

Tuesday 14th April 2026

You are hereby summoned to attend a meeting of the **Finance & Delivery Committee** to be held in the **Council Chambers** on **Monday 20th April 2026 at the conclusion of the Council meeting which commences at 7pm.** Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/pYIDsu9fdBw> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members

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

Quorum minimum of three members

PUBLIC QUESTIONS

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

AGENDA

1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.
2	REQUESTS FOR DISPENSATIONS To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).

3	DECLARATIONS OF INTEREST To receive any declarations of interest from members in respect of any items of business included in this report.
4	MINUTES OF FINANCE & DELIVERY COMMITTEE (pages 5-14) To receive, adopt and sign the Minutes of the Meeting of the Finance & General Purposes Committee held on 23rd February 2026 as a true record.
5	FINANCE REPORTS - FEBRUARY 2026 (pages 15-72) To receive and consider the Responsible Finance Officer's reports.
5.1	Statement of Accounts To receive and consider the Statement of Accounts, together with the Finance Officer's report for the month ended 28th February 2026 , including: Appendix 1 - Income and Expenditure by cost centre (pages 19-44) Appendix 2 – Variance Analysis (pages 45-50) Appendix 3 – Fund Balances (page 51) Appendix 4 – Statutory Balance Sheet (pages 53-54) Appendix 5 – Earmarked Reserves (page 55) Appendix 6 - Operating Income & Expenditure (pages 57-58)
5.2	Supplier's Accounts (pages 59-66) To authorise payment of the accounts listed in the schedules for the period <ul style="list-style-type: none"> • 1st to 28th February 2026
5.3	List of Payments (pages 67-68) To note list of payments for: <ul style="list-style-type: none"> • Sevenoaks Town Council Nat West Account: 1st to 28th February 2026 • Mayor's Charity Account: 1st to 28th February 2026 - None
5.4	Payroll Account (pages 69-70) To confirm payments from the account listed in the schedules for period: <ul style="list-style-type: none"> • 1st to 28th February 2026
5.5	Petty Cash Account (pages 71-72) To confirm payments from the account listed in the schedules for the period <ul style="list-style-type: none"> • 1st to 28th February 2026

5.6	Hospitality & Gift Register To note no Hospitality or Gifts had been received by Councillors or staff for the period 1st February to 14th April 2026.
6	SEVENOAKS TOWN COUNCIL FINANCIAL RESERVES (page 73) To receive and note the report.
7	INTERNAL AUDIT 2026-2027 (pages 75-76) To receive the internal audit quotation from Mulberry Local Authority Services Ltd for internal audits 2026/27. <ul style="list-style-type: none"> • To agree the appointment of internal auditors for 2026-27. • To consider the independence of the internal auditor in the period 1 April 2026 to 31 March 2027. • To consider the competence of internal auditor in the period 1 April 2026 to 31 March 2027.
8	INSURANCE RENEWAL DOCUMENTS (pages 77-115) To receive and note: <ul style="list-style-type: none"> • Sevenoaks Town Council Insurance 2026/27 (pages 77-96) • Sevenoaks Town Council Motor Fleet Insurance 2026/27 (pages 97-115)
9	COMMUNITY ASSET TRANSFERS (pages 117-127) To receive and consider the report.
10	CIL UPDATE REPORT (pages 129-130) To note current position.
11	RECOMMENDATION FROM OPEN SPACES (COMMUNITY ASSETS) COMMITTEE: NEW FLOODLIGHTS FOR RUGBY PITCHES AT KNOLE PADDOCK (pages 135-147) To consider the recommendation from the Open Spaces (Community Assets) Committee regarding floodlighting.
12	GREATNESS RECREATION GROUND PAVILION: CONTRACTOR'S JCT CONTRACT (page 133) To consider the report and approve the signing of the contract.
13	GREATNESS RECREATION GROUND: LANDSCAPING AND ANCILLARY FACILITIES (pages 135-147) To consider recommendations regarding landscaping works and ancillary facilities.
14	STREETLIGHT AT HEATHFIELD ROAD (pages 149-150) To consider how to proceed in relation to the streetlight.

15	TOWN COUNCIL OFFICES: TELEPHONE CONTRACT (pages 151-156) To consider options for the telephone contract.
16	GRANT APPLICATION FROM DARENT RIVER PRESERVATION SOCIETY (pages 157-165) To consider grant application received.
17	MINUTES OF ARTS & CULTURE WORKING GROUP (pages 167-173) To receive and note the minutes of the Arts & Culture Working Group held on 12th March 2026
18	MINUTES OF COMMUNICATIONS WORKING GROUP (pages 175-176) To receive and note the minutes of the Communications Working Group held on 20th March 2026.
19	MINUTES OF TOWN TEAM MEETING (pages 177-181) To receive and note the minutes of the Town Team Meeting held on 25th March 2026.
20	CURRENT MATTERS (pages 183-191) To consider updates to current matters.
21	PRESS RELEASE To consider any agenda item, which would be considered appropriate for a press release.

Sevenoaks Town Council
Minutes of meeting of Finance & Delivery Committee – 23rd February 2026

Held in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/FOn28Qlx9BY>

Meeting commenced: 19:24 Meeting Concluded: 20:30

Present:

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

Cllr Dr Marilyn Canet	Substitute for	Cllr Tony Clayton
Cllr Victoria Granville	Substitute for	Cllr Catherine Daniell

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

1 member of the public was present.

PUBLIC QUESTIONS: None

656 - APOLOGIES FOR ABSENCE

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

657 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

658 - DECLARATIONS OF INTEREST

There were no declarations of interest.

659 - MINUTES OF FINANCE & DELIVERY COMMITTEE

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 12th January 2026 as a true record.

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Minutes of meeting of Finance & Delivery Committee – 23rd February 2026

660 - FINANCE REPORTS - JANUARY 2026

660.1 - Statement of Accounts

The Committee received and considered the Statement of Accounts and Responsible Finance Officer's report for the month ended 31st January 2026, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income & Expenditure, together with:

Suppliers' Accounts

- 1st to 31st January 2026, total gross invoices £265,324.40

List of Payments

- Sevenoaks Town Council Nat West Account: 1st to 31st January 2026 – total £467,740.12
- Mayor's Charity Account: 1st to 31st January 2026 - None

Payroll Account

- 1st to 31st January 2026, total £100,026.97

Petty Cash Account

- 1st to 31st January 2026, total payments £1,025.72

It was noted that the year-to-date position at the end of January 2026 showed a surplus of £2,087. The Committee noted that this was a good position given the number of additional projects and unexpected spends, to a total of £60,000 previously reported, which had been contained within the budget. The following items were also noted:

- that to date £13,830 had been allocated from the contingency of £62,000
- there were outstanding debts of £500 on allotment payments which were being pursued
- the Statutory Balance sheet showed total assets to end of January were £3,011,106, a decrease of £200,046 from December 2025

RESOLVED that the Management Accounts 1st to 31st January 2026 be received and accepted.

660.2 - Hospitality and Gifts Register

The following Hospitality or Gifts received by Councillors or staff for the period 1st to 23rd January 2026 was noted:

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Date of offer	To	Accepted/declined	From	Item	Estimated value
19.01.26	Town Clerk	Accepted	John Levett	Derek Nash concert at The Stag	£56
21.01.26	Town Clerk	Accepted	Sevenoaks Entertainers	3x tickets for annual amateur pantomime.	£60

661 - FINANCE REPORTS - DECEMBER 2025

661.1 - Statement of Accounts

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

Suppliers' Accounts

- 1st to 31st December 2025, total gross invoices £420,584.13

List of Payments

- Sevenoaks Town Council Nat West Account: 1st to 31st December 2025 – total £657,503.21
- Mayor's Charity Account: 1st to 31st December 2025 - None

Payroll Account

- 1st to 31st December 2025, total £104,390.88

Petty Cash Account

- 1st to 31st December 2025, total payments £1,662.66

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

662 - COMMUNITY MINIBUSES & VAT

It was noted that the Community Minibus, which was available for hire exclusively to not-for-profit community groups under a Section 19 transport permit, constituted a non-business/exempt passenger transport for VAT purposes. As the use falls wholly outside the scope of taxable business activities, VAT on the purchase and running costs of the vehicle was not recoverable. This had resulted in the project exceeding budget by £20,929.58.

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For the same reason, the project to obtain a second minibus for use by Age Concern UK also exceeded budget by £7,439.98.

RESOLVED: That the funding of the deficits on the Community Minibus projects be met from the No.8 Bus Ear Marked Reserve, which currently holds £74,101.

663- INTERNAL AUDIT FOR YEAR ENDING 31ST MARCH 2026: SECOND INTERIM REPORT

The Committee considered the second interim report received from the Town Council's internal auditor, Mulberry Local Authority Services Ltd.

The Committee congratulated the officers on achieving a clean audit, noting in particular the following comment in the report:

“Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.”

RESOLVED to:

- 1) Receive and note the Internal Audit 2025/2026 Second Interim Report (January 2026)
- 2) Note that no audit points had been raised.

664 - MEMBERS ALLOWANCES POLICY

Consideration was given to Members' Allowances Policy 2026-2027.

RESOLVED: that the following allowances be approved:

- Sevenoaks Town Council Members parish allowance for 2026/27 at £309 per annum.
- Sevenoaks Mayors' parish allowance for 2026/27 at £6,044 per annum.
- Sevenoaks Mayor's car/ travel allowance for 2026/27 at £2,715 per annum.

**665 - RECOMMENDATION FROM THE COMMUNITY ASSETS (OPEN SPACES) COMMITTEE:
RFU FUNDING FOR PITCH MAINTENANCE**

The Committee considered the recommendation from the Community Assets (Open Spaces) Committee held on 26th January 2026 [*Minute 614 refers*] that the Town Council enter into a funding agreement in collaboration with Sevenoaks Rugby Football Club (SRFC) to enable funding to be obtained from the Rugby Football Union (RFU) for rugby pitch maintenance at Knole Paddock.

RESOLVED: That the Town Council enter a five-year funding agreement, as below, to enable funding from the RFU to be obtained towards the improvement of rugby pitch maintenance at Knole Paddock.

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RFU Grant Funding per Pitch			
Year 1	Cost	Grant Value	Club (STC) Contribution
Year 1	£3,600	£3,600	-
Year 2	£3,600	£3,600	-
Year 3	£3,600	£2,400	£1,200
Year 4	£3,600	£2,400	£1,200
Year 5	£3,600	£1,200	£2,400
Year 6	£3,600	£1,200	£2,400
Totals	£21,600	£14,400	£7,200
Total x 3 Pitches	£64,800	£43,200	£21,600

666 - CIL UPDATE REPORT

Consideration was given to the update report on CIL funds and the status of projects, noting the following:

- 1) The remaining projects for CIL as at 16th February 2026:

	Original Budget	Spent	Balance	Agreed	Planned Completion
Public Realm Town Ward	£50,000	£50,000	£0	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	65000 + £20k	£65,000	£20,000	Reviewed Jan 26	Started
20 mph	£141,967	£111,271	£10,000	10/06/2024	Contingency Left
Dartford Road Crossing	£25,000	£4,170	£20,830	Reviewed Feb 24	2025
Greatness Pavilion	£87,500	Moved	£0	Reviewed Feb 24	133,600 added Sep 25 for green initiatives
Greatness CCTV	£9,000	-	£9,000	Reviewed Feb 24	2026 - linked to the completion of Greatness Pavilion
Vine Gardens Crazy Paving	£10,000	£10,000	£0	Reviewed Feb 24	2025
Balance of cost for Recycle bound resin (Vine Gardens crazy paving)	£13,130	£13,130	£0	Agreed June 25	2025
Greatness Play Area	£150,000		£150,000	Agreed June 25	2025
Solar Batteries	£20,000	£20,000	£0	Agreed June 25	2025
Play Areas inc Buckhurst	£25,000	£27,112	-£2,112	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	£27,313	£8,812	Agreed Nov 25	2026
			£287,530		

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2) STC Community Infrastructure Levy (CIL) Receipts

Projected unallocated CIL Balance (reported to Finance & Delivery Committee 12 th January) 2026	£20,832
Less new projects:	
Further monies allocated to the Masterplan project	-£20,000
Unallocated Balance	£832
Add current SDC CIL balance (CIL collections October 2025 to date)	£62,690
Total Unallocated Balance (March 2026)	£62,690

It was noted that the final cost for the Buckhurst Play Area improvements was £2,112 over budget allocation, mainly due to vandalism.

RESOLVED that:

- 1) CIL Update Report to February 2026 be received and noted
- 2) Projected unallocated balance of £62,690 as at March 2026 be noted
- 3) Progress on allocated projects be noted
- 4) Approval be given to the transfer of £2,500 of unallocated funds to the Buckhurst Play Area Project.

667 - GRANTS REPORTS & APPLICATIONS

667.1- Reports from Grant Recipients

The Committee was pleased to receive and note reports from recipients of grants awarded during 2025, commenting on the breadth of projects and the significant contribution made by volunteers to the wellbeing of the Sevenoaks Community.

667.2 - Grant Applications for Consideration

The Committee considered the grant applications received.

Whilst expressing support for Sevenoaks Larder, the Committee did not feel that the Town Council's Community Grants Scheme was the way to help them with their capital project. A grant was not awarded on this occasion, but Sevenoaks Larder was invited to meet with Town Council representatives to discuss their project further.

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It was noted that grant applications received from Sevenoaks Three Arts Festival and Kent Youth Jazz Orchestra would be considered at the Youth Services Committee on 25th February 2026.

RESOLVED: That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

1) Grant Subsidy for Free Room Hire

Grant Ref No	Organisation	Purpose of award	Grant Application	Grant Subsidy for Free Room Hire Awarded
91	Recovery & Wellbeing College, Kent & Medway Mental health Trust	To meet cost of hire of Bat & Ball Station Luggage Room for 12 sessions from May 26 – July 27.	£810	£810

2) Grant Awards to local community groups:

Grant Ref No	Organisation	Purpose of award	Grant Application	Grant Awarded
13	Art in June	Towards cost of administering & promoting event, including introduction of an App.	£500	£500
68	Baby Umbrella	To provide free specialist 1:1 support for STC residents from qualified lactation consultants and breastfeeding counsellors.	£1,971	£1,971
90	DAVSS (Domestic Abuse Volunteer Support Service)	Towards costs of providing specialist domestic abuse services, including early intervention and recovery focused support.	£1,000	£1,000
43	D’Vine Singers	To help fund 10 weekly workshops with creative health specialist singing leader.	£1,350	£1,350
9	Friends of Rheinbach	Towards expenditure on promotional and developmental activities.	£500	£500

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Grant Ref No	Organisation	Purpose of award	Grant Application	Grant Awarded
65	The Hygiene Bank Sevenoaks	Towards purchase of hygiene products, cost of delivery of palletted donations and lease of storage unit.	£2,000	£2,000
3	Sevenoaks Volunteer Transport Group	Towards costs of coordinating volunteer drivers to assist elderly, infirm & disabled residents who need affordable transport to medical and related appointments.	£1,000	£1,000
12	South East Open Studios	Towards costs of designing & producing a Sevenoaks Artists Trail Map. Celebrating 30 years of SEOS.	£300	£300
69	We Are Beams	Hire costs of House in the Basement for family advice clinics, one day a week for 36 weeks.	£1,584	£1,584
17	West Kent Mediation	Contribution to costs for volunteer training, supervision & expenses, hall hire & publicity.	£900	£900
Total				£11,105

668 - NALC CASE STUDIES IN RELATION TO COMMUNITY ASSET TRANSFERS

The Committee considered the National Association of Local Councils (NALC) case studies in relation to Community Asset Transfers as part of the Local Government Reorganisation process. The case studies brought together practical examples of devolution of assets to parish and town councils across the country.

It was noted that in none of the examples in the case studies were upper-tier authorities shown to be charging town or parish councils to take on these assets. Instead, arrangements often involved grants or service level agreements to support the transfer of responsibilities.

Councillors noted that this national context was highly relevant. At a recent Sevenoaks District Council Finance & Investment Advisory Committee meeting, assets were agreed to be transferred to parish and town councils at a cost. The NALC report indicated that such an approach would be exceptional. Councillors expressed concern that any requirement to pay for the transfer of assets would have implications for the precept and for local taxpayers. They considered that charging to simply move an asset from one public body to another was double charging residents.

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RESOLVED:

- 1) That the NALC Devolution Case Studies Report be received and noted
- 2) That the Town Council raise awareness of the Case Studies with residents and District Councillors

669 - LOCAL POWER PLAN: PARTNERSHIP WORKING WITH SCAN

Consideration was given to the notes of a meeting with Sevenoaks Climate Action Network (SCAN) and a report produced by Locality UK “Clean Power = Community Power, How the Local Power Plan can be a win-win for net-zero and local communities.”

It was noted that producing a Local Power Plan would be resource intensive and an initial discussion had taken place with SCAN to see if they could assist with the work.

RESOLVED:

- 1) That the notes of the meeting with Sevenoaks Climate Action Network (SCAN) and the report produced by Locality UK be received and noted
- 2) That the Committee strongly supports the idea of a potential partnership with SCAN to explore a Local Power Plan and hopes that productive conversations can take place in the future.

670 - NOTES OF GREATNESS RECREATION GROUND WORKING GROUP

It was noted that the new play area and outdoor gym at Greatness was out to tender and was receiving a lot of interest.

RESOLVED: To receive and note the notes of the Greatness Recreation Ground Working Group held on 14th January 2026.

671 - MINUTES OF TOWN TEAM MEETING

It was noted that the next steps on the proposal for the Business Improvement District (BID) were awaiting the outcome of changes to local business rates.

RESOLVED: To receive and note the minutes of the Town Team Meeting held on 21st January 2026

672 - CURRENT MATTERS

RESOLVED: To receive and note updates to the list of Current Matters.

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673 - PRESS RELEASE

RESOLVED: That press releases be issued in respect of the following items:

- 1) The funding agreement to enable funding from the Rugby Football Union to be obtained towards the improvement of rugby pitch maintenance at Knole Paddock
- 2) Completion of the improvement works at Buckhurst Play Area
- 3) Installation of solar panels at Quaker’s Hall Allotments
- 4) NALC Case Studies on the transfer of Community Assets process

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 28th February 2026

1. Summary

As at the end of February, the year-to-date position shows a surplus of £15,674.

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

- Sevenoaks Common nominal has exceeded its annual budget by £2,103 this is due to having to cut back trees edging onto the roadway as advised by KCC at a cost of £5k.
- Other Woodland is £5,687 over its annual budget due to lots of tree work being identified in the tree safety report.
- Cemetery: 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.
- Vine Gardens: General maintenance costs are £4,332 above the annual budget, largely attributable to unbudgeted bridge repairs and fencing works totalling £4,382.
- Vine Café: The café is currently operating at a deficit of £23,506, which is being met from budget surplus. Arrangements for 2026/2027 financial year are being processed.
- Bat & Ball Station: The station is showing a £12k deficit against the annual budget year to date, which will also be funded from the budget surplus, due to the concession starting in October 2025, it was hoped to be April 2025.
- Establishment (Legal Expenses): Legal costs are £7,246 above the annual budget, relating to invoices for Buckhurst Play Area, Brittain's Common, and Sevenoaks Tennis Club.
- Establishment (Professional Fees): There was no provision in the budget for asset valuation costs associated with local government reorganisation, resulting in unbudgeted expenditure of £10,000. (£20,000 for professional valuations).
- Council Offices: Income is £14,166 above annual budget and overall expenditure is approximately £2k under budget YTD.
- Bat & Ball Centre: Income is £21,946 above budget year to date; however, overall expenditure is £33,705 above budget year to date.

