



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

| | |
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| 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 |

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| | 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 • 1st to 30th November 2025 |
| 5.3 | List of Payments (page 66-67) To note list of payments for: • 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: • 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 | <p>To note the following Hospitality or Gifts received by Councillors or staff for the period 1st November to 31st December 2025.</p> <table border="1"> <thead> <tr> <th>Date of Offer</th><th>To</th><th>Accepted / Declined</th><th>From</th><th>For</th><th>Estimated Value</th></tr> </thead> <tbody> <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> </tbody> </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 | <p>REVIEW OF RESERVES POLICY (page 73-76)</p> <ol style="list-style-type: none"> 1. To review and adopt the Town Council's Reserves Policy 2026-2027 2. To note the general and earmarked reserves held | | | | | | | | | | | | |
| 7 | <p>REVIEW OF INVESTMENT STRATEGY, POLICY & RISK MANAGEMENT (page 77-80)</p> <p>To review and adopt the Investment Strategy, Policy and Risk Management for the 2026/27 financial year.</p> | | | | | | | | | | | | |
| 8 | <p>COMPENSATION FROM SEVENOAKS DISTRICT COUNCIL: QUAKER'S HALL ALLOTMENT SITE (page 81)</p> <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 | <p>COMMUNITY INFRASTRUCTURE LEVY(CIL) & PROJECT UPDATE (page 83-84)</p> <p>To consider update date on CIL funds and status of projects</p> | | | | | | | | | | | | |
| 10 | <p>REVENUE ESTIMATES AND PRECEPT PROPOSAL FOR 2026-2027 (page 85 - 117)</p> <ol 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> | | | | | | | | | | | | |

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

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 | |

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.

Sevenoaks Town Council
Minutes of the Finance & Delivery Committee

| 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 |
| | | | | | 133,600 added Sep 25 for green initiatives |
| Greatness Pavilion | £87,500 | Moved | £133,600 | Reviewed Feb 24 | |
| 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 | | |

Sevenoaks Town Council
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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.

Sevenoaks Town Council
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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.

Sevenoaks Town Council
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.

Sevenoaks Town Council
Minutes of the Finance & Delivery Committee

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 |

| | | |
|------------------------------|---------------|---------------|
| 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) | | | | |
| <u>28 O/ Spaces & Leisure-Vine Cafe</u> | | | | | | | | | | | |
| 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

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 |
|---|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|----------------|----------------------|
| 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

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 |
|--|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|---------------|----------------------|
| 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) | | | | |
| <u>30 F& G P - Bat & Ball Station</u> | | | | | | | | | | | |
| 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

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 |
|---|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|---------|----------------------|
| 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

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>31 F & G P - Establishments</u> | | | | | | | | | | | |
| 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% | |

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 |
|-------------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|---------|----------------------|
| 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% | |

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 |
|---|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|---------------|----------------------|
| 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) | | | | |

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>33 F & G P - Council Offices</u> | | | | | | | | | | | |
| 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

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>36 F & G P - Bat & Ball Centre</u> | | | | | | | | | | | |
| 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% | |

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 |
|---|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|---------|----------------------|
| 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) | | | | |
| <u>38 F & G P - Grants</u> | | | | | | | | | | | |
| 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% | |

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 |
|--|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|---------------|----------------------|
| 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 | <u>2,000</u> | <u>0</u> | <u>(2,000)</u> | <u>50,028</u> | <u>46,450</u> | <u>(3,578)</u> | <u>67,100</u> | <u>0</u> | <u>17,073</u> | <u>74.6%</u> | <u>0</u> |
| 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 | <u>1,247</u> | <u>555</u> | <u>(692)</u> | <u>5,545</u> | <u>4,440</u> | <u>(1,105)</u> | <u>6,662</u> | | | <u>83.2%</u> | <u>0</u> |
| 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 | <u>2,128</u> | <u>7,450</u> | <u>5,322</u> | <u>13,442</u> | <u>12,450</u> | <u>(992)</u> | <u>12,450</u> | | | <u>108.0%</u> | <u>0</u> |
| 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 | | | | |
| <u>42 Sevenoaks Town Mayor</u> | | | | | | | | | | | |
| 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 | 0 | 0 | 0 | 0 | 0 | 0 | 500 | 0 | 500 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | 0 | 0 | 0 | 0 | (500) | | | | |
| <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 | 840 | 500 | (340) | 7,568 | 4,000 | (3,568) | 6,000 | | | 126.1% | 0 |
| 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 | Blights 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 | | | | | |
| 70 | <u>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) | - | 49 |

