with flexible material incorporated into the design.</p> <p>Works to trees in a Conservation Area notification submitted to SDC, which has further delayed the projects, as no tree work may take place until SDC either respond in the positive, or the statutory deadline of 14th January 2026 passes.</p> <p>Mid-late January 2026 given to construction crew by KCC, in order to avoid further delays.</p>
9	St John's car park public toilets	Refurbish	2020	£40,000	<p>Completed April 2023</p> <p>Listed as an Asset of Community Value until 6th December 2028.</p>

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NB: Updates in red

PRIORITY TWO					
No	Project	Details	Proposed target timescale	£	Update / comment
1	South East in Bloom	Provide action plan for obtaining gold award.			<p>2021 Judging took place 15th July. Sevenoaks Town and two of its parks have been awarded Gold in this year's South & South East in Bloom Awards. Rockdale Housing Association and the Incredible Edible team at West Kent Housing got special praise from the judges. Special thanks given to all the businesses, organisations and volunteers who help and make the town such a success, including Sevenoaks Soroptimists and Sevenoaks Living Landscapes.</p> <p>South & South East In Bloom 2022 The results of the South & South East In Bloom 2022, were Sevenoaks' best results to date, a reflection of the incredible amount of work put into the project.</p> <p>National Competition 2022 Sevenoaks was selected as a finalist in the 2022 RHS National In Bloom competition and was awarded Silver Gilt, a great result on its first time entering.</p> <p>Preparations for Sevenoaks' entry in South & South East In Bloom 2023 underway. Judging day 30th June 2023</p> <p>2024 results expected September.</p> <p>National Winners 2025</p>

PRIORITY TWO					
No	Project	Details	Proposed target timescale	£	Update / comment
2	Tarmac Site	Develop community facility provision as part of the NDP / Local Plan Oast House	Tbc	Tbc	Ensure community facilities are delivered as outlined in the Northern Sevenoaks Masterplan. Invest in feasibility and project design where appropriate particularly in relation to Oast House. Tarmac Liaison Committee created and meeting regularly. Oast House earmarked for community use via Outline planning application by Tarmac. Due to be secured via Section 106 agreement which is yet to be signed. Would require legal Head of Terms to be agreed between STC and Tarmac, with STC hoping for peppercorn lease to be agreed for STC for long term community use and heritage conservation. Oast House Feasibility Study completed and endorsed by Tarmac.
3	Markets	Long term aim for Sevenoaks Town Council to take over control of the markets.	Tbc	Tbc	Currently ‘owned’ by Sevenoaks District Council Requested within Local Government Reorganisation Community Asset Transfer.
4	Darent Valley Community Rail Partnership	Support and be involved in the development.	2019	£3,000 p.a.	Launched in September 2019, working in partnership with Sevenoaks District Council, representatives from six stations, Southeastern and GTR. SDC recruited member of staff. To create a Community Interest Company with STC as ‘accountable body’ when

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NB: Updates in red

PRIORITY TWO					
No	Project	Details	Proposed target timescale	£	Update / comment
					resources permit. STC agreed to defer Community Interest Company for the time being.
5	Feasibility Study – Green Link between Bat & Ball Station & Dunton Green Station	To enable access to the two stations and travelling between locations without having to use main A road and related junctions.		£16,000	Delayed due to difficulty in reaching landowners via letter. Recommendation from consultants for STC to visit owners. Local Plan recommendations could require review of project.
6	Pedestrian crossing at Seal Hollow Road	To improve pedestrian safety and experience at this location	tbc	£25,000	Part of STC Highway Improvement Plan (HIP) for KCC to review.

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NB: Updates in red

PRIORITY THREE					
No	Project	Details	Proposed target timescale	£	Update / comment
1	Bradbourne Lakes	To seek continued improvements with facility			SDC awarded £1.6m by National Lottery Heritage Fund in May 2024 towards major improvements at Bradbourne Lakes. Also secured £502,000 from housing developers. Project to start in 2025. Listed as an Asset of Community Value until 22 nd September 2026. STC submitted Expression of Interest for Community Asset Transfer as successor Council to SDC.
2	Night-time economy	To seek to develop night-time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week			Programme being put in place for bands on Vine Bandstand. Long term, evening bands to be funded by presence of arts and craft stalls, now premises licence in place. Preparing application for Purple Flag Award. To be considered within proposed BID.
3	Library (Kaleidoscope)	Research feasibility for taking over the management of facility and operating with volunteers like the Stag.	Ongoing		To liaise with KCC and register as a Community Asset (see Priority 1). Part of SDC Project – Development of Land east of High Street. Listed as an Asset of Community Value until 22 nd September 2026.
4	Stag	Freehold and Capital Improvements	Tbc	Tbc	Aspirations to buy lease if it becomes available. 15 years left on current lease. Improvements to building (Fly Tower, 4 th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership.

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NB: Updates in red

PRIORITY THREE					
No	Project	Details	Proposed target timescale	£	Update / comment
					Proposal within Local Government Reorganisation Community Asset Transfer. Linked to Cultural Quarter – improved walkway from London Road to South Park car park. Listed as an Asset of Community Value until 22 nd September 2026.
5	Nightclub for Sevenoaks	Support provision of nightclub in Sevenoaks	Tbc	Tbc	
6	Community Events	Continue to promote the town to residents and visitors via community events.	Tbc	Tbc	Regular programme of events in place.
7	Cafes	Continue to operate and promote	Ongoing		Noted the benefits of ongoing community service and crime reduction. Agreed to obtain concessions long term. Bat & Ball Station Café moved to concession from 1st October 2025.
8	Youth Provision	HitB Youth Café Partners New provision if viable	Ongoing		To continue to provide the HitB Youth Café facilities To work with partners to provide youth provision – House in the Basement working with SAYT, West Kent, Kenward Trust, SDC and We are Beams. If viable to extend youth provision. Facilities in Northern Sevenoaks being reviewed. Increased detached and schoolwork happening. Pilot project held Autumn 2022.

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NB: Updates in red

PRIORITY THREE					
No	Project	Details	Proposed target timescale	£	Update / comment
		Youth Council			Currently financially supportive with grant for Youth detached work. To continue to support the development of the Youth Council.
9	Electric Bus	To consider operating the No.8 bus service using an electric bus.	tbc	£300,000	To initially seek grant funding. Electric minibus for community use delivered, branding to be put in place. Funding obtained from Kent County Council. Grant application to KCC, in partnership with Age Concern, for a second minibus approved December 2025. Minibus to be owned by STC, used by Age Concern.
10	Wayfinding Signage	To provide bespoke Wayfinding signage for the town, starting with the town centre.		£170,000	CIL application to SDC unsuccessful.