The following Appendices are attached in support of the summary information contained in this report

Appendix 1 - Income and Expenditure by cost centre

Appendix 2 – Variance Analysis

Appendix 3 – Fund Balances.

Appendix 4 – Statutory Balance Sheet

Appendix 5 – Ear Marked Reserves

Appendix 6 – Operating income and expenditure

2. Use of Contingency

Monies spent

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

3. Outstanding Debts

There is approximately £250 outstanding on allotment payments and these are being chased.

4. Statutory Balance Sheet

The total assets to end of February 2026 are £2,704,197, this is a decrease of £306,909 from January 2026. Revenue (general) reserves have increased by £13,586 leaving a balance of £529,987.

Earmarked Reserves have decreased by £227,078 leaving a year to date balance of £1,835,401.

This includes:

1. Credits of £41,839 into the Greatness Pavilion EMR.
2. Payments of £238,036 from the Greatness Pavilion EMR.
3. Payment of £1,052 from the rolling capital reserves for two storage tanks at Knole Paddock picked up in the Legionella risk assessment.
4. Movement of £3,512.50 from the youth outreach grants to the Youth Activities Reserve to cover summer youth activities.
5. Payment of £12,251 for the Vine Pavilion works from the Development Fund EMR.
6. Payment of £2,335 from the non-annual commitment reserve for the Investors in People Accreditation.

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 (3.7%) - £270,315.70.
- Investec – 3 month fixed term (3.7%) - £387,152.23.
- Emirates NBD 6 month fixed term (4.17%) - £505,537.40.

£387,152.23 was recalled from Santander 90 day account at 3.65% and reinvested into an Investec 3 month at 3.7%.

6. Bank Reconciliations

There are none these will be produced at the next meeting.

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Detailed Income & Expenditure by Phased Budget Heading 16/03/2026

Month No: 11

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</u> <u>Planning - General</u>											
4010 Gross Pay	2,990	3,087	97	34,539	33,957	(582)	37,040		2,501	93.2%	
4270 Employers Pension Contribution	105	127	22	1,208	1,397	189	1,522		314	79.4%	
6240 Computer/ Data Base/WP's	0	57	57	513	741	228	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	640	922	282	922		282	69.4%	
6730 Subscriptions	125	51	(74)	750	561	(189)	615		(135)	122.0%	
Planning - General :- Indirect Expenditure	3,221	3,322	101	38,037	37,578	(459)	40,899	0	2,862	93.0%	0
Net Expenditure	(3,221)	(3,322)	(101)	(38,037)	(37,578)	459	(40,899)				
<u>20</u> <u>Community Bus</u>											
5700 Fuel	9	0	(9)	23	0	(23)	0		(23)	0.0%	
6020 Insurance Cost	0	0	0	4,707	0	(4,707)	0		(4,707)	0.0%	4,707
Community Bus :- Indirect Expenditure	9	0	(9)	4,730	0	(4,730)	0	0	(4,730)		4,707
Net Expenditure	(9)	0	9	(4,730)	0	4,730	0				
8001 plus Transfer from EMR	0	0	0	4,707	0	(4,707)	0				
Movement to/(from) Gen Reserve	(9)	0	9	(23)	0	23	0				

Detailed Income & Expenditure by Phased Budget Heading 16/03/2026

Month No: 11

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>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	3,874	2,625	(1,249)	28,469	25,375	(3,094)	28,000			101.7%	
1030 Electricity recharge	0	0	0	2,117	2,850	733	3,800			55.7%	
1316 Raleys Car Park Permits	0	0	0	1,900	1,742	(158)	1,739			109.3%	
1350 Revenue Grant income	0	0	0	2,666	0	(2,666)	0			0.0%	
1550 Insurance Claims	0	0	0	8,488	0	(8,488)	0			0.0%	8,488
1850 Log Sales	0	0	0	227	0	(227)	0			0.0%	
1853 Adopt a Tree income	0	0	0	479	102	(377)	102			469.8%	
1990 Other Income	0	46	46	1,821	276	(1,545)	276			659.8%	
O/ Spaces & Leisure - General :- Income	3,874	2,671	(1,203)	46,167	30,345	(15,822)	33,917			136.1%	8,488
4010 Gross Pay	17,582	17,032	(550)	185,047	187,352	2,305	204,378		19,331	90.5%	
4011 Mileage	0	67	67	602	737	135	800		198	75.2%	
4012 Expenses	0	0	0	35	0	(35)	0		(35)	0.0%	
4270 Employers Pension Contribution	991	1,380	389	10,762	15,180	4,418	16,558		5,796	65.0%	
5013 Graffiti Removal	0	0	0	248	1,000	752	1,000		752	24.8%	
5025 Lower St Johns Toilets	1,005	1,196	191	15,722	13,156	(2,566)	14,350		(1,372)	109.6%	
5026 Greatness Rec Convenience	344	265	(79)	3,387	2,915	(472)	3,177		(210)	106.6%	
5030 St Nicholas Burial Ground	12	0	(12)	119	102	(17)	102		(17)	116.8%	
5050 Seats And Litter Bins	0	0	0	303	1,767	1,464	2,357		2,054	12.9%	
5060 Sevenoaks Common	6,080	0	(6,080)	7,227	5,124	(2,103)	5,125		(2,102)	141.0%	
5065 Tree Safety Survey	4,100	0	(4,100)	4,100	4,100	0	4,100		0	100.0%	
5070 Other Woodlands	0	0	0	11,027	4,100	(6,927)	4,100		(6,927)	269.0%	1,240
5110 Knole Paddock & Pavilion	1,052	359	(693)	2,926	3,231	305	3,587		661	81.6%	1,052

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5120 Knole Paddock Pitch & Grnd Mt	0	214	214	1,873	2,354	481	2,562		689	73.1%	
5310 Miscellaneous Open Spaces	44	442	398	5,817	4,862	(955)	5,300		(517)	109.7%	840
5311 Security Open Spaces	2,473	2,333	(140)	29,985	25,663	(4,322)	28,000		(1,985)	107.1%	
5316 Skatepark Maintenance	0	0	0	8	2,054	2,046	2,050		2,042	0.4%	(1,000)
5317 Raleys Car Park	0	0	0	550	440	(110)	439		(111)	125.3%	
5320 Fertilizers	0	0	0	2,076	1,020	(1,056)	1,537		(539)	135.1%	
5330 Grass Seed	0	0	0	3,904	2,046	(1,858)	2,562		(1,342)	152.4%	
5340 Plants	68	0	(68)	3,172	2,307	(865)	3,075		(97)	103.2%	
5410 Repairs & General Maintenance	20	154	134	452	1,694	1,242	1,845		1,393	24.5%	
5412 Capital Refurbishments	4,000	667	(3,333)	4,000	7,337	3,337	8,000		4,000	50.0%	
5500 Equipment Hired and New	(641)	598	1,239	983	6,578	5,595	7,175		6,192	13.7%	(1,500)
5525 Equipment Maintenance	3,007	470	(2,537)	6,568	7,997	1,429	8,000		1,432	82.1%	
5550 Vehicle Expenses	383	1,003	620	3,384	11,033	7,649	12,037		8,653	28.1%	(10,000)
5700 Fuel	289	504	215	3,737	5,544	1,807	6,047		2,310	61.8%	
6010 Light Heat & Cleaning	0	726	726	0	7,986	7,986	8,712		8,712	0.0%	
6011 Electricity	0	0	0	9,765	0	(9,765)	0		(9,765)	0.0%	
6013 Cleaning	38	51	13	453	561	108	615		162	73.6%	
6014 Water	38	85	47	1,015	935	(80)	1,025		10	99.0%	
6016 Contractor Payments	0	0	0	2,113	0	(2,113)	0		(2,113)	0.0%	
6101 Telephone	0	12	12	0	132	132	149		149	0.0%	
6104 Mobile Telephone	20	29	9	244	319	75	348		104	70.0%	
6105 Broadband wi-fi service	29	26	(3)	316	286	(30)	307		(9)	102.8%	
6200 Printing & Stationery	3	0	(3)	3	0	(3)	0		(3)	0.0%	
6210 Postage & Courier	10	0	(10)	14	0	(14)	0		(14)	0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6320 Staff Training	0	0	0	1,127	2,307	1,180	3,075		1,948	36.6%	
6330 Welfare/Hospitality	0	53	53	208	583	375	640		432	32.5%	
6460 Publicity & Democratic notices	0	0	0	260	0	(260)	0		(260)	0.0%	
6635 Professional Fees Licensing	0	26	26	10	286	276	308		298	3.2%	
6730 Subscriptions	0	0	0	430	185	(245)	185		(245)	232.5%	
6812 Road Dues	1,365	1,128	(237)	1,365	1,128	(237)	1,128		(237)	121.0%	
6851 Bus Shelter Maintenance	0	17	17	0	187	187	205		205	0.0%	
6900 Sundry Expenses	0	7	7	0	77	77	82		82	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	1,251	0	(1,251)	1,700		449	73.6%	
6930 Alarm Maintenance	0	0	0	741	904	163	902		161	82.1%	
6931 CCTV Maintenance	0	615	615	0	615	615	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	2,184	2,307	123	3,075		891	71.0%	
6935 Waste Bin Disposal-Waste Bins	255	230	(25)	2,778	2,530	(248)	2,767		(11)	100.4%	
6952 Protective Clothing	93	133	40	720	1,463	743	1,600		880	45.0%	
O/ Spaces & Leisure - General :- Indirect Expenditure	42,660	29,822	(12,838)	333,008	342,484	9,476	375,701	0	42,693	88.6%	(9,368)
Net Income over Expenditure	(38,786)	(27,151)	11,635	(286,841)	(312,139)	(25,298)	(341,784)				
8001 plus Transfer from EMR	(1,448)	0	1,448	(9,368)	0	9,368	0				
8002 less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
Movement to/(from) Gen Reserve	(40,234)	(27,151)	13,083	(304,697)	(312,139)	(24,419)	(341,784)				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22</u> O/ Spaces & Leisure - Cemetery											
1700 Cemetery Income	2,239	6,500	4,261	81,894	71,500	(10,394)	78,000			105.0%	
O/ Spaces & Leisure - Cemetery :- Income	2,239	6,500	4,261	81,894	71,500	(10,394)	78,000			105.0%	0
4010 Gross Pay	8,075	8,791	716	95,189	96,701	1,512	105,490		10,301	90.2%	
4011 Mileage	0	0	0	120	0	(120)	0		(120)	0.0%	
4012 Expenses	0	0	0	124	0	(124)	0		(124)	0.0%	
4270 Employers Pension Contribution	748	735	(13)	8,857	8,085	(772)	8,818		(39)	100.4%	
5210 Cemetery Chapel & Office	0	0	0	0	76	76	153		153	0.0%	
5230 Cemetery Wshop/Messroom Mtce	134	0	(134)	147	537	390	717		570	20.5%	
5410 Repairs & General Maintenance	0	102	102	2,793	1,122	(1,671)	1,230		(1,563)	227.1%	
5500 Equipment Hired and New	1,500	342	(1,158)	2,959	3,762	803	4,100		1,141	72.2%	
5525 Equipment Maintenance	0	750	750	1,479	8,250	6,771	9,000		7,521	16.4%	
5700 Fuel	45	102	57	676	1,122	446	1,230		554	55.0%	
6000 Rent & Rates	0	875	875	8,818	9,625	807	10,500		1,682	84.0%	
6011 Electricity	1,141	179	(962)	2,836	1,969	(867)	2,152		(684)	131.8%	
6013 Cleaning	8	0	(8)	518	817	299	1,025		507	50.5%	
6014 Water	0	94	94	390	1,034	644	1,127		737	34.6%	
6016 Contractor Payments	0	0	0	147	0	(147)	0		(147)	0.0%	
6101 Telephone	71	68	(3)	804	748	(56)	820		16	98.0%	
6104 Mobile Telephone	0	2	2	0	22	22	26		26	0.0%	
6105 Broadband wi-fi service	10	13	3	110	143	33	154		44	71.4%	
6200 Printing & Stationery	475	0	(475)	475	0	(475)	0		(475)	0.0%	
6240 Computer/ Data Base/WP's	0	0	0	1,331	685	(646)	686		(645)	194.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6320 Staff Training	0	0	0	269	1,152	883	1,537		1,268	17.5%	
6330 Welfare/Hospitality	0	26	26	212	286	74	307		95	69.1%	
6500 Goods for Resale	0	11	11	691	121	(570)	128		(563)	539.8%	
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	1,571	0	(1,571)	3,063	2,250	(813)	3,000		(63)	102.1%	
6822 Roads Path & Boundaries	76	0	(76)	76	872	796	871		795	8.7%	
6832 Lawn/Wall of Remembrance	0	0	0	0	93	93	123		123	0.0%	
6922 Health&Safety/Risk Assessments	0	375	375	3,828	1,500	(2,328)	1,500		(2,328)	255.2%	
6930 Alarm Maintenance	0	145	145	995	1,595	600	1,742		747	57.1%	
6932 Cemetery Security	635	512	(123)	7,044	5,632	(1,412)	6,150		(894)	114.5%	
6935 Waste Bin Disposal-Waste Bins	149	111	(38)	1,250	1,221	(29)	1,332		82	93.8%	
6952 Protective Clothing	0	58	58	236	638	402	700		464	33.7%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	14,639	13,291	(1,348)	145,562	150,315	4,753	164,875	0	19,313	88.3%	0
Net Income over Expenditure	(12,400)	(6,791)	5,609	(63,667)	(78,815)	(15,148)	(86,875)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	25	0	(25)	1,494	1,636	142	1,636			91.3%	
1047 QH Allotments Income	126	0	(126)	8,507	8,759	252	8,759			97.1%	
O/ Spaces & Leisure- Allotment :- Income	151	0	(151)	10,001	10,395	394	10,395			96.2%	0
4010 Gross Pay	542	500	(42)	6,541	5,500	(1,041)	6,000		(541)	109.0%	
4270 Employers Pension Contribution	81	33	(48)	860	363	(497)	400		(460)	215.1%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5340 Plants	75	0	(75)	75	0	(75)	0		(75)	0.0%	
5410 Repairs & General Maintenance	0	0	0	130	0	(130)	0		(130)	0.0%	
5500 Equipment Hired and New	0	0	0	97	0	(97)	0		(97)	0.0%	
6002 QH Allotments Costs	15	0	(15)	1,090	0	(1,090)	0		(1,090)	0.0%	1,132
6014 Water	76	0	(76)	563	729	166	973		410	57.8%	
6300 Computer Software	0	2	2	0	22	22	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	0	0	0	7	0	(7)	0		(7)	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	788	535	(253)	9,362	6,687	(2,675)	7,533	0	(1,829)	124.3%	1,132
Net Income over Expenditure	(637)	(535)	102	639	3,708	3,069	2,862				
8001 plus Transfer from EMR	0	0	0	1,132	0	(1,132)	0				
Movement to/(from) Gen Reserve	(637)	(535)	102	1,771	3,708	1,937	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	0	0	0	4,485	0	(4,485)	0			0.0%	
1990 Other Income	0	167	167	0	1,002	1,002	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	0	167	167	7,335	1,002	(6,333)	10,000			73.4%	0
6861 Public Clock Maintenance	0	0	0	1,773	205	(1,568)	205		(1,568)	864.8%	

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6862 Street Lighting	2,523	0	(2,523)	12,102	0	(12,102)	11,000		(1,102)	110.0%	
6865 In Bloom Costs	0	0	0	16,559	14,348	(2,211)	14,350		(2,209)	115.4%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	2,523	0	(2,523)	30,434	14,553	(15,881)	25,555	0	(4,879)	119.1%	0
Net Income over Expenditure	(2,523)	167	2,690	(23,099)	(13,551)	9,548	(15,555)				
28 O/ Spaces & Leisure-Vine Cafe											
1211 Sale of Goods	599	0	(599)	38,106	0	(38,106)	0			0.0%	
1213 Event catering	0	0	0	523	0	(523)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	599	0	(599)	38,630	0	(38,630)	0				0
4010 Gross Pay	2,048	0	(2,048)	29,269	0	(29,269)	0		(29,269)	0.0%	
4270 Employers Pension Contribution	110	0	(110)	1,488	0	(1,488)	0		(1,488)	0.0%	
5410 Repairs & General Maintenance	11	0	(11)	748	0	(748)	0		(748)	0.0%	
5500 Equipment Hired and New	0	0	0	5,104	1,580	(3,524)	1,580		(3,524)	323.0%	
5525 Equipment Maintenance	152	0	(152)	2,385	0	(2,385)	0		(2,385)	0.0%	
6000 Rent & Rates	0	0	0	736	0	(736)	0		(736)	0.0%	
6010 Light Heat & Cleaning	0	0	0	179	0	(179)	0		(179)	0.0%	
6011 Electricity	(130)	0	130	2,971	0	(2,971)	0		(2,971)	0.0%	
6014 Water	163	0	(163)	1,894	0	(1,894)	0		(1,894)	0.0%	
6016 Contractor Payments	0	0	0	372	0	(372)	0		(372)	0.0%	
6101 Telephone	51	0	(51)	561	0	(561)	0		(561)	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%	

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6330 Welfare/Hospitality	0	0	0	49	0	(49)	0		(49)	0.0%	
6500 Goods for Resale	148	0	(148)	10,964	0	(10,964)	0		(10,964)	0.0%	
6505 Cafe consumables	21	0	(21)	718	0	(718)	0		(718)	0.0%	
6635 Professional Fees Licensing	0	0	0	550	0	(550)	0		(550)	0.0%	
6900 Sundry Expenses	0	0	0	20	0	(20)	0		(20)	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	70	0	(70)	836	0	(836)	0		(836)	0.0%	
6976 Credit card charges	123	0	(123)	1,317	0	(1,317)	0		(1,317)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	2,768	0	(2,768)	62,136	1,580	(60,556)	1,580	0	(60,556)	3932.6%	0
Net Income over Expenditure	(2,169)	0	2,169	(23,506)	(1,580)	21,926	(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%	
1211 Sale of Goods	0	0	0	24	0	(24)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	4,000	3,588	(412)	3,587			111.5%	
1870 Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
O/Spaces & Leisure-Vine Ground :- Income	0	0	0	5,130	5,506	376	5,507			93.2%	0
4010 Gross Pay	1,981	2,125	144	23,430	23,375	(55)	25,505		2,075	91.9%	
4270 Employers Pension Contribution	71	119	48	822	1,309	487	1,427		605	57.6%	
5010 Vine Area General Maintenance	0	214	214	6,897	2,354	(4,543)	2,565		(4,332)	268.9%	
5015 Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	