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 | | | | |
| 14,946 | <u>National Westminster Bank</u> | A+ | A-2 | 27,646 | | | |
| 150,662 | Business Reserve Account | | | 174,681 | | | 1.46% |
| 1,000 | Current Account | | | 1,000 | | | |
| 1,000 | Payroll Account | | | 1,000 | | | |
| 10,449 | HITB Youth café | | | 1,000 | | | |
| 7,306 | Sevenoaks Town Partnership | | | 10,449 | | | |
| | Mayors Charity Account | | | 10,062 | | | |
| | | | | | 224,837 | 7.55% | |
| 52,637 | <u>HSBC</u> | A+ | A-1 | 53,100 | | | |
| | Business money manager | | | 53,100 | | | 1.45% |
| 170 | <u>Handelsbanken</u> | AA- | A-1+ | | | | |
| 1,689 | Deposit account | | | 171 | | | 2.20% |
| | 35 day notice account | | | 1,706 | | | 2.20% |
| | | | | | 1,877 | 0.06% | |
| 2,835 | <u>Nationwide</u> | A+ | A-1 | 2,835 | | | |
| 21 | Instant Saver | | | 21 | | | 0.00% |
| | Sevenoaks Fund Instant Saver | | | | 2,855 | 0.10% | 2.20% |
| 560,000 | <u>CCLA</u> | AAA (Fitch only) | | 1,530,000 | | | |
| | Public Sector Deposit | | | 1,530,000 | | | 4.30% |
| 1 | <u>Virginmoney</u> | BBB | A-2 | 1 | | | |
| 7,524 | Current account | | | 7,637 | | | 4.07% |
| | 95 Day Notice | | | | 7,638 | 0.26% | |
| 507 | <u>Insignis Investments</u> | | | | | | |
| 259,590 | Insignis Hub | | | 81 | | | |
| 376,041 | Insignis Earmarked Fees | | | 266,967 | | | 3.95% |
| | HSBC Tracker (31 Day Notice) | A+ | | 384,785 | | | 3.90% |
| | Santander (90 Day Account) | A+ | | 505,537 | | | 4.18% |
| | Emirates NBD (6 month) | A+ | | | | | |
| | | | | | 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 | | | | 1,790,433 | | |
| | Three months precept (equivalent to working capital) | | | | 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

| <u>Net Value</u> | <u>Fixed Assets</u> | <u>Cost of Asset</u> | <u>Depreciation</u> | <u>Net Value</u> |
|---------------------|-------------------------------|----------------------|---------------------|------------------|
| 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 | | |

| 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 |
| <hr/> | | <hr/> |
| 141,331 | | 721,251 |
| <hr/> | | <hr/> |
| 1,439,458 | Total Assets Less Current Liabilities | 2,384,216 |
| Represented By | | |
| 533,825 | Revenue Reserve | 536,102 |
| 905,633 | Earmarked Reserves | 1,848,114 |
| <hr/> | | <hr/> |
| 1,439,458 | | 2,384,216 |

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 : _____

| Account | Opening Balance | Net Transfers | Closing Balance |
|------------------------------------|-----------------|---------------|-----------------|
| 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 |
| | 905,632.90 | 942,481.47 | 1,848,114.37 |