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5020 Vine Public Convenience	1,043	1,167	124	9,422	12,837	3,415	14,000		4,578	67.3%	
5410 Repairs & General Maintenance	0	68	68	207	748	541	820		613	25.3%	
5500 Equipment Hired and New	0	0	0	315	2,058	1,743	2,056		1,741	15.3%	
6014 Water	38	43	5	311	473	162	512		201	60.7%	
6460 Publicity & Democratic notices	389	0	(389)	1,008	0	(1,008)	0		(1,008)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	215	145	215		145	32.6%	
6868 Summer Concerts	0	0	0	3,420	3,690	270	3,690		270	92.7%	
6869 Special Events	0	0	0	0	143	143	143		143	0.0%	
6922 Health&Safety/Risk Assessments	0	83	83	17	913	896	1,000		983	1.7%	
6931 CCTV Maintenance	0	0	0	0	748	748	748		748	0.0%	
6935 Waste Bin Disposal-Waste Bins	81	82	1	647	902	255	984		337	65.8%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,604	3,901	297	46,565	49,970	3,405	53,870	0	7,305	86.4%	0
Net Income over Expenditure	(3,604)	(3,901)	(297)	(41,435)	(44,464)	(3,029)	(48,363)				
<u>30 F&G P - Bat & Ball Station</u>											
1010 Rental Income	417	0	(417)	1,043	0	(1,043)	0			0.0%	
1022 Letting & Hire of Facilities	1,600	1,333	(267)	14,314	14,663	349	16,000			89.5%	
1211 Sale of Goods	0	0	0	15,059	0	(15,059)	0			0.0%	
1213 Event catering	459	0	(459)	6,500	0	(6,500)	0			0.0%	
1861 Recharge Income	1,313	0	(1,313)	3,087	0	(3,087)	0			0.0%	
F&G P - Bat & Ball Station :- Income	3,789	1,333	(2,456)	40,003	14,663	(25,340)	16,000			250.0%	0
4010 Gross Pay	1,208	1,720	512	43,546	18,920	(24,626)	20,637		(22,909)	211.0%	

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	26	86	60	1,333	946	(387)	1,040		(293)	128.2%	
5410 Repairs & General Maintenance	668	500	(168)	5,949	5,500	(449)	6,000		51	99.1%	
5500 Equipment Hired and New	0	85	85	801	935	134	1,025		224	78.1%	
5525 Equipment Maintenance	0	0	0	359	0	(359)	0		(359)	0.0%	
6000 Rent & Rates	0	125	125	1,406	1,375	(31)	1,500		94	93.7%	
6011 Electricity	894	708	(186)	9,285	7,788	(1,497)	8,500		(785)	109.2%	
6012 Gas	0	121	121	1,454	1,331	(123)	1,455		1	99.9%	
6013 Cleaning	344	299	(45)	3,477	3,289	(188)	3,587		110	96.9%	
6014 Water	87	125	38	306	1,375	1,069	1,500		1,194	20.4%	
6016 Contractor Payments	146	0	(146)	1,829	0	(1,829)	0		(1,829)	0.0%	
6020 Insurance Cost	0	83	83	0	913	913	1,000		1,000	0.0%	
6101 Telephone	51	43	(8)	561	473	(88)	512		(49)	109.5%	
6200 Printing & Stationery	0	0	0	31	0	(31)	0		(31)	0.0%	
6241 Website Costs	0	34	34	345	374	29	410		65	84.1%	
6330 Welfare/Hospitality	0	0	0	1,385	0	(1,385)	0		(1,385)	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	0	0	0	162	0	(162)	0		(162)	0.0%	
6635 Professional Fees Licensing	0	0	0	295	615	320	615		320	48.0%	
6869 Special Events	(125)	0	125	225	0	(225)	0		(225)	0.0%	
6900 Sundry Expenses	0	0	0	160	0	(160)	0		(160)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	1,773	1,332	(441)	1,332		(441)	133.1%	
6930 Alarm Maintenance	0	0	0	438	717	279	717		279	61.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6931 CCTV Maintenance	0	0	0	207	174	(33)	174		(33)	118.9%	
6935 Waste Bin Disposal-Waste Bins	99	68	(31)	1,429	748	(681)	820		(609)	174.2%	
6976 Credit card charges	(440)	0	440	489	0	(489)	0		(489)	0.0%	
F & G P - Bat & Ball Station :- Indirect Expenditure	2,959	3,997	1,038	84,839	46,805	(38,034)	50,824	0	(34,015)	166.9%	0
Net Income over Expenditure	831	(2,664)	(3,495)	(44,835)	(32,142)	12,693	(34,824)				
31 F & G P - Establishments											
1115 Interest on Deposits	3,838	4,167	329	70,829	45,837	(24,992)	50,000			141.7%	
1230 Roadside Advertising-Charities	120	34	(86)	540	374	(166)	416			129.8%	
1231 Banner Income	60	0	(60)	390	1,025	635	1,025			38.0%	
1232 Town Crier Advertising	0	250	250	1,200	1,000	(200)	1,000			120.0%	
1889 Waste Sacks Income	167	0	(167)	5,231	0	(5,231)	0			0.0%	
1990 Other Income	20	0	(20)	2,082	0	(2,082)	0			0.0%	
F & G P - Establishments :- Income	4,206	4,451	245	80,272	48,236	(32,036)	52,441			153.1%	0
4010 Gross Pay	35,653	33,377	(2,276)	400,511	367,147	(33,364)	400,529	18		100.0%	
4011 Mileage	248	48	(200)	789	528	(261)	572	(217)		137.9%	
4012 Expenses	78	85	7	926	935	9	1,025	99		90.3%	
4270 Employers Pension Contribution	3,663	3,667	4	39,948	40,337	389	44,006	4,058		90.8%	
4271 Pension Deficiency	6,921	6,667	(254)	75,131	73,337	(1,794)	80,000	4,869		93.9%	
5340 Plants	0	0	0	67	0	(67)	0	(67)		0.0%	
5500 Equipment Hired and New	14	85	71	3,618	935	(2,683)	1,025	(2,593)		353.0%	
5550 Vehicle Expenses	348	0	(348)	348	0	(348)	0	(348)		0.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6016 Contractor Payments	0	0	0	766	0	(766)	0		(766)	0.0%	
6020 Insurance Cost	0	0	0	22,275	20,000	(2,275)	20,000		(2,275)	111.4%	
6101 Telephone	464	469	5	5,096	5,159	63	5,627		531	90.6%	
6200 Printing & Stationery	980	1,583	603	19,151	17,413	(1,738)	19,000		(151)	100.8%	
6210 Postage & Courier	5	0	(5)	5,240	4,100	(1,140)	4,100		(1,140)	127.8%	
6240 Computer/ Data Base/WP's	2,466	2,000	(466)	22,148	22,000	(148)	24,000		1,852	92.3%	
6241 Website Costs	0	0	0	4,358	4,395	37	4,395		37	99.2%	
6242 I.T. Infrastructure	359	667	308	3,701	5,337	1,636	6,000		2,299	61.7%	
6300 Computer Software	196	140	(56)	10,564	7,472	(3,092)	7,637		(2,927)	138.3%	
6315 Recruitment Costs	0	167	167	0	1,837	1,837	2,000		2,000	0.0%	
6320 Staff Training	1,424	333	(1,091)	3,818	3,663	(155)	4,000		182	95.5%	
6321 Investors in People	0	0	0	4,000	0	(4,000)	1,000		(3,000)	400.0%	2,335
6330 Welfare/Hospitality	44	342	298	3,415	3,762	347	4,100		685	83.3%	
6340 Staff Uniforms	0	0	0	175	0	(175)	0		(175)	0.0%	
6410 Civic Exps/Annual Reception	0	0	0	1,602	2,152	550	2,152		550	74.4%	
6415 Gifts/hospitality	166	100	(66)	657	1,100	443	1,200		543	54.8%	
6421 Honour Bd. Badges & Insignia	0	29	29	95	319	224	350		255	27.1%	
6435 Members Expenses	2,163	0	(2,163)	2,163	3,587	1,424	3,587		1,424	60.3%	
6460 Publicity & Democratic notices	23	0	(23)	1,537	750	(787)	1,000		(537)	153.7%	
6461 Banner Costs	0	133	133	2,182	1,463	(719)	1,600		(582)	136.4%	
6610 Audit Fees	0	0	0	621	5,123	4,502	5,125		4,504	12.1%	
6620 Legal Expenses	3,250	0	(3,250)	9,296	2,050	(7,246)	2,050		(7,246)	453.5%	
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	750	180	1,000		430	57.0%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6710 Conference Fees & Expenses	70	250	180	3,701	2,750	(951)	3,000		(701)	123.4%	
6720 Books and Periodicals	0	0	0	149	417	268	416		267	35.9%	
6730 Subscriptions	568	390	(178)	9,126	6,762	(2,364)	6,765		(2,361)	134.9%	
6889 Waste Sacks	0	0	0	4,560	0	(4,560)	0		(4,560)	0.0%	
6900 Sundry Expenses	0	42	42	319	462	143	500		181	63.8%	
6922 Health&Safety/Risk Assessments	0	444	444	4,403	4,884	481	5,330		927	82.6%	
6952 Protective Clothing	0	0	0	447	0	(447)	0		(447)	0.0%	
6975 Bank Charges	81	137	56	2,694	1,507	(1,187)	1,640		(1,054)	164.3%	
6976 Credit card charges	292	68	(224)	1,576	748	(828)	820		(756)	192.2%	
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	45,527	45,527	50,690		50,690	0.0%	
7614 Stag reserve	0	0	0	0	0	0	1,000		1,000	0.0%	(1,000)
7617 PWLB Loan Repayment	0	0	0	71,602	71,602	0	71,602		0	100.0%	
F & G P - Establishments :- Indirect Expenditure	59,474	56,390	(3,084)	764,471	742,260	(22,211)	800,793	0	36,322	95.5%	(165)
Net Income over Expenditure	(55,269)	(51,939)	3,330	(684,200)	(694,024)	(9,824)	(748,352)				
8001 plus Transfer from EMR	0	0	0	(165)	0	165	0				
Movement to/(from) Gen Reserve	(55,269)	(51,939)	3,330	(684,365)	(694,024)	(9,659)	(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	0	0	0	9,845	6,000	(3,845)	6,000			164.1%	
F & G P - General :- Income	0	0	0	10,673	6,000	(4,673)	6,000			177.9%	0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6330 Welfare/Hospitality	5	0	(5)	5	0	(5)	0		(5)	0.0%	
6490 Christmas Lights Switch On	0	0	0	33,459	27,999	(5,460)	28,000		(5,459)	119.5%	
6491 Remembrance Day/Civic Serv.	0	0	0	5,614	5,125	(489)	5,125		(489)	109.5%	
6869 Special Events	0	0	0	11,922	10,500	(1,422)	10,500		(1,422)	113.5%	2,705
F & G P - General :- Indirect Expenditure	5	0	(5)	50,998	43,624	(7,374)	43,625	0	(7,373)	116.9%	2,705
Net Income over Expenditure	(5)	0	5	(40,326)	(37,624)	2,702	(37,625)				
8001 plus Transfer from EMR	0	0	0	2,705	0	(2,705)	0				
Movement to/(from) Gen Reserve	(4)	0	4	(37,621)	(37,624)	(3)	(37,625)				
33 F & G P - Council Offices											
1022 Letting & Hire of Facilities	3,424	875	(2,549)	23,791	9,625	(14,166)	10,500			226.6%	
1030 Electricity recharge	0	0	0	1,088	0	(1,088)	0			0.0%	
F & G P - Council Offices :- Income	3,424	875	(2,549)	24,879	9,625	(15,254)	10,500			236.9%	0
4010 Gross Pay	477	684	207	4,604	7,524	2,920	8,215	3,611		56.0%	
4270 Employers Pension Contribution	26	29	3	271	319	48	348	77		77.8%	
5410 Repairs & General Maintenance	0	60	60	1,071	660	(411)	717	(354)		149.4%	
5500 Equipment Hired and New	0	0	0	487	0	(487)	0	(487)		0.0%	
6000 Rent & Rates	0	0	0	28,860	28,700	(160)	28,700	(160)		100.6%	
6010 Light Heat & Cleaning	123	292	169	992	3,212	2,220	3,500	2,508		28.3%	
6011 Electricity	0	333	333	5,314	3,663	(1,651)	4,000	(1,314)		132.8%	
6012 Gas	259	167	(92)	1,844	1,837	(7)	2,000	156		92.2%	

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6013 Cleaning	0	0	0	11	0	(11)	0		(11)	0.0%	
6014 Water	21	200	179	936	2,200	1,264	2,407		1,471	38.9%	
6016 Contractor Payments	0	0	0	904	0	(904)	0		(904)	0.0%	
6104 Mobile Telephone	0	8	8	122	88	(34)	100		(22)	121.7%	
6635 Professional Fees Licensing	0	0	0	295	0	(295)	0		(295)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	297	922	625	922		625	32.2%	
6930 Alarm Maintenance	0	0	0	921	1,000	79	1,000		79	92.1%	
6935 Waste Bin Disposal-Waste Bins	99	120	21	1,107	1,320	213	1,435		328	77.1%	
6952 Protective Clothing	131	0	(131)	131	100	(31)	100		(31)	131.4%	
F & G P - Council Offices :- Indirect Expenditure	1,137	1,893	756	48,167	51,545	3,378	53,444	0	5,277	90.1%	0
Net Income over Expenditure	2,287	(1,018)	(3,305)	(23,288)	(41,920)	(18,632)	(42,944)				
36 F & G P - Bat & Ball Centre											
1022 Letting & Hire of Facilities	7,859	9,583	1,724	136,946	105,413	(31,533)	115,000			119.1%	
1030 Electricity recharge	0	0	0	547	129	(418)	173			316.4%	
1213 Event catering	30	33	3	568	363	(205)	400			142.1%	
1445 Outdoor Activities	14	42	28	113	462	349	500			22.6%	
1457 Indoor Activities	558	500	(58)	6,084	5,500	(584)	6,000			101.4%	
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	410	0	(410)	0			0.0%	
F & G P - Bat & Ball Centre :- Income	8,461	10,158	1,697	150,007	111,867	(38,140)	122,073			122.9%	0

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Gross Pay	7,884	7,596	(288)	88,143	83,556	(4,587)	91,154		3,011	96.7%	
4012 Expenses	0	0	0	2	0	(2)	0		(2)	0.0%	
4270 Employers Pension Contribution	250	296	46	2,671	3,256	585	3,552		881	75.2%	
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	0	0	44	205	161	205		161	21.6%	
5410 Repairs & General Maintenance	1,292	0	(1,292)	27,104	4,500	(22,604)	6,000		(21,104)	451.7%	7,370
5500 Equipment Hired and New	270	0	(270)	6,637	1,024	(5,613)	1,025		(5,612)	647.5%	
5525 Equipment Maintenance	0	0	0	30	0	(30)	0		(30)	0.0%	
6000 Rent & Rates	0	0	0	6,487	6,150	(337)	6,150		(337)	105.5%	
6011 Electricity	1,178	1,196	18	11,117	13,156	2,039	14,350		3,233	77.5%	
6012 Gas	294	0	(294)	2,292	1,808	(484)	1,808		(484)	126.8%	
6013 Cleaning	207	171	(36)	2,924	1,881	(1,043)	2,050		(874)	142.6%	
6014 Water	(402)	167	569	(6)	1,837	1,843	2,000		2,006	(0.3%)	
6016 Contractor Payments	0	0	0	455	0	(455)	0		(455)	0.0%	
6101 Telephone	51	51	(0)	564	561	(3)	615		51	91.7%	
6104 Mobile Telephone	8	20	12	83	220	137	246		163	33.9%	
6200 Printing & Stationery	95	0	(95)	235	0	(235)	0		(235)	0.0%	
6240 Computer/ Data Base/WP's	0	34	34	0	374	374	410		410	0.0%	
6330 Welfare/Hospitality	0	43	43	586	473	(113)	512		(74)	114.5%	
6520 Refreshments for Resale	405	250	(155)	3,446	2,750	(696)	3,000		(446)	114.9%	
6635 Professional Fees Licensing	0	0	0	443	520	77	520		77	85.3%	
6900 Sundry Expenses	0	0	0	90	52	(38)	52		(38)	173.5%	
6922 Health&Safety/Risk Assessments	125	833	708	4,558	1,666	(2,892)	2,500		(2,058)	182.3%	

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6930 Alarm Maintenance	0	0	0	763	924	161	924		161	82.6%	
6931 CCTV Maintenance	0	0	0	240	410	170	410		170	58.5%	
6935 Waste Bin Disposal-Waste Bins	203	179	(24)	1,735	1,969	234	2,152		417	80.6%	
6952 Protective Clothing	0	0	0	0	125	125	250		250	0.0%	
F & G P - Bat & Ball Centre :- Indirect Expenditure	11,860	10,836	(1,024)	161,122	127,417	(33,705)	139,885	0	(21,237)	115.2%	7,370
Net Income over Expenditure	(3,399)	(678)	2,721	(11,115)	(15,550)	(4,435)	(17,812)				
8001 plus Transfer from EMR	0	0	0	7,370	0	(7,370)	0				
Movement to/(from) Gen Reserve	(3,399)	(678)	2,721	(3,745)	(15,550)	(11,805)	(17,812)				
38 F & G P - Grants											
7500 Local Organisations Grants	1,584	0	(1,584)	13,424	11,450	(1,974)	22,900		9,476	58.6%	
7502 Sevenoaks Summer Festival	0	0	0	5,000	5,000	0	5,000		0	100.0%	
7520 Twinning Support	0	1,000	1,000	0	1,000	1,000	1,000		1,000	0.0%	
7552 Youth Outreach	0	0	0	3,188	0	(3,188)	8,200		5,013	38.9%	(3,513)
7556 Stag Community Arts Centre	0	0	0	27,000	27,000	0	27,000		0	100.0%	
7557 Community Rail Partnership	0	0	0	3,000	3,000	0	3,000		0	100.0%	
F & G P - Grants :- Indirect Expenditure	1,584	1,000	(584)	51,612	47,450	(4,162)	67,100	0	15,489	76.9%	(3,513)
Net Expenditure	(1,584)	(1,000)	584	(51,612)	(47,450)	4,162	(67,100)				
8001 plus Transfer from EMR	(3,513)	0	3,512	(3,513)	0	3,512	0				
Movement to/(from) Gen Reserve	(5,096)	(1,000)	4,096	(55,124)	(47,450)	7,674	(67,100)				

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>39 F & G P - Property</u>											
1469 O/S Ground Rents & Wayleaves	0	555	555	6,579	6,105	(474)	6,662	3,700		154.3%	
F & G P - Property :- Income	0	555	555	6,579	6,105	(474)	6,662			98.8%	0
Net Income	0	555	555	6,579	6,105	(474)	6,662				
<u>40 Town Team</u>											
1204 Holly Party	0	0	0	1,581	0	(1,581)	0			0.0%	
1206 Business Awards	0	0	0	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	0	0	0	14,290	12,450	(1,840)	12,450			114.8%	0
6101 Telephone	0	9	9	0	99	99	110	110	110	0.0%	
6200 Printing & Stationery	0	9	9	0	99	99	114	114	114	0.0%	
6240 Computer/ Data Base/WP's	0	70	70	0	770	770	847	847	847	0.0%	
6241 Website Costs	311	0	(311)	621	288	(333)	289	(332)	(332)	214.8%	
6244 Information Screens	0	0	0	360	750	390	1,000	640	640	36.0%	
6322 Business Awards	0	0	0	5,966	8,331	2,365	8,318	2,352	2,352	71.7%	
6323 Business Show	0	307	307	4,695	3,377	(1,318)	3,687	(1,008)	(1,008)	127.3%	
6325 Holly Party Expense	200	0	(200)	3,783	0	(3,783)	0	(3,783)	(3,783)	0.0%	
6326 Health & Wellness Initiative	0	0	0	199	0	(199)	0	(199)	(199)	0.0%	
6461 Banner Costs	0	0	0	0	621	621	827	827	827	0.0%	
6730 Subscriptions	0	0	0	150	604	454	603	453	453	24.9%	
6900 Sundry Expenses	0	67	67	10	737	727	805	795	795	1.2%	

Detailed Income & Expenditure by Phased Budget Heading 16/03/2026

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	80	0	(80)	0		(80)	0.0%	
7000 Reinvestment	0	0	0	0	0	0	850		850	0.0%	
7607 Christmas events	0	0	0	76	0	(76)	0		(76)	0.0%	
Town Team :- Indirect Expenditure	511	462	(49)	15,939	15,676	(263)	17,450	0	1,511	91.3%	0
Net Income over Expenditure	(511)	(462)	49	(1,650)	(3,226)	(1,576)	(5,000)				
<u>41 Business Hub</u>											
1022 Letting & Hire of Facilities	33	111	78	476	1,221	745	1,332			35.7%	
1026 Hot Desking Facility	742	444	(298)	4,020	4,884	864	5,330			75.4%	
1029 Office Pods	1,408	1,407	(1)	13,768	15,477	1,709	16,882			81.6%	
1031 Chamber of Commerce	538	466	(72)	5,488	5,126	(362)	5,587			98.2%	
Business Hub :- Income	2,721	2,428	(293)	23,752	26,708	2,956	29,131			81.5%	0
4010 Gross Pay	959	710	(249)	9,022	7,810	(1,212)	8,525		(497)	105.8%	
4270 Employers Pension Contribution	36	23	(13)	185	253	68	274		89	67.5%	
5410 Repairs & General Maintenance	149	20	(129)	2,139	275	(1,864)	307		(1,832)	696.8%	
5500 Equipment Hired and New	0	43	43	352	473	121	512		160	68.7%	
6000 Rent & Rates	0	0	0	1,647	2,000	353	2,000		353	82.3%	
6010 Light Heat & Cleaning	48	1,083	1,035	476	11,913	11,437	13,000		12,524	3.7%	
6011 Electricity	1,113	0	(1,113)	5,765	0	(5,765)	0		(5,765)	0.0%	
6105 Broadband wi-fi service	142	154	13	1,557	1,694	138	1,845		289	84.4%	
6900 Sundry Expenses	100	85	(15)	1,086	935	(151)	1,025		(61)	106.0%	
6922 Health&Safety/Risk Assessments	0	0	0	1,174	177	(997)	177		(997)	663.3%	

Detailed Income & Expenditure by Phased Budget Heading 16/03/2026

Month No: 11

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6930 Alarm Maintenance	0	0	0	260	312	52	312		52	83.3%	
6931 CCTV Maintenance	0	14	14	166	154	(12)	164		(2)	101.1%	
6976 Credit card charges	56	30	(26)	375	330	(45)	358		(17)	104.9%	
Business Hub :- Indirect Expenditure	2,601	2,162	(439)	24,203	26,326	2,123	28,499	0	4,296	84.9%	0
Net Income over Expenditure	120	266	146	(452)	382	834	632				
<u>42 Sevenoaks Town Mayor</u>											
1500 Fundraising	0	0	0	2,988	0	(2,988)	0			0.0%	
1752 Quiz Night Income	1,732	0	(1,732)	4,129	0	(4,129)	0			0.0%	
1754 Knole Tour Income	206	0	(206)	562	0	(562)	0			0.0%	
1755 Chevening Visit Income	0	0	0	1,139	0	(1,139)	0			0.0%	
1756 Int'l Women's Day Event Income	248	0	(248)	1,553	0	(1,553)	0			0.0%	
1757 Mayor's Stag event	120	0	(120)	360	0	(360)	0			0.0%	
Sevenoaks Town Mayor :- Income	2,305	0	(2,305)	10,730	0	(10,730)	0				0
6444 Mayors Car Allowance 2024/2025	0	226	226	(0)	(229)	(229)	0		0	0.0%	
6446 Mayors Allowance 2025/2026	276	0	(276)	3,645	6,044	2,399	6,044		2,399	60.3%	
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%	
7202 Quiz Night Expenditure	71	0	(71)	1,608	0	(1,608)	0		(1,608)	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%	
7206 Int'l Women's Day Event Exp.	0	0	0	234	0	(234)	0		(234)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 16/03/2026

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7209 Mayor Stag Charity Expenditure	0	0	0	48	0	(48)	0		(48)	0.0%	
Sevenoaks Town Mayor :- Indirect Expenditure	347	226	(121)	14,601	8,530	(6,071)	8,759	0	(5,842)	166.7%	0
Net Income over Expenditure	1,958	(226)	(2,184)	(3,871)	(8,530)	(4,659)	(8,759)				
<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>45 BID</u>											
6630 Professional Fees	126	0	(126)	126	0	(126)	0		(126)	0.0%	
BID :- Indirect Expenditure	126	0	(126)	126	0	(126)	0	0	(126)		0
Net Expenditure	(126)	0	126	(126)	0	126	0				
<u>50 Youth Cafe</u>											
1022 Letting & Hire of Facilities	324	333	9	5,463	3,663	(1,800)	4,000			136.6%	
1211 Sale of Goods	262	167	(95)	2,938	1,837	(1,101)	2,000			146.9%	
1350 Revenue Grant income	0	0	0	11,375	0	(11,375)	0			0.0%	
Youth Cafe :- Income	586	500	(86)	19,776	5,500	(14,276)	6,000			329.6%	0
4010 Gross Pay	6,472	5,167	(1,305)	69,108	56,837	(12,271)	62,000		(7,108)	111.5%	

Detailed Income & Expenditure by Phased Budget Heading 16/03/2026

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4270 Employers Pension Contribution	188	174	(14)	2,650	1,914	(736)	2,090		(560)	126.8%	
5410 Repairs & General Maintenance	96	85	(11)	1,940	935	(1,005)	1,025		(915)	189.3%	
5500 Equipment Hired and New	83	44	(39)	1,818	484	(1,334)	520		(1,298)	349.6%	399
6010 Light Heat & Cleaning	0	17	17	290	187	(103)	205		(85)	141.3%	
6101 Telephone	51	60	9	561	660	99	717		156	78.2%	
6105 Broadband wi-fi service	33	0	(33)	361	400	39	400		39	90.3%	
6200 Printing & Stationery	7	17	10	60	187	127	205		145	29.2%	
6210 Postage & Courier	0	0	0	56	0	(56)	0		(56)	0.0%	
6240 Computer/ Data Base/WP's	0	42	42	645	462	(183)	500		(145)	128.9%	
6241 Website Costs	12	0	(12)	132	205	73	205		73	64.4%	
6281 Furnishings,Furniture/Eqpt	0	0	0	0	387	387	515		515	0.0%	
6320 Staff Training	0	0	0	610	100	(510)	100		(510)	610.2%	
6330 Welfare/Hospitality	0	0	0	40	0	(40)	0		(40)	0.0%	
6340 Staff Uniforms	0	0	0	134	153	19	205		71	65.4%	
6460 Publicity & Democratic notices	0	0	0	506	0	(506)	0		(506)	0.0%	
6500 Goods for Resale	17	171	154	2,738	1,881	(857)	2,050		(688)	133.5%	
6505 Cafe consumables	0	0	0	14	0	(14)	0		(14)	0.0%	
6635 Professional Fees Licensing	0	0	0	672	460	(212)	461		(211)	145.8%	
6900 Sundry Expenses	0	33	33	344	363	19	400		56	86.0%	
6922 Health&Safety/Risk Assessments	0	0	0	645	1,251	606	1,250		605	51.6%	
6952 Protective Clothing	0	0	0	103	0	(103)	0		(103)	0.0%	
6976 Credit card charges	22	0	(22)	61	0	(61)	0		(61)	0.0%	
9029 Youth Cafe toilet refurb	0	0	0	200	0	(200)	0		(200)	0.0%	
Youth Cafe :- Indirect Expenditure	6,980	5,810	(1,170)	83,687	66,866	(16,821)	72,848	0	(10,839)	114.9%	399
Net Income over Expenditure	(6,394)	(5,310)	1,084	(63,911)	(61,366)	2,545	(66,848)				
8001 plus Transfer from EMR	0	0	0	399	0	(399)	0				

Detailed Income & Expenditure by Phased Budget Heading 16/03/2026

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(6,394)	(5,310)	1,084	(63,512)	(61,366)	2,146	(66,848)				
<u>60 Markets</u>											
1017 Rental Income Sat Market	1,788	1,757	(31)	20,348	19,327	(1,021)	21,081			96.5%	
1018 Rental Income Wed Market	834	1,068	234	9,933	11,748	1,816	12,818			77.5%	
1019 Rental Income Blighs Market	1,609	1,581	(28)	17,686	17,391	(295)	18,974			93.2%	
1033 Rental income Christmas Market	0	0	0	3,362	0	(3,362)	0			0.0%	
1208 Other Events Income	0	0	0	480	0	(480)	0			0.0%	
Markets :- Income	4,231	4,406	175	51,809	48,466	(3,343)	52,873			98.0%	0
4010 Gross Pay	178	178	(0)	1,962	1,958	(4)	2,139		177	91.7%	
5410 Repairs & General Maintenance	0	0	0	20	153	133	205		185	9.7%	
5420 Saturday market charges	1,189	1,231	42	14,264	14,769	505	16,000		1,736	89.1%	
5421 Wednesday Market charges	1,189	1,192	3	14,264	14,304	40	15,500		1,236	92.0%	
5424 Vegan Market Expenditure	0	0	0	41	0	(41)	0		(41)	0.0%	
6001 Blighs Market Charges	880	750	(130)	7,752	8,250	498	9,000		1,248	86.1%	
6010 Light Heat & Cleaning	0	0	0	0	204	204	205		205	0.0%	
6011 Electricity	52	0	(52)	447	0	(447)	0		(447)	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	0	0	0	205	205	205		205	0.0%	
6730 Subscriptions	0	0	0	0	102	102	102		102	0.0%	
Markets :- Indirect Expenditure	3,488	3,351	(137)	38,926	39,945	1,019	43,356	0	4,430	89.8%	0
Net Income over Expenditure	743	1,055	312	12,883	8,521	(4,362)	9,517				

Detailed Income & Expenditure by Phased Budget Heading 16/03/2026

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>70</u> Precept											
1995 Precept	128,762	128,762	(0)	1,416,386	1,416,382	(4)	1,545,147			91.7%	
Precept :- Income	128,762	128,762	(0)	1,416,386	1,416,382	(4)	1,545,147			91.7%	0
Net Income	128,762	128,762	(0)	1,416,386	1,416,382	(4)	1,545,147				
<u>91</u> Capital Infrastructure Budget											
1350 Revenue Grant income	0	0	0	76,996	0	(76,996)	0			0.0%	
2002 Capital Grants	41,840	0	(41,840)	1,237,224	0	(1,237,224)	0			0.0%	1,217,223
2011 Capital Receipts	0	0	0	351,146	0	(351,146)	0			0.0%	351,146
2012 CIL income allocation	0	0	0	466,417	0	(466,417)	0			0.0%	466,417
Capital Infrastructure Budget :- Income	41,840	0	(41,840)	2,131,783	0	(2,131,783)	0				2,034,787
9014 Play Areas	6,023	0	(6,023)	27,474	0	(27,474)	0	(27,474)		0.0%	27,474
9046 Knole Paddock/ Raleys Pitch	0	0	0	27,213	0	(27,213)	0	(27,213)		0.0%	27,313
9050 Capital Costs-general	2,687	0	(2,687)	106,418	0	(106,418)	0	(106,418)		0.0%	29,421
9053 Vine Area	8,313	0	(8,313)	40,050	0	(40,050)	0	(40,050)		0.0%	40,050
9063 New Community Centre	1,138	0	(1,138)	41,138	0	(41,138)	0	(41,138)		0.0%	21,138
9064 Stag Capital upgrades	0	0	0	15,000	0	(15,000)	0	(15,000)		0.0%	15,000
9066 NDP	0	0	0	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)	23,100	0	(23,100)	0	(23,100)		0.0%	23,100
9080 Legal Fees - Greatness Pavilio	0	0	0	14,491	0	(14,491)	0	(14,491)		0.0%	5,500
9083 Building Control - Greatness	0	0	0	1,574	0	(1,574)	0	(1,574)		0.0%	1,574

Detailed Income & Expenditure by Phased Budget Heading 16/03/2026

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9085 Longley - Greatness Pavilion	238,036	0	(238,036)	918,003	0	(918,003)	0		(918,003)	0.0%	918,003
Capital Infrastructure Budget :- Indirect Expenditure	259,396	0	(259,396)	1,235,638	0	(1,235,638)	0	0	(1,235,638)		1,129,751
Net Income over Expenditure	(217,557)	0	217,557	896,145	0	(896,145)	0				
8001 plus Transfer from EMR	273,877	0	(273,877)	1,129,751	0	(1,129,751)	0				
8002 less Transfer to EMR	41,840	0	(41,840)	2,034,787	0	(2,034,787)	0				
Movement to/(from) Gen Reserve	14,481	0	(98,160)	(8,891)	0	(4,060,682)	0				
Grand Totals:- Income	207,189	162,806	(44,383)	4,170,094	1,824,750	(2,345,344)	1,997,096			208.8%	
Expenditure	420,679	136,998	(283,681)	3,244,164	1,819,611	(1,424,553)	1,997,096	0	(1,247,068)	162.4%	
Net Income over Expenditure	(213,490)	25,808	239,298	925,931	5,139	(920,792)	0				
plus Transfer from EMR	268,917	0	(268,917)	1,133,018	0	(1,133,018)	0				
less Transfer to EMR	41,840	0	(41,840)	2,043,275	0	(2,043,275)	0				
Movement to/(from) Gen Reserve	13,587	25,808	12,221	15,674	5,139	(10,535)	0				

February 2026 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances
 Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Planning & Environment Committee					
General	(38,037)	(37,578)	459	(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)	

February 2026 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances
 Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Open Spaces					
General	(304,697)	(312,139)	(7,442)	(341,784)	Income has reached its annual target of £28k (£28,469) Sevenoaks Common nominal has exceeded its annual budget by £2,103 this is due to having to cut back trees edging onto the roadway as advised by KCC at a cost of £5k Other Woodland is £5,687 over its annual budget due to lots of tree work being identified in the tree safety report. Security for open spaces has exceeded its annual budget by £1,985 Subscriptions is £245 over the annual budget due paying two subs for the Institute of Groundsmanship. Road dues is over its annual budget by £237. Overall total expenditure is £9,476 under budget.
Cemetery	(63,667)	(78,815)	(15,148)	(86,875)	Income is positive - £3,894 above the annual budget. The repairs and general maintenance budget is already £1,563 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. Electricity is £867 over its annual budget this is due to the increase in non energy costs. 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. Cemetery Security has increased in recent years and is £894 over the annual budget.
Allotments	1,771	3,708	1,937	2,862	The income is slightly down due to some empty plots.
Street lighting/ general	(23,099)	(13,551)	9,548	(15,555)	£2,850 has been received as income for In Bloom. STC has received some insurance monies for a damaged lamppost - the works have now been undertaken. Street lighting income will be at the end of the financial year. In Bloom costs are £2,211 over the annual budget
Vine Grounds	(41,435)	(44,464)	(3,029)	(48,363)	The general maintenance nominal is £4,332 over its annual budget due to £4,382 for the bridge repairs and fence works that were unbudgeted.
Community Bus	(23)				This is the original minibus.
Café					

February 2026 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances
 Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Vine Café	(23,506)	-	23,506	(1,590)	The position as at February of last year was a deficit of £24,789 against a deficit this year of £23,506. The income as at February of last year £41,304 against £38,630 this year. New bistro chairs and tables have been purchased at a cost of £1,284.
Bat & Ball Station	(44,835)	(32,142)	12,693	(34,824)	Booking income this year YTD is £14,314 against £15,181 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	(684,365)	(694,024)	(9,659)	(748,352)	The income from interest on deposits is £24,992 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 £2,593 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 £1,140 over the annual budget due to being slightly underbudgeted. Computer software is £2,927 due to some movements between IT nominals. Publicity and Democratic Notices is £537 over the annual budget. Banner costs are £582 above the annual budget. Legal Expenses are £7,246 above the annual budget - we have invoices for Buckhurst Play Area, Britains Common and Sevenoaks Tennis Club, lease advice at Bat & Ball. Professional fees budget has no budget for the asset valuations for the local government reorganisation totalling £10k. Conference Fees is £701 above the annual budget. Subscriptions is £2,361 above the annual budget. Bank charges are £1,187 above the annual budget. Credit card charges are £756 above annual budget.
General	(37,621)	(37,624)	(3)	(37,625)	Income for the Christmas lights is higher than expected due to lots of smaller sponsorships but the expenditure is approximately £5k over budget.
Council Offices	(23,288)	(41,920)	(18,632)	(42,944)	Income is favourable - £14,166 above annual budget and overall expenditure is approximately £2k under budget YTD. STC has finally been invoiced for electricity as the meter replacement has taken place this has taken the expenditure £2,307 over budget year to date. There is money in an EMR to cover this.