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 |
| 82,397 | O/ Spaces & Leisure - Cemetery |
| 9,281 | O/ Spaces & Leisure- Allotment |
| 19,489 | Open Spaces-Street Lighting/Ge |
| 42,089 | O/ Spaces & Leisure-Vine Cafe |
| 14,470 | O/Spaces & Leisure-Vine Ground |
| 62,368 | F& G P - Bat & Ball Station |
| 103,189 | F & G P - Establishments |
| 10,535 | F & G P - General |
| 11,841 | F & G P - Council Offices |
| 118,516 | F & G P - Bat & Ball Centre |
| 6,424 | F & G P - Property |
| 16,213 | Town Team |
| 27,817 | Business Hub |
| 13,117 | Sevenoaks Town Mayor |
| 31,840 | Youth Cafe |
| 60,466 | Markets |
| 300 | Longspring Woods |
| 1,437,614 | Precept |
| 261,200 | Capital Infrastructure Budget |
| <hr/> | <hr/> |
| 2,369,712 | Total Income |
| | <hr/> |
| | Running Costs |
| 38,346 | Planning - General |
| 331,976 | O/ Spaces & Leisure - General |
| 163,769 | O/ Spaces & Leisure - Cemetery |
| 12,800 | O/ Spaces & Leisure- Allotment |
| 28,923 | Open Spaces-Street Lighting/Ge |
| 71,388 | O/ Spaces & Leisure-Vine Cafe |
| 69,886 | O/Spaces & Leisure-Vine Ground |
| 139,756 | F& G P - Bat & Ball Station |
| 782,067 | F & G P - Establishments |
| 46,934 | F & G P - General |
| 55,587 | F & G P - Council Offices |
| 146,872 | F & G P - Bat & Ball Centre |
| 73,742 | F & G P - Grants |
| 14 | F & G P - Property |
| 17,999 | Town Team |
| 25,176 | Business Hub |
| 18,300 | Sevenoaks Town Mayor |
| 18,677 | BID |
| 89,761 | Youth Cafe |
| 35,246 | Markets |
| 419,356 | Capital Infrastructure Budget |
| <hr/> | <hr/> |
| 2,586,575 | Total Expenditure |
| | <hr/> |

Sevenoaks Town Council
Income and Expenditure Account for Year Ended 31 March 2026

| 31 March 2025 | 31 March 2026 |
|------------------------------|---------------|
| General Fund Analysis | |
| 514,992 | 533,825 |
| 2,369,712 | 2,877,009 |
| <hr/> | <hr/> |
| 2,884,704 | 3,410,835 |
| 2,586,575 | 1,932,711 |
| <hr/> | <hr/> |
| 298,129 | 1,478,124 |
| <hr/> | <hr/> |
| (235,696) | 942,481 |
| <hr/> | <hr/> |
| 533,825 | 535,643 |
| <hr/> | |

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 |
|--------------|----------------|--------|----------------------|-------------------|-----------|--------|---------------|------|--------|----------|----------------------------|
| 30/11/2025 | 252125355 | | BP FUEL | BPF001 | 19.39 | 0.00 | 19.39 | 5700 | 22 | 46.77 | 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 | EYNFSORD 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 FRY'S 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 |

22/12/2025

Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING

User: M.BABBAGE

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 | HELIOPHILIA | 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 | HELIOPHILIA | HELI001 | 147.15 | 29.43 | 176.58 | 6240 | 31 | 147.15 | L.H PC monitor |
| 31/10/2025 | 28590 | 38748 | HELIOPHILIA | HELI001 | 92.02 | 18.40 | 110.42 | 6240 | 31 | 92.02 | Microsoft Azure Oct |
| 20/11/2025 | 28727 | 38875 | HELIOPHILIA | HELI001 | 89.00 | 17.80 | 106.80 | 6240 | 31 | 89.00 | Laptop screen |
| 30/11/2025 | 28844 | 38849 | HELIOPHILIA | HELI001 | 1,960.62 | 392.12 | 2,352.74 | 6240 | 31 | 1,675.02 | Nov IT support chg |
| 31/10/2025 | T3774 | 38745 | HELIOPHILIA | HELI001 | 365.89 | 73.18 | 439.07 | 6101 | 31 | 285.60 | Nov IT support chg |
| | | | | | | | 6101 | 22 | | 141.40 | Oct wifi chg |
| | | | | | | | 6105 | 41 | | 11.48 | Oct wifi chg |
| | | | | | | | 6105 | 22 | | 141.50 | Oct wifi chg |
| | | | | | | | 6105 | 21 | | 10.00 | Oct wifi chg |
| | | | | | | | 6105 | 50 | | 28.69 | Oct wifi chg |
| | | | | | | | 6105 | 50 | | 32.82 | Oct wifi chg |
| 30/11/2025 | T3810 | 38840 | HELIOPHILIA | 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 |
| 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 | LoLo 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 |

22/12/2025

Sevenoaks Town Council

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PURCHASE LEDGER INVOICE LISTING

User: M.BABBAGE

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 | | | | 429,908.37 | 83,336.42 | 513,244.79 | | | | 429,908.37 | |

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 | Nexudus 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

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Cashbook 5

User: M.BABBAGE

Payroll A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|--------------------------|----------------------------|-----------------|-----------|-------|------|--------|-----------|-----------------------|
| | Balance Brought Fwd : | 1,000.00 | | | | | 1,000.00 | |
| | Banked: 25/11/2025 | 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 | |

Continued on Page 2

Date: 22/12/2025

Sevenoaks Town Council

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Time: 17:07

Cashbook 5

User: M.BABBAGE

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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Time: 17:07

Cashbook 6

User: M.BABBAGE

Petty Cash

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|--------------------------|----------------------------|-----------------|-----------|-------|------|--------|----------|--------------------|
| | 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 | | 1,468.36 | | 0.00 | 0.00 | | 1,468.36 | |

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.