February 2026 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances
 Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Bat & Ball Centre	(3,745)	(15,550)	(11,805)	(17,812)	Income is £21,946 above annual budget but overall expenditure is £33,705 over budget year to date. Salaries are approximately £5k over budget year to date due to how busy the Centre is. The repairs and maintenance nominal is approximately £13,734 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, flooring repairs £1,870. The equipment hired and new nominal is £5,612 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, Honours Board £787. Gas is £484 over the annual budget due to the high non energy costs. The health & safety nominal is £2,058 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.
Grants	(55,124)	(47,450)	7,674	(67,100)	
Property	6,579	6,105	(474)	6,662	

February 2026 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances
 Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Town Team	(1,650)	(3,226)	(1,576)	(5,000)	The Business show income is positive with lots of sponsorship. Sponsorship has been invoiced for the Business Awards.
Business Hub	(452)	632	1,084	632	Income is £3k under budget year to date - Pod 1 has now been let. The repairs and general maintenance is £1,864 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 approximately £2k under budget.
BID	(126)		126	-	
Sevenoaks Town Mayor	(3,871)	(8,530)	(4,659)	(8,759)	This includes the charity donations of the last Mayor.
Youth Cafe	(63,512)	(61,366)	2,146	(66,848)	The revenue grant income is for computer chairs, Rail Safety Project and the National Lottery. Gross pay is approximately £13k over budget YTD. General Maintenance is £915 over the annual budget due to expenditure of £1,028 for the Christmas lights at HitB. Equipment hired and new is over its annual budget by £899 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 approximately £16,821 above budget year to date.
Markets	12,883	8,521	(4,362)	9,517	Income is approximately £4k above budget YTD.
Precept	1,416,386	1,416,382	(4)	1,545,147	
Revenue Surplus/ (Deficit) Total	24,567	6,969	(17,598)	-	
Capital Infrastructure	(8,891)	-	8,891	-	

February 2026 year-to-date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote deficit
 Negative numbers in the variance column (shown in red and brackets) denote favourable variances
 Comments in blue - the nominal is over budget

Cost Centre	Y-T-D Actual costs w/ Reserve Movements	Y-T-D Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Total inc Capital	15,676	6,969	(17,598)	-	

Summary by Committee:

Planning	(38,037)	(37,578)	459	(40,889)
Community and Well Being	-	-	-	(500)
Vine Café	(23,506)	-	23,506	(1,590)
Bat Ball Station	(44,835)	(32,142)	12,693	(34,824)
Finance & Delivery	(1,285,419)	(1,339,693)	(54,274)	(1,467,344)
Precept	1,416,386	1,416,382	(4)	1,545,147
Capital Infrastructure	(8,891)	-	8,891	-

Sevenoaks Town Council

Statement of Fund Balances as at 28th February 2026

£ (2024/25)		S&P Rating 30/11/2025		Values £	Total Values £	Percent of Total Funds %	Interest rate
		Long term	Short term				
	<u>National Westminster Bank</u>	A+	A-2				
14,946	Business Reserve Account			34,262			
150,662	Current Account			181,241			1.46%
1,000	Payroll Account			1,000			
1,000	HITB Youth café			1,000			
10,449	Sevenoaks Town Partnership			10,449			
7,306	Mayors Charity Account			<u>14,178</u>	242,129	9.48%	
	<u>HSBC</u>	A+	A-1				
52,637	Business money manager			<u>53,294</u>	53,294	1.20%	1.20%
	<u>Handelsbanken</u>	AA-	A-1+				
170	Deposit account			172			2.20%
1,689	35 day notice account			<u>1,713</u>	1,886	0.07%	2.20%
	<u>Nationwide</u>	A+	A-1				
2,835	Instant Saver			2,835			0.00%
21	Sevenoaks Fund Instant Saver			<u>21</u>	2,855	0.11%	1.45%
	<u>CCLA</u>	AAA (Fitch only)					
560,000	Public Sector Deposit			<u>1,080,000</u>	1,080,000	42.30%	4.30%
	<u>Virginmoney</u>	BBB	A-2				
1	Current account			1			
7,524	95 Day Notice			<u>7,690</u>	7,691	0.30%	2.75%
	<u>Insignis Investments</u>						
507	Insignis Hub			387,152			
259,590	Insignis Earmarked Fees			2,331			
376,041	HSBC Tracker (31 Day Notice)	A+		269,551			3.95%
	Emirates NBD (6 month)	A+		505,537			4.18%
					<u>1,164,571</u>	45.62%	
949	<u>Petty Cash</u>				505	0.02%	
	<u>Cashbook suspense</u>				30	0.00%	
<u>1,447,327</u>					<u>2,552,961</u>		

Instant access funds	1,353,804
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

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31st March 2025		31st March 2026		
<u>Net Value</u>	<u>Fixed Assets</u>	<u>Cost of Asset</u>	<u>Depreciation</u>	<u>Net Value</u>
<u>0</u>		<u>0</u>	<u>0</u>	<u>0</u>
	Current Assets			
32,579	Debtors	7,985		
36,201	SCC Bookings Debtors	39,341		
35,259	Vat Control	75,905		
199	Allotment Ledger	344		
26,096	Prepayments	27,352		
3,319	Stock	3,319		
150,662	Nat West - Current Account	181,241		
1,000	Payroll Account	1,000		
7,306	Mayors Charity Account	14,178		
1,000	House i/t Basement Youth Cafe	1,000		
10,449	Sevenoaks Town Partnership	10,449		
949	Petty Cash	505		
170	Handelsbanken Investment	172		
1,689	Handelsbanken Notice Account	1,713		
2,835	Nationwide Instant Saver	2,835		
14,946	Natwest Investment	34,262		
1	Virgin Money Current Account	1		
52,637	HSBC Investment	53,294		
21	Nationwide Sevenoaks Fund	21		
560,000	CCLA Public Sector Deposit	1,080,000		
7,524	Virgin Money 90 day Notice	7,690		
317	Insignis Earmarked Fees	81		
0	Emirates NBD (6 Months)	505,537		
376,041	Santander (90 day Notice)	387,266		
259,590	HSBC Tracker (31 days Notice)	268,706		
<u>1,580,789</u>			<u>2,704,197</u>	
	1,580,789 Total Assets			2,704,197
	Current Liabilities			
0	Cash Book Suspense	30		
35,882	Creditors	47,072		
0	Miscellaneous Creditors	1,123		
33,621	Accruals	97,929		
0	Superannuation Due	4,919		
52,470	Receipts in Advance	166,585		

16/03/2026

Sevenoaks Town Council

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Balance Sheet as at 16/03/2026

31st March 2025		31st March 2026
3,904	Receipt in Advance-Cemetery	3,690
7,923	Damage Deposit	9,389
485	Key Deposit	535
6,320	OH Allotment Key deposits	6,720
727	BV Allotment key deposits	817
<u>141,331</u>		<u>338,808</u>
<u>1,439,458</u>	Total Assets Less Current Liabilities	<u>2,365,389</u>
Represented By		
533,825	Revenue Reserve	529,987
905,633	Earmarked Reserves	1,835,401
<u>1,439,458</u>		<u>2,365,389</u>

The above statement represents fairly the financial position of the Authority as at 16/03/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Account	Opening Balance	Income	Expenditure	Closing Balance
312 Temp Staff Reserve	4,000.00	0.00	0.00	4,000.00
313 Youth Council Reserve	1,875.37	0.00	1,148.67	726.70
314 Council Offices Reserve	1,547.63	0.00	0.00	1,547.63
315 Pension Reserve	2,814.23	0.00	0.00	2,814.23
316 Rolling Cap Prog Rev Reserve	47,053.06	10,988.34	3,132.00	54,909.40
317 Street Lighting Reserve	10,723.26	0.00	0.00	10,723.26
319 Stag winding-up reserves	12,000.00	1,000.00	0.00	13,000.00
320 Planning Fees Reserve	2,500.00	0.00	0.00	2,500.00
321 Youth Activities Reserve	1,268.75	3,512.50	0.00	4,781.25
324 Development Fund 2025/2026	0.00	26,815.02	13,914.55	12,900.47
328 Non-annual commitments reserve	11,035.00	6,000.00	2,335.00	14,700.00
329 Staff training reserve	2,890.00	0.00	0.00	2,890.00
331 20 MPH Reserve	21,489.00	0.00	0.00	21,489.00
334 Energy Saving - TC Offices	6,780.26	0.00	0.00	6,780.26
338 Greatness Pavilion Project	0.00	1,438,323.	948,177.31	490,145.91
339 Capital Receipts Quaker Hall	59,244.68	353,833.80	16,072.01	397,006.47
340 Capital Receipts Reserve	395,409.22	0.00	23,507.92	371,901.30
346 Vehicle/machinery replacement	51,616.00	10,000.00	0.00	61,616.00
348 B&B Ctr Maintenance Reserve	10,578.00	0.00	0.00	10,578.00
360 CIL Earmarked reserve	171,239.17	477,982.00	361,220.04	288,001.13
370 No 8 bus reserve	78,808.26	0.00	21,875.83	56,932.43
374 Mayor's Charity Reserve	7,303.02	0.00	7,303.02	0.00
376 Mayor's Regalia Reserve	5,457.99	0.00	0.00	5,457.99
	905,632.90	2,328,454.88	1,398,686.35	1,835,401.43

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Sevenoaks Town Council

Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
	Operating Income	
40,547	O/ Spaces & Leisure - General	46,167
82,397	O/ Spaces & Leisure - Cemetery	81,894
9,281	O/ Spaces & Leisure- Allotment	10,001
19,489	Open Spaces-Street Lighting/Ge	7,335
42,089	O/ Spaces & Leisure-Vine Cafe	38,630
14,470	O/Spaces & Leisure-Vine Ground	5,130
62,368	F& G P - Bat & Ball Station	40,003
103,189	F & G P - Establishments	80,272
10,535	F & G P - General	10,673
11,841	F & G P - Council Offices	24,879
118,516	F & G P - Bat & Ball Centre	150,007
6,424	F & G P - Property	6,579
16,213	Town Team	14,290
27,817	Business Hub	23,752
13,117	Sevenoaks Town Mayor	10,730
31,840	Youth Cafe	19,776
60,466	Markets	51,809
300	Longspring Woods	0
1,437,614	Precept	1,416,386
261,200	Capital Infrastructure Budget	2,131,783
<u>2,369,712</u>	Total Income	<u>4,170,094</u>
	Running Costs	
38,346	Planning - General	38,037
0	Community Bus	4,730
331,976	O/ Spaces & Leisure - General	333,008
163,769	O/ Spaces & Leisure - Cemetery	145,562
12,800	O/ Spaces & Leisure- Allotment	9,362
28,923	Open Spaces-Street Lighting/Ge	30,434
71,388	O/ Spaces & Leisure-Vine Cafe	62,136
69,886	O/Spaces & Leisure-Vine Ground	46,565
139,756	F& G P - Bat & Ball Station	84,839
782,067	F & G P - Establishments	764,471
46,934	F & G P - General	50,998
55,587	F & G P - Council Offices	48,167
146,872	F & G P - Bat & Ball Centre	161,122
73,742	F & G P - Grants	51,612
14	F & G P - Property	0
17,999	Town Team	15,939
25,176	Business Hub	24,203
18,300	Sevenoaks Town Mayor	14,601
18,677	BID	126
89,761	Youth Cafe	83,687
35,246	Markets	38,926
419,356	Capital Infrastructure Budget	1,235,638
<u>2,586,575</u>	Total Expenditure	<u>3,244,164</u>

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

31st March 2025		31st March 2026
	General Fund Analysis	
514,992	Opening Balance	533,825
2,369,712	Plus : Income for Year	4,170,094
<hr/> 2,884,704		<hr/> 4,703,920
2,586,575	Less : Expenditure for Year	3,244,164
<hr/> 298,129		<hr/> 1,459,756
(235,696)	Transfers TO / FROM Reserves	929,769
<hr/> 533,825	Closing Balance	<hr/> 529,987
<hr/>		<hr/>

Purchase Ledger for Month No 11

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
28/02/2026	11071	39252	ADADEMY CONSULTING	ACA001	3,200.00	640.00	3,840.00	9077	91	3,200.00	QS & Employers Agent Fees
14/01/2026	1474	39185	ALTOOFFICE	ALTO001	-62.06	-12.41	-74.47	6200	22	-62.06	ink toner credit
31/01/2026	5524	39183	ALTOOFFICE	ALTO001	73.53	14.71	88.24	6200	22	73.53	ink toner
16/02/2026	16/2/26	39220	BANKLINE	BANKL01	81.40	0.00	81.40	6975	31	81.40	bank chgs
30/01/2026	SI-3222	39186	BAT & BALL SPORTS	BAT001	36.65	7.33	43.98	5500	50	36.65	games equip
04/02/2026	0224192	39146	BOOKER	BOOK001	112.82	4.17	116.99	6500	28	91.96	goods for resale
								6505	28	20.86	consumables
10/02/2026	262012562	39180	BP FUEL	BPF001	57.28	11.46	68.74	5700	21	57.28	fuel
10/02/2026	262012563	39179	BP FUEL	BPF001	16.20	0.00	16.20	5700	21	16.20	fuel
17/02/2026	262013960	39212	BP FUEL	BPF001	104.16	20.83	124.99	5700	22	45.44	fuel
								5700	21	58.72	fuel
17/02/2026	262013961	39211	BP FUEL	BPF001	12.48	0.00	12.48	5700	21	3.87	fuel
								5700	20	8.61	fuel
24/02/2026	262016074	39238	BP FUEL	BPF001	7.34	0.00	7.34	5700	21	7.34	fuel
28/02/2026	262020863	39311	BP FUEL	BPF001	57.09	11.42	68.51	5700	21	57.09	Fuel
28/02/2026	262020864	39312	BP FUEL	BPF001	14.00	0.00	14.00	5700	21	14.00	fuel
28/02/2026	SIN008490	39281	BPP PROFESSIONAL EDU	BPP002	963.25	192.65	1,155.90	6320	31	963.25	NW Apprenticeship fee
28/02/2026	SVO/379190	39319	BREWERS	BREW001	95.91	19.18	115.09	5410	50	95.91	paint equip
20/02/2026	813561911	39267	BRITISH GAS	BRIT007	299.26	59.85	359.11	6012	33	299.26	gas chg 15/1-14/2
25/02/2026	CREDIT	39236	BRITISH GAS	BRIT007	-40.00	0.00	-40.00	6012	33	-40.00	gas meter exchange credit
17/02/2026	807194652	39249	BRITISH GAS	BRIT008	294.32	58.86	353.18	6012	36	294.32	gas chg 12/1-11/2
26/02/2026	INV-D-10695	39237	CLOUDY GROUP	CLO001	130.00	26.00	156.00	6320	31	130.00	Excel training A.R
05/02/2026	156385	39192	CONNECTAPHONE	CON001	560.78	112.16	672.94	6101	50	50.98	Jan telephone chg
								6101	22	50.98	Jan telephone chg
								6101	28	50.98	Jan telephone chg
								6101	36	51.03	Jan telephone chg
								6101	30	50.98	Jan telephone chg
								6101	31	305.83	Jan telephone chg

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2026	125575	39193	COUNTRY STYLE RECYCL	COU001	81.18	16.24	97.42	6935	36	14.98	Jan glass collection
								6935	29	66.20	Jan glass collection
28/02/2026	132637	39298	COUNTRY STYLE RECYCL	COU001	81.18	16.24	97.42	6935	36	66.20	Feb bin collection chg
								6935	29	14.98	Feb bin collection chg
16/02/2026	16/2/26	39173	THE COUNTRYSIDE CHAR	COU002	60.00	0.00	60.00	6730	31	60.00	CPRE subs 2026/27
10/02/2026	15975	39222	STREETLIGHTS	DIR001	1,845.00	369.00	2,214.00	6862	26	1,845.00	L.Chase column installation
13/02/2026	15980	39223	STREETLIGHTS	DIR001	155.00	31.00	186.00	6862	26	155.00	Pineneedle.L LED replacement
03/02/2026	000026770317	39165	EDF ENERGY	EDF002	1,178.28	235.66	1,413.94	6011	36	1,178.28	Jan electric chg
04/02/2026	000026799568	39195	EDF ENERGY	EDF003	52.48	2.62	55.10	6011	60	52.48	Jan electric chg
04/02/2026	000026799533	39194	EDF ENERGY	EDF004	1,112.51	222.50	1,335.01	6011	41	1,112.51	Jan electric chg
17/02/2026	000026952068	39205	EDF ENERGY	EDF005	-1,629.81	-325.96	-1,955.77	6011	28	-1,629.81	electric chg 7/10-6/1
04/02/2026	000026802380	39196	EDF ENERGY	EDF009	540.78	108.15	648.93	6011	22	540.78	Jan electric chg
02/02/2026	000026692549	39164	EDF ENERGY	EDF011	893.88	178.77	1,072.65	6011	30	893.88	Jan electric chg
16/02/2026	INV-1489	39197	EGM	EGM001	131.45	26.30	157.75	6952	33	131.45	protective clothing
12/01/2026	INV-49688	39246	EJPFIREPROTECT	EJPFIRE001	125.00	25.00	150.00	6922	36	125.00	Fire alarm syst maint
01/02/2026	132084	39208	ATLAS FM/EMPRISE SVS	EMP001	635.42	127.08	762.50	6932	22	635.42	Feb Lock up chg
01/02/2026	132085	39207	ATLAS FM/EMPRISE SVS	EMP001	1,483.44	296.69	1,780.13	5311	21	1,483.44	Feb Lock up chg Pointoise
01/02/2026	132086	39206	ATLAS FM/EMPRISE SVS	EMP001	989.52	197.90	1,187.42	5311	21	989.52	Feb Lock up chg H.Street
18/02/2026	SI-4329	39202	ENLIGHTENED SOLAR	ENL001	2,687.00	537.40	3,224.40	9050	91	2,687.00	Solar PV & battery system
								339		-2,687.00	Solar PV & battery system
								8001	91	2,687.00	Solar PV & battery system
19/02/2026	5214268	39218	EVERFLOW WATER	EVE002	57.31	0.00	57.31	6002	23	14.78	water chg 19/3-18/4
								5025	21	20.51	water chg 19/3-18/4
								6014	33	20.51	water chg 19/3-18/4
								6014	36	-401.55	water chg 19/3-18/4
								6014	30	87.36	water chg 19/3-18/4
								6014	21	38.33	water chg 19/3-18/4
								6014	28	163.39	water chg 19/3-18/4
								6014	29	38.23	water chg 19/3-18/4

Purchase Ledger for Month No 11

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
								6014	23	75.75	water chg 19/3-18/4
18/02/2026	I040271	39213	FORGE GARAGE	FORG001	383.04	65.64	448.68	5550	21	383.04	FV70 UFR service
04/02/2026	2081	39152	FOUR HANDS	FOU001	166.00	0.00	166.00	6415	31	166.00	Mayor's Leaving Gift
17/02/2026	MF/STC/1001	39203	FOUR FRYS LTD	FOU002	324.00	64.80	388.80	6630	45	324.00	BID website maint
10/02/2026	INV590683	39175	GAZA TIMBER	GAZA001	29.90	5.98	35.88	5310	21	29.90	maint equip
19/02/2026	INV591303	39217	GAZA TIMBER	GAZA001	19.62	3.92	23.54	5410	21	19.62	maint equip
27/02/2026	INV-1703	39287	G BRIDGLAND LTD	GBR001	5,000.00	1,000.00	6,000.00	5060	21	5,000.00	woodland clearance
02/02/2026	232	39144	GLENN BALL	GLE001	1,137.92	0.00	1,137.92	9063	91	1,137.92	Architect expenses 8/10-02/02
02/02/2026	103002	39154	GODFREYS	GOD001	74.98	14.99	89.97	5700	21	74.98	fuel
20/02/2026	101632	39235	HERBERT & WARD	HAW001	120.00	24.00	144.00	5525	28	120.00	Feb Coffee Machine Rental
27/02/2026	29686	39255	HELIOCENTRIX	HELI001	675.00	135.00	810.00	6240	31	675.00	Cyber Essentials Renewal
28/02/2026	29819	39269	HELIOCENTRIX	HELI001	1,918.81	383.76	2,302.57	6240	31	1,559.80	Feb IT support chg
								6242	31	359.01	Feb IT support chg
28/02/2026	T3920	39256	HELIOCENTRIX	HELI001	365.89	73.18	439.07	6101	31	141.40	Feb wifi chg
								6101	22	11.48	Feb wifi chg
								6105	41	141.50	Feb wifi chg
								6105	22	10.00	Feb wifi chg
								6105	21	28.69	Feb wifi chg
								6105	50	32.82	Feb wifi chg
11/02/2026	INV-067550	39191	HGS	HGS001	113.62	22.72	136.34	6013	36	113.62	cleaning equip
10/02/2026	3285	39190	HOB MECHANICAL SERVI	HOB001	405.85	81.17	487.02	5410	36	405.85	repair to heating
12/02/2026	3300	39318	HOB MECHANICAL SERVI	HOB001	298.62	59.72	358.34	5410	36	298.62	Kitchen fan repair
19/02/2026	0019481	39244	HOLLYBUSH LAUNDRY	HOL002	72.00	0.00	72.00	6013	36	72.00	Tablecloth laundry
19/02/2026	STC-260219	39204	JONAHS WAIL	JOWA001	200.00	0.00	200.00	6325	40	200.00	Holly Party Band deposit
16/02/2026	SI016607	39221	KEEP BRITAIN TIDY	KBT001	389.00	77.80	466.80	6460	29	389.00	Green Flag Award Application
07/02/2026	200182	39187	KCC KCS	KCC003	189.62	37.92	227.54	6200	31	47.58	stationery
								6010	41	47.58	cleaning equip
								6010	33	94.46	cleaning equip
12/02/2026	202016	39229	KCC KCS	KCC003	9.99	2.00	11.99	6200	31	9.99	stationery

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/02/2026	203970	39216	KCC KCS	KCC003	45.84	9.17	55.01	6013	21	37.92	cleaning equip
								6013	22	7.92	cleaning equip
19/02/2026	204215	39215	KCC KCS	KCC003	3.43	0.69	4.12	6200	21	3.43	stationery
24/02/2026	205138	39250	KCC KCS	KCC003	70.30	14.06	84.36	6200	31	70.30	stationery
18/02/2026	23023412	39224	KENT BOILER REPAIRS	KEN004	148.83	29.77	178.60	5410	41	148.83	toilet repair
26/02/2026	23023434	39262	KENT BOILER REPAIRS	KEN004	580.00	116.00	696.00	5410	30	580.00	boiler service
24/02/2026	1207182239	39266	KONICA MINOLTA	KMB001	220.35	44.07	264.42	6240	31	220.35	bizhub chg 28/2/26-30/05/26
25/02/2026	1207188397	39265	KONICA MINOLTA	KMB001	851.67	170.33	1,022.00	6200	31	851.67	printing chg 30/11/25-27/02/26
13/02/2026	156248	39199	LANDSCAPE SUPPLY CO	LAND001	336.79	67.36	404.15	5500	21	244.15	garden tools
								6952	21	92.64	PPE
06/02/2026	14	39189	LILIAS KITCHEN	LIL001	363.00	0.00	363.00	6520	36	162.00	catering expense
								6016	30	171.00	catering expense
								6330	31	30.00	catering expense
24/02/2026	15	39234	LILIAS KITCHEN	LIL001	344.40	0.00	344.40	6520	36	243.00	Tea Dance Catering
								7202	42	71.40	Catering
								6016	30	30.00	Forget Me Not Catering
22/01/2026	771655	39232	LISTER WILDER	LIST002	179.24	35.85	215.09	5525	21	179.24	Klippo mower service
29/01/2026	771959	39230	LISTER WILDER	LIST002	701.35	140.27	841.62	5525	21	701.35	GRCL75 mower service
06/02/2026	772411	39181	LISTER WILDER	LIST002	787.24	157.44	944.68	5525	21	787.24	GN64 DYM service
19/02/2026	772955	39233	LISTER WILDER	LIST002	574.90	114.98	689.88	5525	21	574.90	Buffalo mower service
19/02/2026	772956	39231	LISTER WILDER	LIST002	761.07	152.22	913.29	5525	21	761.07	LM56GF mower service
12/02/2026	06779GR	39201	LOCUM LOCKS	LOC003	133.62	26.72	160.34	5230	22	133.62	door repair
09/02/2026	3344	39188	LONGLEY GROUP	LON002	238,035.93	47,607.19	285,643.12	9085	91	238,035.93	Sevenoaks Pavilion refurb
02/02/2026	INV-0288	39149	MAMMOTH SIGNS AND GR	MAM001	165.00	33.00	198.00	5500	21	165.00	Infinity Sculpture sign
02/02/2026	INV-0289	39150	MAMMOTH SIGNS AND GR	MAM001	450.00	90.00	540.00	5500	21	450.00	Buckhurst Play Area sign
05/02/2026	0000946632	39147	MAWS FINE FOODS	MAW001	56.10	0.00	56.10	6500	28	56.10	goods for resale
31/01/2026	MHC/35447BA	39174	MAY HARRIS	MAY001	607.50	121.50	729.00	5025	21	607.50	cleaning after vandalism
28/02/2026	MHC/35715	39305	MAY HARRIS	MAY001	393.33	78.67	472.00	5020	29	393.33	Feb cleaning chg
28/02/2026	MHC/35715A	39306	MAY HARRIS	MAY001	376.94	75.39	452.33	5025	21	376.94	Feb cleaning chg

Purchase Ledger for Month No 11

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
28/02/2026	MHC/35715B	39307	MAY HARRIS	MAY001	344.17	68.83	413.00	6013	30	344.17	Feb cleaning chg
28/02/2026	MHC/35715C	39308	MAY HARRIS	MAY001	344.17	68.83	413.00	5026	21	344.17	Feb cleaning chg
28/02/2026	INV30768	39297	MIDAS WASTE	MID001	255.08	51.00	306.08	6935	21	255.08	Feb bin collection chg
28/02/2026	INV30769	39296	MIDAS WASTE	MID001	121.42	24.30	145.72	6935	36	121.42	Feb bin collection chg
28/02/2026	INV30770	39295	MIDAS WASTE	MID001	99.32	19.88	119.20	6935	33	99.32	Feb bin collection chg
28/02/2026	INV30771	39294	MIDAS WASTE	MID001	69.82	13.98	83.80	6935	28	69.82	Feb bin collection chg
28/02/2026	INV30772	39293	MIDAS WASTE	MID001	149.32	29.88	179.20	6935	22	149.32	Feb bin collection chg
28/02/2026	INV30773	39292	MIDAS WASTE	MID001	99.46	19.91	119.37	6935	30	99.46	Feb bin collection chg
27/02/2026	820353	39263	NALC	NALC001	640.00	128.00	768.00	110	0	640.00	LGA Membership 2026/27
28/02/2026	UKSPS00187114	39264	NEXUDUS SL	NEX001	100.44	20.09	120.53	6900	41	100.44	Hub booking chg
13/02/2026	32909392	39219	NISBETS	NIS001	290.98	58.19	349.17	5500	36	269.99	microwave
								6013	36	20.99	cleaning equip
01/02/2026	1/2/26	39124	OAKHILL ROAD	OAK001	1,365.00	0.00	1,365.00	6812	21	1,365.00	Road Dues
28/02/2026	INV-11794	39288	OFFSET ARCHITECTS	OFA001	250.00	50.00	300.00	9014	91	250.00	Play Area service plan
28/02/2026	28/FEB26/GEO	39290	ONECARD	ONE002	1,688.58	197.02	1,885.60	110	0	625.00	Planning survey membership
								6730	11	125.00	Planning survey membership
								6730	31	50.00	Chat GPT subs
								6101	22	8.34	AC mobile
								6101	31	16.67	Town Clerk ipad
								5500	31	14.16	desk fan
								5500	50	29.99	ladder
								6460	31	23.05	Job advertising fee
								5525	21	88.00	motor
								5525	21	-84.40	motor credit
								6240	31	10.83	Software design subs
								6104	21	6.67	O/S manager mobile
								6104	36	8.34	Caretaker mob
								6104	21	8.34	Town Warden mobile
								6104	21	5.00	O/S Supervisor mobile

Purchase Ledger for Month No 11

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
								6710	31	70.00	RFO Chamber Breakfast
								6010	33	28.56	bin liners
								6241	50	12.00	website maintenance
								6210	31	5.00	Postage
								5550	31	347.50	FV70 UFR Road tax
								6300	31	195.69	Adobe subscription
								6200	36	47.42	ink cartridges
								6200	36	47.42	ink cartridges
26/01/2026	INV-0194	39178	PLAYFIX	PLA002	5,060.00	1,012.00	6,072.00	9014	91	5,060.00	play equip installation
								360		-5,060.00	play equip installation
								8001	91	5,060.00	play equip installation
26/01/2026	INV-0195	39177	PLAYFIX	PLA002	600.00	120.00	720.00	9014	91	600.00	Play equip repair
								360		-600.00	Play equip repair
								8001	91	600.00	Play equip repair
18/02/2026	274757	39214	PROVENDER	PRO002	213.00	29.10	242.10	6802	22	70.50	plants
								5340	21	67.50	plants
								5340	23	75.00	plants
23/02/2026	275012	39240	PROVENDER	PRO002	37.50	7.50	45.00	9014	91	37.50	soil
23/02/2026	275044	39239	PROVENDER	PRO002	37.50	7.50	45.00	9014	91	37.50	soil
24/02/2026	275086	39241	PROVENDER	PRO002	37.50	7.50	45.00	9014	91	37.50	soil
26/02/2026	275290	39309	PROVENDER	PRO002	13.75	2.75	16.50	5310	21	13.75	manure 50L
21/02/2026	97523	39248	REPOSS LTD	REP001	31.76	6.35	38.11	5525	28	31.76	monthly till support
03/02/2026	4	39153	RIVERSIDE CON.	RIVE001	8,313.00	1,662.60	9,975.60	9053	91	8,313.00	Pavilion Skylight replacement
11/02/2026	SEVENOAKSTC11	39172	RYANSWAY HR CONSULTARYA002		330.60	0.00	330.60	6320	31	330.60	Managing Conflict training
04/02/2026	2101359	39145	SDC	SDC001	2,377.26	0.00	2,377.26	5421	60	1,188.63	Feb Market rent
								5420	60	1,188.63	Feb Market rent
07/02/2026	#1701	39160	SG PLUMBING AND HEAT	SGP001	160.00	32.00	192.00	5410	36	160.00	Plumbing work
12/02/2026	1705	39198	SG PLUMBING AND HEAT	SGP001	1,052.27	210.45	1,262.72	5110	21	1,052.27	plumbing work
24/02/2026	0000301536	39242	SHAW & SONS	SHAW001	339.00	67.80	406.80	6200	22	339.00	Grant Of Right book

Purchase Ledger for Month No 11

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
24/02/2026	0000301537	39243	SHAW & SONS	SHAW001	125.00	25.00	150.00	6200	22	125.00	Grant Of Right book Vol2
03/02/2026	BK224882-1	39125	SLCC	SLCC001	700.00	85.00	785.00	110	0	700.00	L.L Conference fee
01/02/2026	MEM257278-1	39182	SLCC	SLCC001	442.00	0.00	442.00	6730	31	442.00	G.J SLCC subs
05/02/2026	09/02/2026	39148	SOROPTIMIST INTERNAT	SOR001	76.00	0.00	76.00	6446	42	76.00	Soroptimist Lunch 17/3/26
07/02/2026	IV04066516	39247	SSE	SSE001	523.45	104.69	628.14	6862	26	523.45	Electric chg Jan
27/02/2026	27/2/26	39251	JS TAYLOR	TAYL001	420.00	0.00	420.00	5410	36	420.00	floodlight installation
15/02/2026	1036194360	39210	TRAVIS PERKINS	TRA005	11.29	2.25	13.54	5410	28	11.29	maint equip
26/02/2026	1036754695	39245	TRAVIS PERKINS	TRA005	7.12	1.42	8.54	5410	36	7.12	barrier tape
10/02/2026	1037702473	39176	TRAVIS PERKINS	TRA005	38.70	7.74	46.44	6822	22	38.70	maint equip
13/02/2026	1037923601	39209	TRAVIS PERKINS	TRA005	37.38	7.47	44.85	6822	22	37.38	maint equip
24/02/2026	1038534339	39310	TRAVIS PERKINS	TRA005	11.91	2.38	14.29	5030	21	11.91	grit sand
03/02/2026	INV-6845	39155	TREE ABILITY	TREE001	1,080.00	216.00	1,296.00	5060	21	1,080.00	Tree work
12/02/2026	INV-6864	39200	TREE ABILITY	TREE001	1,500.00	300.00	1,800.00	6802	22	1,500.00	Tree work
28/02/2026	FEB MARKET	39268	V.C HANDYMAN	VCH001	880.00	176.00	1,056.00	6001	60	880.00	Feb Blighs set up chg
01/02/2026	21434	39166	VISION ICT	VISICT001	25.00	5.00	30.00	110	0	25.00	STNO Domain renewal
01/02/2026	21451	39167	VISION ICT	VISICT001	310.65	62.13	372.78	6241	40	310.65	TP Website host & support
02/02/2026	07/02	39151	WARNERS SOLICITORS	WARN001	3,250.00	650.00	3,900.00	6620	31	3,250.00	Enviropark Lease fee
31/01/2026	412603643	39228	WORLDPAY	WOR001	98.97	0.05	99.02	6976	31	98.97	Jan card trans chg
31/01/2026	412642902	39227	WORLDPAY	WOR001	59.42	10.46	69.88	6976	31	59.42	Jan card trans chg
31/01/2026	412790711	39226	WORLDPAY	WOR001	66.19	9.64	75.83	6976	28	66.19	Jan card trans chg
31/01/2026	413741233	39225	WORLDPAY	WOR001	11.20	0.74	11.94	6976	50	11.20	Jan card trans chg
02/02/2026	413952116	39286	WORLDPAY	WOR001	-440.40	-88.08	-528.48	6976	30	-440.40	Feb card terminal credit
28/02/2026	418810421	39257	WORLDPAY	WOR001	65.48	10.83	76.31	6976	31	65.48	feb card trans chg
28/02/2026	418846829	39258	WORLDPAY	WOR001	57.69	0.04	57.73	6976	31	57.69	feb card trans chg
28/02/2026	418946177	39259	WORLDPAY	WOR001	10.61	0.62	11.23	6976	50	10.61	feb card trans chg
28/02/2026	418998625	39260	WORLDPAY	WOR001	56.44	9.19	65.63	6976	28	56.44	feb card trans chg
01/02/2026	WM12678024	39127	WORLDPAY	WOR001	9.95	1.99	11.94	6976	31	9.95	Jan card trans chg
26/02/2026	553469505	39261	ZURICH INSURANCE	ZUR001	17,644.21	0.00	17,644.21	110	0	17,644.21	Insurance Policy

Purchase Ledger for Month No 11

Order by Supplier A/c

Nominal Ledger Analysis

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
				TOTAL INVOICES	<u>326,073.88</u>	<u>59,884.10</u>	<u>385,957.98</u>			<u>326,073.88</u>	

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
02/02/2026	Reach PLC	DD01/FEB26	16.03		Sev Chronicle subs
03/02/2026	BP Fuel	DD02	51.70		fuel
03/02/2026	British Gas - Community Centre	DD03	474.61		gas chg 12/12-11/01
04/02/2026	NATWEST ONE CARD	DD04	4,044.21		Jan Onecard Geo
05/02/2026	Nexodus S.L	DD05	119.71		Hub Booking chg
05/02/2026	WorldPay	DDcredit	-528.48		Feb card terminal credit
06/02/2026	EDF Energy - Vine Gardens	DD06	524.69		electric chg 07/10-06/01
06/02/2026	EDF Energy - St John's Hill	DD08	1,134.47		electric chg 07/10-06/01
06/02/2026	EDF Energy - Vine Cafe	DD09	1,955.77		electric chg 07/10-06/01
06/02/2026	British Gas - Offices	DD07	364.78		gas meter exchange credit
06/02/2026	Natwest Investment	Correction	710.81		Transfer to Stripe acc
09/02/2026	BACS P/L Pymnt Page 7192	BACS Pymnt	1,530.00		BACS P/L Pymnt Page 7192
09/02/2026	BP Fuel	DD10	26.38		fuel
09/02/2026	Natwest Investment	Correction	11.62		Transfer to Stripe acc
10/02/2026	BACS P/L Pymnt Page 7187	BACS Pymnt	31,352.19		BACS P/L Pymnt Page 7187
10/02/2026	BACS P/L Pymnt Page 7191	BACS Pymnt	-3,840.00		BACS P/L Pymnt Page 7191
11/02/2026	BACS P/L Pymnt Page 7186	BACS Pymnt	3,840.00		BACS P/L Pymnt Page 7186
11/02/2026	Natwest Investment	Correction	33.15		Transfer to Stripe acc
12/02/2026	Natwest Investment	Correction	23.34		Transfer to Stripe acc
13/02/2026	British Gas - B&B St	DD11	401.67		gas chg 22/12-21/1
13/02/2026	Natwest Investment	Correction	233.08		Transfer to Stripe acc
13/02/2026	Payroll A/c	DD13/2	4,814.37		January L&G Tfr
16/02/2026	NatWest Bankline	bln	81.40		bank chgs
17/02/2026	BP Fuel	DD12	84.94		fuel
18/02/2026	Connectaphone	DD13	672.94		Jan telephone chg
19/02/2026	BACS P/L Pymnt Page 7193	BACS Pymnt	311,119.25		BACS P/L Pymnt Page 7193
19/02/2026	WorldPay	DD14	11.94		Jan card trans chg
19/02/2026	WorldPay	DD15	75.83		Jan card trans chg
19/02/2026	WorldPay	DD16	69.88		Jan card trans chg
19/02/2026	WorldPay	DD17	99.02		Jan card trans chg
19/02/2026	WorldPay	DD18	11.94		Jan card trans chg
23/02/2026	EDF ENERGY - B&B Station	DD21	1,072.65		Jan electric chg
23/02/2026	Reposs Ltd	DD19	38.11		monthly till support
23/02/2026	SSE	DD20	628.14		Electric chg Jan
24/02/2026	EDF Energy - Bat and Ball Cent	DD22	1,413.94		Jan electric chg
24/02/2026	BP Fuel	DD23	137.47		fuel
25/02/2026	EDF ENERGY - Cemetery	DD24	648.93		Jan electric chg
25/02/2026	EDF Energy - Business Hub	DD25	1,335.01		Jan electric chg
25/02/2026	EDF Energy - High Street Marke	DD26	55.10		Jan electric chg
25/02/2026	Payroll A/c	BACS25/2	63,004.73		February Salaries Tfr
26/02/2026	BACS P/L Pymnt Page 7198	BACS Pymnt	14,929.93		BACS P/L Pymnt Page 7198
26/02/2026	Country Style Recycling	DD27	97.42		Jan glass collection
26/02/2026	Payroll A/c	BACS26/2	34,030.13		February HMRC/KCC Tfr

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>476,912.80</u>		

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,000.00					1,000.00	
	Banked: 13/02/2026	4,814.37						
DD13/2	Nat West - Current Account	4,814.37			201		4,814.37	January L&G Tfr
	Banked: 25/02/2026	63,004.73						
BACS25/2	Nat West - Current Account	63,004.73			201		63,004.73	February Salaries Tfr
	Banked: 26/02/2026	34,030.13						
BACS26/2	Nat West - Current Account	34,030.13			201		34,030.13	February HMRC/KCC Tfr
Total Receipts for Month		101,849.23	0.00	0.00			101,849.23	
Cashbook Totals		<u>102,849.23</u>	<u>0.00</u>	<u>0.00</u>			<u>102,849.23</u>	

Payments for Month 11

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>
13/02/2026	Legal & General	DD13/2	4,814.37			516		4,814.37	January Legal & General paymen
25/02/2026	Employees	BACS25/2	61,114.33			520		61,114.33	February Salaries Payment
25/02/2026	Councillors	BACS25/2-	1,890.40			520		1,890.40	February Allowances Tfr
26/02/2026	HMRC/KCC	BACS26/2	34,030.13			515		22,112.25	February HMRC Tfr
						516	0	11,917.88	February KCC Tfr
Total Payments for Month			101,849.23	0.00	0.00			101,849.23	
Balance Carried Fwd			1,000.00						
Cashbook Totals			102,849.23	0.00	0.00			102,849.23	

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	685.97					685.97	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>685.97</u>	<u>0.00</u>	<u>0.00</u>			<u>685.97</u>	

Payments for Month 11

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>
11/02/2026	Bat and Ball Station	1325/A	105.95		17.66	5410	30	88.29	maint equip
11/02/2026	Bat and Ball Station	1325/B	4.50			6330	32	4.50	refreshments
13/02/2026	Youth Cafe	1326/A	11.65		1.94	6500	50	9.71	Goods for resale
13/02/2026	Youth Cafe	1326/B	7.10			6500	50	7.10	Goods for resale
13/02/2026	Youth Cafe	1326/C	19.37		3.23	5500	50	16.14	Kitchen equip
13/02/2026	Youth Cafe	1326/D	7.99		1.33	6200	50	6.66	pens
18/02/2026	Open Spaces	1327	10.25			6210	21	10.25	postage
25/02/2026	Establishments	1328	14.40			6330	31	14.40	refreshments
Total Payments for Month			181.21	0.00	24.16			157.05	
Balance Carried Fwd			504.76						
Cashbook Totals			685.97	0.00	24.16			661.81	

Sevenoaks Town Council
Finance & Delivery Committee – 20th April 2026

Reserves**General Reserves**

The Practitioners Guide 2025 recommends that the appropriate minimum level of a smaller authority's general reserve should be maintained between three and twelve months of net revenue expenditure.