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 01/04/2017 | Principal | Interest | Balance 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 | |

RP010 YSFI SF 57000 YARA 10 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 | | | | | 2026 - linked to the completion of Greatness Pavilion |
| | £9,000 | - | £9,000 | Reviewed Feb 24 | |
| 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

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|-----------|--|-----------|----------|-----------|------------|-----------|-----------|----------|-----|-----------------|
| | | 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 |

Continued on next page

| | Total Income | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|------|--------------------------------|-----------|---------|-----------|------------|-----------|-----------|---------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| | | 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 |

Continued on next page

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 |
| 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 |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|-----------|---|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----|-----------------|
| | | 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 | (338,158) | (299,978) | (341,784) | (217,856) | (317,129) | | (391,372) | | |
| <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 |

Continued on next page

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 |
| 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 |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|------|---|-----------|----------|-----------|------------|-----------|-----------|----------|-----|-----------------|
| | | 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) | | |
| 23 | <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 |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|------|---------------------------------------|-----------|---------|-----------|------------|-----------|-----------|---------|-----|-----------------|
| | | 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 | | |
| 26 | <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 |

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 |
| | | 0 | 4,669 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8002 | less Transfer to EMR | | | | | | | | | |
| | Movement to/(from) Gen Reserve | (21,408) | (14,103) | (15,555) | (19,156) | (12,765) | | (15,714) | | |
| 28 | <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 |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|------|---|-----------|----------|-----------|------------|-----------|-----------|---------|-----|-----------------|
| | | 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 | 0 | | |
| 29 | <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 |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|------|---|-----------|----------|-----------|------------|-----------|-----------|----------|-----|-----------------|
| | | 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) | | |
| 30 | <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 |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|------|--------------------------------|-----------|--------|-----------|------------|-----------|-----------|---------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| | | 0 | 0 | 0 | 0 | 0 | 0 | 5,700 | 0 | 0 |
| 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 |

Continued on next page

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 |
| 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) | | |
| 31 | <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 |

Continued on next page

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 |
| 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 |

Continued on next page

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 |
| 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 |

Continued on next page

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 |
| | | | | | | | | | | |
| | 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) | | |
| 32 | <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) | | |
| 33 | <u>F & G P - Council Offices</u> | | | | | | | | | |

Continued on next page

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 |
| 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)

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|------|--|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| | | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> |
| | 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) | | |
| 36 | <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 |

Continued on next page

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 |
| 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)

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|-----------|--------------------------------|-----------|----------|-----------|------------|-----------|-----------|----------|-----|-----------------|
| | | 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> | | | | | | | | | |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|--------------------------------|------------------------------|-----------|---------|-----------|------------|-----------|-----------|---------|-----|-----------------|
| | | 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) | | |

Continued on next page

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 |
| 41 | <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 |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|------|--------------------------------|-----------|---------|-----------|------------|-----------|-----------|---------|-----|-----------------|
| | | Budget | Actual | Total | Actual YTD | Projected | Committed | Agreed | EMR | Carried Forward |
| | | (2,312) | 2,642 | 632 | 912 | 1,216 | | 4,353 | | |
| 42 | <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) | | |
| 43 | <u>Youth Council</u> | | | | | | | | | |

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 |
| 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) | | |
| 45 | <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 | | |
| 50 | <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 |

Continued on next page

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 |
| 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 |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|------|--------------------------------|-----------|----------|-----------|------------|-----------|-----------|----------|-----|-----------------|
| | | 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) | | |
| 60 | <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 |

Continued on next page

| | | 2024/2025 | | 2025/2026 | | | | 2026/27 | | |
|-----------|--------------------------------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----|-----------------|
| | | 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 |

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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 |
| | 0 | 21,750 | 0 | 8,488 | 0 | 0 | 0 | 0 | 0 |
| less Transfer to EMR | | | | | | | | | |
| 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 |
| Total contributions | 19.2% | 19.2% | 19.2% |
| <i>Consisting of:</i> | | | |
| Primary rate (of pay p.a.) | 19.2% | 19.2% | 19.2% |
| Secondary rate (% of pay plus £ p.a.) | - | - | - |