At the Finance & General Purposes Committee held on 20th January 2020 it was agreed that the policy of Sevenoaks Town Council would be to work towards a general reserve fund equal to at least 6 months of the current precept. In 2026 this would equate to £812,042.

At the end of March 2025, the general reserve was £499,542. It was agreed at the F&GP meeting to build on revenue reserves as part of the medium-term strategy review by increasing the general reserves by £20k annually.

Ear Marked Reserves

STC has a capital receipts reserve of £371,901.

Capital Receipts Reserve – Purpose and Adequacy

The Council maintains a Capital Receipts Reserve to support the upkeep, renewal and enhancement of its significant portfolio of community assets, including buildings, parks, recreational facilities and other infrastructure. These assets form a core part of the Council's service delivery and community provision, and require ongoing investment to ensure they remain safe, fit for purpose and accessible to residents. Sevenoaks Town Council is responsible for a wide range of assets across multiple categories, reflecting the scale and diversity of its estate.

The Reserve plays a critical role in enabling the Council to respond to unexpected capital expenditure, such as urgent repairs to buildings, structural issues, health and safety works, or unplanned failures in infrastructure. This is particularly important given the age, usage and public nature of many of the Council's facilities, where unforeseen costs can arise at short notice.

At present, the Capital Receipts Reserve stands at £371,901. While this provides a level of financial resilience, it should be considered in the context of the scale, complexity and replacement value of the Council's asset base, which includes community buildings, open spaces and leisure facilities.

In this context, the current level of reserve is relatively modest and would be unlikely to fully mitigate the financial impact of a major unforeseen capital issue affecting one or more key assets.

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Internal Audit Services for Town and Parish Councils

Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we are supporting over **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

Added Benefits

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:

www.mulberrylas.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

Ms Georgina Jackson
Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QG

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720405273
Insured	Sevenoaks Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2026
To	31 st March 2027

and any other period for which cover has been agreed.

Renewal Premium	£ 17,644.21
-----------------	-------------

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	166733518
Long term agreement active until	01 st April 2028
Preparation Date	26 th February 2026
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. The Pavilion, Address, The Vine Pavilion, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£1,783,668.60	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. , Address, Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG	£1,605,857.40	N/A	£91,769.97	£0.00	£34,776.08	£728.16	£0.00	£0.00	£0.00
3. Vine Cafe, Address, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£316,726.20	N/A	£0.00	£441.00	£0.00	£24,397.63	£0.00	£0.00	£0.00
4. Vine Bandstand, Address, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£194,481.00	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Knole Paddock Pavilion (including SRFC Veranda) and Groundsmans store. (Plus Loss of Rent for Sevenoaks Rugby	£802,928.70	N/A	£8,627.82	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Club at the same location), Address, Plymouth Drive, Sevenoaks, Kent, TN13 3RP									
6. St Johns Toilets, Address, St. Johns Hill, Sevenoaks, Kent, TN13 3PF	£169,476.30	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
7. Chapel, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£843,214.05	N/A	£6,042.49	£0.00	£1,415.75	£0.00	£0.00	£0.00	£0.00
8. Workshop/Mess Room, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£101,407.95	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9. Lock Up Garages, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£119,466.90	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. Bat and Ball Centre, Address, Otford Road, Sevenoaks, Kent, TN14 5DN	£3,959,077.50	N/A	£136,175.62	£7,254.28	£0.00	£150,356.50	£0.00	£0.00	£0.00
11. Kraftmeier Mausoleum, Address, 194 Seal Road, Sevenoaks, Kent, TN14 5AA	£176,422.05	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
12. House In The Basement, Address, London Road, Sevenoaks, Kent, TN13 1ZZ	£0.00	N/A	£13,803.91	£555.58	£8,712.11	£3,226.32	£0.00	£3,627.75	£0.00
13. Quaker Allotment Timber Hut & Blocks, Address, Sevenoaks Allotment Association, Allotment Lane, Sevenoaks, Kent,	£159,752.25	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

TN13 3UZ									
14. Business Hub, Address, Bradbourne Vale Road, Sevenoaks, TN13 3QG	£757,086.75	N/A	£17,766.33	£0.00	£5,618.84	£0.00	£0.00	£0.00	£0.00
15. Address, Bat & Ball Railway Station, Chatham Hill Road, Sevenoaks, Kent, TN14 5AP	£2,012,878.35	N/A	£53,301.07	£8,491.94	£6,657.63	£5,276.88	£0.00	£0.00	£0.00
16. Greatness Football Pavilion, Address, Greatness Football Pavilion, Mill Lane, Sevenoaks, Kent, TN14 5BU	£830,711.70	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
17. Address, Greatness Recreation Public Toilets, Mill Lane, Sevenoaks, Kent, TN14 5BU	£56,955.15	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
18. Address, Vine Public Toilets, Holly Bush Lane, Sevenoaks, Kent, TN13 3UH	£108,353.70	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 12, 16, 17, 18

Insured Perils applicable to Material Damage : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15

Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15, 16, 17 & 18

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Excesses Applicable to Premises 12

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	N/A		N/A		£1,734,923	12

For Premises: 12, 16, 17, 18

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 15

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Tractors & Off-Road Vehicles as per Open Spaces Fixed Asset Register	£27,685.54	£100
Tools as per Open Spaces Fixed Asset Register	£162,915.31	£100
Metal Seats & Benches as per Open Spaces Fixed Asset Register	£22,264.52	£100
Rugby Posts as per Open Spaces Fixed Asset Register	£7,272.95	£100
Cricket Screen as per Open Spaces Fixed Asset Register	£4,245.87	£100
CCTV at Vine	£7,023.89	£100
Flags & Flagpoles	£3,196.57	£100
TV, A/V and Tools as per Cemetery Fixed Asset Register	£56,447.55	£100
Assets listed as All Risks on Bat & Ball Centre Fixed Asset Register	£4,292.47	£100
Assets listed as 'All Risks' on Council Offices Fixed Asset Register	£15,800.06	£100
Civic Regalia including cover away from premises Europe	£17,801.42	£100
LCD Screens as per Town Partnership Asset Register	£9,112.18	£100
Computer Equipment as per Town Partnership Asset Register	£2,250.41	£100
Information Pods	£15,938.60	£100
Tea Kiosk, Holly Bush Lane, Sevenoaks TN13 3UH	£81,959.85	£100
Twinning Signs	£3,875.96	£100
Beacon and Stand	£3,819.95	£100
Stone Obelisks	£8,886.72	£100
Public Clock	£16,396.92	£100
War Memorial	£102,797.10	£100
Cemetery walls of remembrance	£58,297.09	£100
7 wooden bus shelters	£72,213.72	£100
Temporary hire tools - annual limit	£22,106.24	£100
Portable Market Stalls	£21,743.69	£100
Marquee	£3,618.05	£100
Kippington Railings	£134,747.55	£100
Ragstone, Stone & all other Walls, Railings, Gates, Boundaries & Fences	£1,590,576.75	£100

Worldpay credit card terminals	£2,210.63	£100
Assets listed as All Risks on Vine Cafe Fixed Asset Register	£1,024.26	£100
Rustic Timber Bridge at Vine Gardens	£20,290.58	£100
Tool Lockers at Allotment Lane	£6,441.75	£100
Allotment Hut	£8,052.58	£100
Silent Soldier	£390.55	£100
Streetlights	£321,277.33	£100
Speed Indication Device on Bradbourne Vale Road	£9,261.00	£100
Floodlights at Knole Paddock	£20,258.44	£100
AED Defib - Vine Grounds	£1,157.63	£100
Miniplaza Recycled Black Litter Bins x3	£804.83	£100
Kings Coronation Bench Seat	£2,080.42	£100
3 x CCTV Cameras - The Vine	£2,078.21	£100
7 x SLD LED lanterns	£5,395.64	£100
Venturo Bench - Black Aluminim Seat and Black Ends x 2	£1,012.45	£100
Sevenoaks Environmental Park Gate	£10,498.01	£100
2 x Outdoor Bottle Filler - Green Finish	£4,018.61	£100
Two Samsung display screens for the cemetery	£4,410.00	£100
Owl meeting equipment (camera equipment and soundbar)	£3,274.06	£100
Cavendish 1800 bench	£992.25	£100
Two thermal imaging cameras	£837.90	£100
D-Day Statues	£1,212.75	£100
Play Equipment	£624,685.47	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured

£250,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £2,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	5.00 times annual earnings	£50,000.00	£50,000.00	£Nil

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000 if 1 is £50,000 or more, otherwise £Nil	£75,000	£75,000	£Nil
7. Quadriplegia	£125,000 if 1 is £50,000 or more, otherwise £Nil	£125,000	£125,000	£Nil
8. Temporary Total Disablement	1.00 times weekly earnings	£250.00 per week	£250.00 per week	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses**Insured Incidents:**

1. Employment Disputes and Compensation Awards	Operative
2. Legal Defence	Operative
3. Statutory Licence Appeal	Operative
4. Contract Disputes	Operative
5. Debt Recovery	Operative
6. Property Protection and Bodily Injury	Operative
7. Tax Protection	Operative

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes. © Copyright – Zurich Insurance Company Ltd. All rights reserved. Reproduction, adaptation, or translation without prior written permission is prohibited except as allowed under copyright laws.

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

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 26th February 2026

Invoice No: 553469505

Client ref: 3672297

Policy	Policy Term	(£) Premium
YLL-2720405273	01/04/2026-31/03/2027	15,753.76
Inspection Contract (If Applicable)		0.00
Sub total		15,753.76
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		1,890.45
TOTAL		£17,644.21

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9531

Email: renewals.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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

Zurich Town, Parish and
Community Council Team
PO Box 726
Chichester
PO19 9PS

Remittance Advice

Invoice Date: 26th February 2026

Invoice No: 553469505

Client ref: 3672297

Policy	Policy Term	(£) Premium
YLL-2720405273	01/04/2026-31/03/2027	15,753.76
Inspection Contract (If Applicable)		0.00
Sub total		15,753.76
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		1,890.45
TOTAL		£17,644.21

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

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Email: renewals.team@uk.zurich.com

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Reference: SEVE015AG1



Invicta Insurance

Invicta House, Amherst Hill, Riverhead, Sevenoaks TN13 2EL
T 01732 471950 | info@invicta.co.uk | www.invicta.co.uk

Sevenoaks Town Council
Bradbourne Vale Road
Sevenoaks
Kent
TN13 3QG

Date: 07/04/2026

Dear Georgina

Client Reference: SEVE015AG1
Agricultural Vehicle

Thank you for allowing us to quote for your Agricultural Vehicle insurance requirements.

Using the information you have provided as detailed on the attached Statement of Fact document, we have approached a number of insurers on your behalf to obtain competitive terms for you.

We are pleased to recommend the policy and terms detailed below, and attach the following documents for your information :

- Quote Summary
- Statement of Facts
- Policy Information
- Policy Summary
- Policy Wording
- Terms of Business

Your Policy Quotation

Insurance Company	MS Amlin Insurance SE
Insurance Premium	£5,552.19
Administration Fee	£50.00
Add-On Total	N/A
Grand Total	£5,602.19

Please call us on 01732 471950 to discuss our Optional Add On Products

Your Demands & Needs

You asked us to provide a policy which covers the insurance risk detailed on the attached Statement of Fact, and which offers the best price for the cover provided.

Our Capacity and Services

In sourcing this policy we act as your agent.

In placing this policy we act as both your agent and as agent of the insurer.

In the event of a claim we will act as both your agent and as agent of the insurer.

Our Advice

This policy is offered on an advised basis.

We are not under a contractual obligation to conduct insurance distribution exclusively with one or more insurance undertakings and are able to give a recommendation from our range of available insurers on the basis of a fair and personal analysis of your insurance needs. As a result, based on our assessment of your business and the risks associated with your operations, as outlined in our Statement of Fact provided, we believe the policy offered best meets your demands and needs for insurance coverage.

Remuneration

For this policy, the nature and basis of remuneration we receive is:

- When we sell you this policy we may charge you an administration fee as detailed above.
- When we sell you the policy the insurer may pay us a percentage commission from the total premium.

You are entitled at any time to request information regarding any remuneration which we may receive.

Other than if your policy is on a “minimum & deposit” basis, if you wish to cancel before the quoted inception date of the policy, you can do so:

- if cover hasn't started, you'll receive a full refund
- if cover has started, you may receive a pro-rata refund of your premium (unless you have made a total-loss claim) minus an amount for the period of cover used, and we'll retain our arrangement fee of £25.00. Please note, short term rates may apply, and you may also be charged a cancellation fee of £50.
- If you cancel after inception of the policy, you'll receive a refund (unless a claim has been made) which is subject to the above fees, plus a £50.00 cancellation fee.

Duty of Disclosure

It is important that you read the enclosed documents carefully to ensure that the proposed cover meets with your Demands and Needs.

Please let us know as soon as possible if you need to make a change to your cover or if your details are incorrect or missing. Failure to do so may result in your insurance being cancelled or a claim not being paid. If you need to make a change, you may be charged an administration fee as detailed in our Terms of Business Document.

To accept our quotation, please contact us with your chosen method of payment.

INVOICE

If you do not wish to take advantage of our finance agreement to spread your premium, and wish to pay your annual premium in full, please proceed as follows :

Invoice Date :	07/04/2026
Insurance Premium	£5,552.19
Administration Fee	£50.00
Add-On Total	N/A
Grand Total	£5,602.19

Payment Methods Accepted :

1. Credit / Debit Card

Please call us on 01732 471950, and select Option 2.

2. Bank Transfer / Online Banking

Please make your payment to the details below:

Bank Name : Barclays Bank plc
Account Name : Invicta Insurance Services Ltd
Account Sortcode : 20-76-55
Account Number : 23969479

Please quote the reference SEVE015AG1

Thank you again for allowing us to quote for your insurance needs, and we look forward to hearing from you to proceed with your policy.

Yours sincerely,

John Lowe
Office Manager
Please call me on 01732 471954
Or email me at john@invicta.co.uk

Countrywise Insurance Quote Schedule



Quotation number NB-IWJNZ **Broker** Invicta Insurance Services Limited (PRM)
Date of issue 07 Apr 2026 Quotation is valid for 45 days
Broker Name Invicta Insurance Services Limited (PRM)
Broker Contact 01732 471950 ext 233

Proposer (who will be stated as the "Policyholder" if you proceed with this quotation)

Name of Company	Sevenoaks Town Council
Trading Name	
Company Registration Number	
Address	Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG
Agricultural Occupation	Town Council
Other Occupation(s)	None

Premium

Premium (excluding Insurance Premium Tax)	£ 4,957.31
Insurance Premium Tax	£ 594.88
Total Premium including Insurance premium Tax	£ 5,552.19

Important Information

This **schedule** forms part of the **policy**.

You must make a fair presentation of the risk to **us** when **you** take out, renew or vary **your policy**. This means that **you** must tell **us** about all facts and circumstances which may be material to the risks covered by **your policy** and **you** must do so in a clear and accessible manner. Material facts are those which are likely to influence **us** in the acceptance or assessment of the terms or pricing of **your policy**. If **you** are in any doubt as to whether a fact is material, **you** should tell **us** about it.

If **you** fail to make a fair presentation of the risk, where that failure is deliberate or reckless, or where **we** would not have issued, renewed or varied **your policy** had **you** told **us** about a material fact or circumstance, **we** may treat **your policy** as if it had not existed and refuse to pay any claims and require you to repay any claims that we have already paid under the Policy. In other cases, **we** may only pay part of the value of **your** claim or impose additional terms.

For these reasons, it is important that **you** check all of the facts, statements and information set out in this document and any other information provided are complete and accurate, and that **you** have answered any questions completely and accurately. If there is more than one person involved in **your** business or employed by **you**, **you** should check with them where appropriate that the facts and statements that **you** make are complete and accurate.

If any of the facts, statements or information about **you** or **your** business are incomplete or inaccurate, **you** or **your** agent must contact **us** immediately. Failure to do so may mean that **your** claim will not be paid, or that we will impose different terms on **our policy**, or charge **you** a higher premium or, in the worst case, invalidate **your policy** and require **you** to repay any claims that have already been paid under the **policy**.

Data Protection Notification

Controller: MSIG Europe SE (hereafter "MSIG") acts as the controller for the processing of personal data for the purposes described below.

Purposes: Personal data is processed for the management and performance of the pending or actual contract for insurance services including the management of the relationship with the prospect or customer, managing claims and compliance with administrative, regulatory and legal provisions applicable to us.