Assumptions

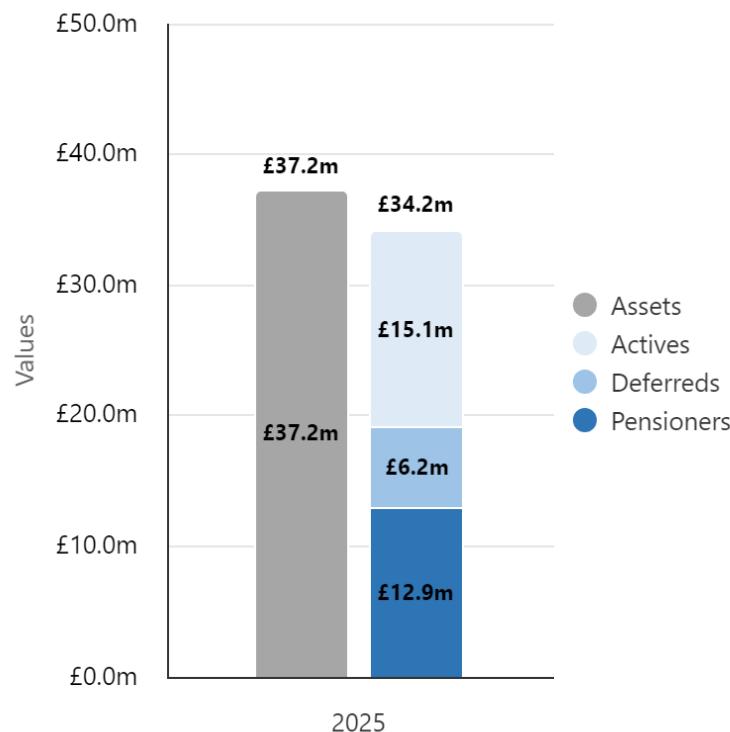
These rates have been calculated using the following assumptions:

- 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 Sergeant 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 105% of S4PMA for males and females Member table and multiplier (males) Mortality table and multiplier (females) Projection model Long-term rate of improvement Initial addition to improvements Half-life overlay | Male / Female 110% of S3PMA for males and females CMI_2024 1.5% 0.0% 1 year CMI_2021 1.25% 0.0% 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 Merilyn 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.

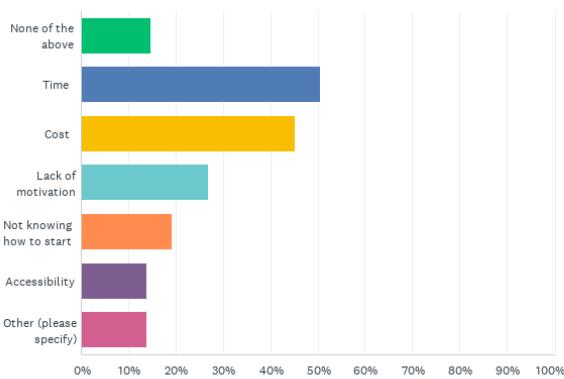
Levy rate. Gaining the most benefit from the BID is dependent on the amount of income it has at its disposal. A final decision has not been made, but discussion has ranged from a levy rate of 1.5% - 2%. Our neighbours have adopted 1.75%, and presently, though a firm decision has not been made, Sevenoaks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

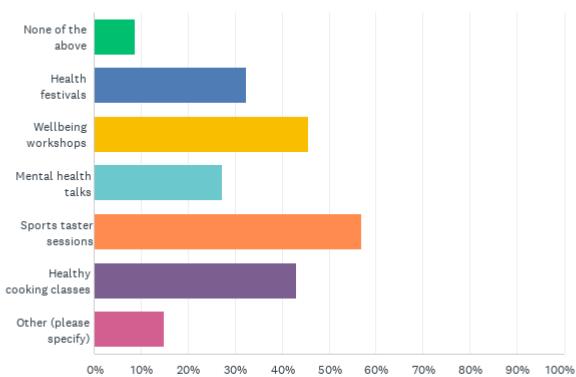
10. Health & Wellness Initiative

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

Q5 What stops you from being more active or improving your health right now?



Q4 What types of health and wellness events or services would you like to see?



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</p> <p>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 | Kent Pension Fund Consultation: Pooling of Town & Parish Councils | | <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> <ol style="list-style-type: none"> 1) That authority be delegated to the Responsible Finance Officer to submit a formal response on behalf of the Town |

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</p> <p style="color: red;">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.</p> <p>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 Raleys 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> |

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

| 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)</p> <p>Process commenced, aiming for a referendum February 2025.</p> <p>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:</p> <ol style="list-style-type: none"> 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>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 |

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

| 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</p> <p>24.03.25: Corner Protections (Double Yellow Lines) at Six Locations</p> <p>Rec. from Planning & Environment Committee</p> <p>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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| | | | | <p>Consultation launched 24th October 2025 and announced via October Town Crier, with dedicated consultation page published on Town Council website as follows:</p> <p><u>Proposed Corner Protection locations - Sevenoaks Town Council</u></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></p> <p><i>Letter drop materials are being prepared by the Planning Committee Clerk and volunteers will be sought shortly after.</i></p> <p><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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| | 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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| | 245 F&D 21.07.25 | Repairs and Health & Safety Requirements for Buckhurst Play Area & Play Area Improvement Programme | | <p>agreed in 2015 adjusted for inflation based on the Retail Price Index (RPI).</p> <ul style="list-style-type: none"> • Rent Reviews: Rent reviews will be conducted every three years, based on the higher of the Open Market Value (OMV) or RPI. The current lease does not include any rent review provisions. <p>Additional conditions of renewal</p> <p>As a condition for the renewal, Sevenoaks Town Council will:</p> <ul style="list-style-type: none"> • Cover the reasonable legal and agent fees incurred by the landlords for the lease renewal. Cost clarification has been requested. • Undertake the removal and disposal of any trees on the site that are deemed unsafe. A recent Quantified Tree Risk Assessment (QTRA) conducted by Sevenoaks District Council identified several trees within the council's leased area as potential safety risks, including some affected by ash dieback. This work must be completed within the next twelve months. <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) £25,000 be allocated from CIL to enable the Buckhurst Play Area and minor improvements to other play areas to be restored to good working order. 2) That the Community Asset (Open Spaces) Committee review the programme for improvements to Play Areas. <p>Buckhurst Play Area improvements in progress: zip wire improvements completed & fencing replaced. Awaiting delivery of other play area parts & new equipment.</p> <p>Unfortunately, repeated vandalism continues at the Play Area, with the wooden upright fencing having been removed for the 5th time.</p> <p>STC grounds staff have made good again for now.</p> <p>Update 06.01.26</p> |

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| | | | | <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. | 244 F&D 21.07.25 | Local Government Re- Organisation - Transfer of Assets Update | | <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) |
| | 292 Council meeting 01.09.25 | | | <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. |
| | 383 F&D 29.09.95 | | | <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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| | | | | <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 |
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| | | | | <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 style="color: red;">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 style="color: red;">Contractor appointed and work completed, December 2025.</p> |

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Sevenoaks Town Council Priorities

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 | <p>To provide a long-term sustainable plan for the Sevenoaks</p> | 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> |

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NB: Updates in red

| 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 | | | <p>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.</p> <p>Project to start in 2025.</p> <p>Listed as an Asset of Community Value until 22nd September 2026.</p> <p>STC submitted Expression of Interest for Community Asset Transfer as successor Council to SDC.</p> |
| 2 | Night-time economy | To seek to develop night-time economy via Sevenoaks Town Partnership initiatives, entertainment on the Vine one evening per week | | | <p>Programme being put in place for bands on Vine Bandstand.</p> <p>Long term, evening bands to be funded by presence of arts and craft stalls, now premises licence in place.</p> <p>Preparing application for Purple Flag Award. To be considered within proposed BID.</p> |
| 3 | Library (Kaleidoscope) | Research feasibility for taking over the management of facility and operating with volunteers like the Stag. | Ongoing | | <p>To liaise with KCC and register as a Community Asset (see Priority 1).</p> <p>Part of SDC Project – Development of Land east of High Street.</p> <p>Listed as an Asset of Community Value until 22nd September 2026.</p> |
| 4 | Stag | Freehold and Capital Improvements | Tbc | Tbc | <p>Aspirations to buy lease if it becomes available. 15 years left on current lease.</p> <p>Improvements to building (Fly Tower, 4th Storey, Walkway from front to back enabling additional basement area, Nightclub?) subject to funding, planning permission and ownership.</p> |

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NB: Updates in red

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

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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. |