Sharing with third parties: MSIG may share personal data, if necessary for the aforementioned purposes, and in accordance with applicable privacy laws, with other entities that are part of the MSIG group as well as third parties when necessary for the execution of this pending or actual contract (e.g., experts, insurance intermediaries, claims TPA), legally required (e.g., governments or judicial authorities) or if there is a legitimate interest.

Privacy rights, questions and complaints: If requested, to the extent legally permissible, data subjects have the right to:

- access his/her data, to have it rectified, if appropriate;
- object the processing of his/her data, the right to have the processing of his/her data restricted, as well as the right to have his/her data erased. In such cases, MSIG may not be able to continue the contractual relationship.

To this end, the data subject may address a request to the Data Protection Officer (hereinafter, "**DPO**") at the following email address: privacy@msig-europe.com or by post to: MSIG Europe SE, attn. the DPO, Koning Albert-II laan 37, 1030 Brussels, Belgium.

Complaints may be submitted to the relevant data protection supervisory authority.

Further information: More information on how MSIG protects personal data of data subjects and how data subjects can exercise their rights can be found in MSIG Europe SE [Data Privacy Notice](#).

Insured Vehicles

Commercial Vehicles

Registration	Make / Model	GVW (tons)	Year	Value	Cover	NCD
FV70 UFR	Nissan E-NV200 ACENTA	0T - 3.50T	2020	£ 16,000	Comprehensive	Fleet
GK19 BYV	Isuzu Trucks GRAFTER N35.125	0T - 3.50T	2019	£ 18,000	Comprehensive	Fleet
GK20 DZO	Nissan E-NV200 ACENTA	0T - 3.50T	2020	£ 26,000	Comprehensive	Fleet
GU14 XKZ	Nissan NT400 CABSTAR 35.14 SWB DCI	0T - 3.50T	2014	£ 15,000	Comprehensive	Fleet

Agricultural / Special Type Vehicles

Registration / Identification	Make / Model	Body Type	Value	Cover	NCD
EX16 VBA	New Holland 55	Tractor	£ 12,750	Comprehensive	Fleet
GN64 DYM	Kubota M6060	Tractor	£ 25,000	Comprehensive	Fleet
GN10 EHH	Thwaites Dumper	Dumper	£ 10,000	Comprehensive	Fleet

Trailers / Implements

MSIG Europe SE will provide cover for the below Trailers and /or Implements that are attached to a vehicle insured by the MSIG Europe SE policy and will continue to do so once detached until such time that the Trailer / Implement is attached to another vehicle. Furthermore the cover that applies to the Trailer / Implement will be the same as the insured vehicle to which the Trailer/Implement is (or was last) attached to.

a. Unspecified Trailers and Implements having a value not exceeding £100,000

MSIG Europe SE agrees to insure any Trailer or Implement, excluding Catering Trailers, Mobile Homes, Caravans any all types of accommodation Trailer having a value not exceeding £100,000, and

b. The following Specified Trailer/s

Permitted Drivers

The MSIG Europe SE policy requires all drivers to hold a valid driving licence relevant to the vehicle being driven and to be driving in accordance with the terms and limitation of the licence issued to them, except where a driver who meets the limitations of any relevant health and safety legislation, including age, fitness and training uses an agricultural or special type vehicle in a place where no licence is required by law.

Important: Please refer to the below endorsements for details of additional restrictions that apply to all or some of your vehicles.

Registration / Identification	Permitted Drivers (subject to holding correct licence type)
EX16 VBA	Any
GN64 DYM	Any
GN10 EHH	Any
FV70 UFR	Any driver aged over 25
GK19 BYV	Any driver aged over 25
GK20 DZO	Any driver aged over 25
GU14 XKZ	Any driver aged over 25

Off Road use of an Agricultural / Special type vehicle

Policy allows use by a driver in a place where no licence is required by law, provided that the driver meets the limitations of any relevant health and safety legislation, including age, fitness and training.

Policy Excess

The following shows the amount of excess payable by the proposer in the event of a claim for loss of or damage to the insured vehicle. **Unless stated below, where more than 1 excess applies these should be added together .**

Description of Excess	Excess amount
Standard Policy Excess (including voluntary) All vehicle Types	£ 250
Additional Young & inexperienced driver excess (does not apply to Agricultural/ Special type vehicles)	
Where driver is aged 21 years or below	£ 250
Where driver is aged 22-24 years	£ 200
Where a driver aged 25 years or more has not held their full relevant UK/EU driving license at least 12 months	£ 200
Claim made under Windscreen and Window Glass Section (in total)	
Repair of Windscreen & Window Glass - all Vehicle Types	£ 0
Replacement of Windscreen & Window Glass - Agricultural / Special Type Vehicle	£ 100
Replacement of Windscreen & Window Glass by our Approved repairer - Other Vehicle Types	£ 100
Replacement of Windscreen & Window Glass by a Non-Approved repairer - Other Vehicle Types	£ 150

Use of Insured Vehicles

Permitted Use

The MSIG Europe SE policy provides cover for the insured vehicle/s being used for any of the following:

- Social, Domestic and Pleasure and in the ordinary course of the business of the Proposer
- Travel to and/or from the Proposer's place of work and/or study
- Agricultural / Special type vehicles whilst hired or loaned to a Public Authority for the purpose of driving stone crushing plant or for snow clearance

Excluded Use (unless included as an Additional use extension below)

The MSIG Europe SE policy will not cover any vehicle that is used for the following:

- Use in connection with any other business
- Use by any other person to travel to and/or from their place of work and/or study and for any associated business use
- Transportation of passengers, goods, livestock and/or towing of a vehicle / trailer for hire or reward
- Racing, pace-setting, speed trials, motor rallies, competitions or trials
- Self drive hire
- Use in connection with the motor trade
- Use in connection with the undertaking of contract work

Additional Use Extension

The MSIG Europe SE policy includes the following extension of use:

- a. Where a driver and vehicle are both named – the extension will apply to that driver and vehicle combination only
- b. Where only a driver is named – the extension will apply to all vehicles
- c. Where only a vehicle is named – the extension will apply to all drivers

Driver Name

Vehicles

Use in the ordinary course of their occupation/trade

Carriage of any horse, animal and/or other living creature for hire and/or reward

Endorsements (that amend your policy)

The standard insurance cover provided by this policy is extended or restricted by means of the following endorsements.

P06 - Fleet Rated

Section 5 - No Claim Discount is deleted from **your policy**.

How to make a complaint

Our aim is to ensure that all aspects of **your** insurance are dealt with promptly, efficiently and fairly.

At all times **we** are committed to providing **you** with the highest standard of service.

If **you** have any questions or concerns about **your policy** or the handling of a claim **you** should, in the first instance, contact **us** or **your** broker where applicable. In the event that **you** remain dissatisfied and wish to make a complaint, **you** can do so at any time. Making a complaint does not affect any of **your** legal rights. **Our** contact details are:

**Post: Complaints, MSIG Europe SE, The Leadenhall Building,
122 Leadenhall Street, London EC3V 4AG.**

Telephone: +44 (0) 20 7746 1300 Fax: +44 (0) 20 7746 1001

Email: complaints.uk@msig-europe.com

Website: msig-europe.co.uk

If **you** remain dissatisfied after **we** have considered **your** complaint, or if **you** have not received a written final response within eight weeks from the date of **your** complaint, **you** may be entitled to refer **your** complaint to the Financial Ombudsman Service who will independently consider **your** complaint free of charge. Their contact details are:

Post: The Financial Ombudsman Service, Exchange Tower, London E14 9SR

Telephone: Tel: 0800 023 4567 (calls to this number are free from 'fixed lines' in the UK) 0300 123 9123 (calls to this number cost the same as 01 and 02 numbers on mobile phone tariffs in the UK) Tel (Outside UK): +44 (0) 20 7964 0500

Fax: +44 (0)20 7964 1001

Email: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

Please note:

You must refer **your** complaint to the Financial Ombudsman Service within six months of **our** final response. The Financial Ombudsman Service will consider a complaint from private individuals or from a small to medium enterprise (SME) which has an annual turnover of less than £6.5 million (or its equivalent in any other currency) and;

- i. Employs fewer than 50 persons; or
- ii. Has a balance sheet total of less than £5 million (or its equivalent in any other currency)

The existence of this Complaints Procedure does not affect any right of legal action **you** may have against MSIG Europe SE.

Making a Claim

It is important that **you** notify **us** of any incident (irrespective of who may be to blame), that may lead to a claim, at **your** earliest opportunity.

When **you** need to report an incident which may give rise to a claim, please provide us with the following;

- **your policy** number, **your** name and **your** driver's name;
- **your** vehicle make, model and registration details;
- date, time and place where the incident occurred;
- the nature of the incident and the damage to the vehicles;
- name and address of the other driver, their insurance company, **policy** number and vehicle registration number;
- note the number of passengers in the third party's vehicle;
- take photos, if safe to do so, of the accident scene and the other driver's damage;
- police incident reference if applicable;
- details of any witnesses including passengers in **your** vehicle; and
- a copy of the tachograph record and CCTV footage if available.

There are various conditions that apply in the event of a claim - for full details please refer to General Conditions 0 Claim Conditions on page 36.

Financial Services Compensation Scheme

MSIG Europe SE is covered by the Financial Services Compensation Scheme. **You** may be entitled to compensation from the Scheme if MSIG Europe SE is unable to meet its obligations to **you** under this **policy**. If **you** were entitled to compensation from the Scheme, the level and extent of the compensation would depend on the nature of this **policy**. Further information about the Scheme is available from the Financial Services Compensation Scheme (10th Floor, Beaufort House, 15 St. Bolttoph Street, London EC3A 7QU) and on their website www.fscs.org.uk.

Law and Jurisdiction

In the absence of any agreement to the contrary, the laws of England and Wales will apply and this **policy** will be subject to the exclusive jurisdiction of the courts of England unless, at the commencement of the **period of insurance**, you are either:

- a. a resident of; or
- b. a business with its registered office or principal place of business situated in;

Scotland, Northern Ireland, the Channel Islands or the Isle of Man, in which case (in the absence of agreement to the contrary) the law of that country, crown protectorate or dependency will apply and this **policy** will be subject to the exclusive jurisdiction of the courts of that country, crown protectorate or dependency.

Fraud Prevention and Detection

If false or inaccurate information is provided and fraud identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information. **We** and other organisations may also access and use this information to prevent fraud and money laundering, for example when:

- a. checking details on applications for credit and credit related or other facilities;
- b. managing credit and credit related accounts or facilities;
- c. recovering debt;
- d. checking details on proposals and claims for all types of insurance; and
- e. checking details of job applicants and **employees**.

Sanctions

Notwithstanding any other terms under this Agreement, no insurance cover shall apply under this contract and **we** shall not be deemed to provide any cover, benefit or service to **you** or shall be liable to pay any sum in respect of any claim or to assist under this contract to the extent that the provision of such benefit, the settlement of any such claim or the provision of assistance or service would expose **us** to any sanction, prohibition or restriction under United Nations resolutions or trade or economic sanctions under the laws or regulations of the United Kingdom, the European Union or any other applicable national law.

Motor Insurance Database

Information relating to **your** insurance **policy** will be added to the Motor Insurance Database (MID) managed by the Motor Insurers' Bureau (MIB). MID and the data stored on it may be used by certain statutory or authorised bodies including the police, the DVLA, the DVLNI, the Insurance Fraud Bureau and other bodies permitted by law for purposes not limited to but including:

- a. electronic licensing
- b. continuous insurance enforcement
- c. identifying the insurer of a vehicle
- d. law enforcement (prevention, detection, apprehension and or prosecution of offenders)
- e. the provision of government services or other services aimed at reducing the level and incidence of uninsured driving.

Persons (including their appointed representatives) pursuing a claim in respect of a road traffic accident (including citizens of other countries) may also obtain relevant information which is held on the MID. It is vital that the MID holds correct registration numbers for **your** vehicles.

If incorrect details for any of **your** vehicles are shown on the MID **you** are at risk of having the relevant vehicle seized by the police. **You** can check that correct registration number details for **your** vehicles are shown on the MID at www.askmid.com

Countrywise Insurance Quote Statement of Fact



Quotation number NB-IWJNZ

Broker Invicta Insurance Services Limited (PRM)

Date of issue 07 Apr 2026

Quotation is valid for 45 days

Proposer (who will be stated as the "Policyholder" if you proceed with this quotation)

Name of Company	Sevenoaks Town Council
Trading Name	
Company Registration Number	
Address	Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG
Year Established	1980
Micro Enterprise	Yes
Agricultural Trade	Town Council
Other Trade(s)	None

Important Information

You must make a fair presentation of the risk to **us** when **you** take out, renew or vary **your policy**. This means that **you** must tell **us** about all facts and circumstances which may be material to the risks covered by **your policy** and **you** must do so in a clear and accessible manner. Material facts are those which are likely to influence **us** in the acceptance or assessment of the terms or pricing of **your policy**. If **you** are in any doubt as to whether a fact is material, **you** should tell **us** about it.

If **you** fail to make a fair presentation of the risk, where that failure is deliberate or reckless, or where **we** would not have issued, renewed or varied **your policy** had **you** told **us** about a material fact or circumstance, **we** may treat **your policy** as if it had not existed and refuse to pay any claims and require you to repay any claims that we have already paid under the Policy. In other cases, **we** may only pay part of the value of **your** claim or impose additional terms.

For these reasons, it is important that **you** check all of the facts, statements and information set out in this document and any other information provided are complete and accurate, and that **you** have answered any questions completely and accurately. If there is more than one person involved in **your** business or employed by **you**, **you** should check with them where appropriate that the facts and statements that **you** make are complete and accurate.

If any of the facts, statements or information about **you** or **your** business are incomplete or inaccurate, **you** or **your** agent must contact **us** immediately. Failure to do so may mean that **your** claim will not be paid, or that we will impose different terms on **our policy**, or charge **you** a higher premium or, in the worst case, invalidate **your policy** and require **you** to repay any claims that have already been paid under the **policy**.

Data Protection Notification

Controller: MSIG Europe SE (hereafter "MSIG") acts as the controller for the processing of personal data for the purposes described below.

Purposes: Personal data is processed for the management and performance of the pending or actual contract for insurance services including the management of the relationship with the prospect or customer, managing claims and compliance with administrative, regulatory and legal provisions applicable to us.

Sharing with third parties: MSIG may share personal data, if necessary for the aforementioned purposes, and in accordance with applicable privacy laws, with other entities that are part of the MSIG group as well as third parties when necessary for the execution of this pending or actual contract (e.g., experts, insurance intermediaries, claims TPA), legally required (e.g., governments or judicial authorities) or if there is a legitimate interest.

Privacy rights, questions and complaints: If requested, to the extent legally permissible, data subjects have the right to:

- access his/her data, to have it rectified, if appropriate;
- object the processing of his/her data, the right to have the processing of his/her data restricted, as well as the right to have his/her data erased. In such cases, MSIG may not be able to continue the contractual relationship.

To this end, the data subject may address a request to the Data Protection Officer (hereinafter, "DPO") at the following email address: privacy@msig-europe.com or by post to: MSIG Europe SE, attn. the DPO, Koning Albert-II laan 37, 1030 Brussels, Belgium.

Complaints may be submitted to the relevant data protection supervisory authority.

Further information: More information on how MSIG protects personal data of data subjects and how data subjects can exercise their rights can be found in MSIG Europe SE [Data Privacy Notice](#).

General Declaration

You have confirmed the following:

- Neither the proposer nor any drivers have been declared bankrupt or insolvent, nor have been the subject of bankruptcy or insolvency proceedings, unless discharged.
- Neither the proposer nor any drivers have had insurance refused, declined, cancelled or had special terms imposed at any time.
- Neither proposer nor any drivers have any unspent non-motoring convictions according to the Rehabilitation of Offenders Act, nor have any prosecutions pending.

Insured Vehicles

The MSIG Europe SE will provide cover for any vehicle that you have declared to us and requested insurance for and which MSIG Europe SE has agreed to insure

This quote is based on there being the following vehicles;

Commercial Vehicles

Registration	Make / Model	Body Type	Year of Make	Value	Cover	NCD Years	Driving Restriction
FV70 UFR	Nissan E-NV200 ACENTA	Van	2020	£ 16,000	Comprehensive		Any driver aged over 25
GK19 BYV	Isuzu Trucks GRAFTER N35.125	Truck - Dropside	2019	£ 18,000	Comprehensive		Any driver aged over 25
GK20 DZO	Nissan E-NV200 ACENTA	Van	2020	£ 26,000	Comprehensive		Any driver aged over 25
GU14 XKZ	Nissan NT400 CABSTAR 35.14 SWB DCI	Tipper	2014	£ 15,000	Comprehensive		Any driver aged over 25

Agricultural / Special Type Vehicles

Registration / Identification	Make / Model	Body Type	Year of Make	Value	Cover	Driving Restriction
EX16 VBA	New Holland 55	Tractor	2016	£ 12,750	Comprehensive	Any driver
GN64 DYM	Kubota M6060	Tractor	2015	£ 25,000	Comprehensive	Any driver
GN10 EHH	Thwaites Dumper	Dumper	2010	£ 10,000	Comprehensive	Any driver

Trailers / Implements

Important Notice

The MSIG Europe SE policy covers Trailers / Implements that are attached to a vehicle listed above and continues to do so once detached until such time the Trailer / Implement is attached to another vehicle. Furthermore the cover that applies to the Trailer / Implement will be the same as the insured vehicle to which the Trailer / Implement is (or was last) attached to.

You have confirmed that:

You do not require cover in respect of any Catering Trailer, Caravan, Mobile Home, nor any Trailer / Implement valued in excess of £100,000.

Vehicle Declaration

You have confirmed the following:

- All vehicles are owned by and registered to the Proposer .
- All vehicles are kept overnight at the correspondence address of the Proposer at least 330 days of the year .
- No vehicle will be loaned, leased or hired out to another party.
- No Vehicle is fitted with a tracker.
- No Vehicle has been modified from the manufacturer's original specification .

Use of Insured Vehicles

Permitted Use

The MSIG Europe SE policy provides cover for the insured vehicle/s being used for any of the following:

- Social, Domestic and Pleasure and in the ordinary course of the business of the Proposer
- Travel to and/or from the Proposer's place of work and/or study
- Agricultural / Special type vehicles whilst hired or loaned to a Public Authority for the purpose of driving stone crushing plant or for snow clearance

Excluded Use (unless included as an Additional use extension below)

The MSIG Europe SE policy will not cover any vehicle that is used for the following:

- Use in connection with any other business
- Use by any other person to travel to and/or from their place of work and/or study and for any associated business use
- Transportation of passengers, goods, livestock and/or towing of a vehicle / trailer for hire or reward
- Racing, pace-setting, speed trials, motor rallies, competitions or trials
- Self drive hire
- Use in connection with the motor trade
- Use in connection with the undertaking of contract work

Additional Use Extension

The MSIG Europe SE policy includes the following extension of use:

- a. Where a driver and vehicle are both named – the extension will apply to that driver and vehicle combination only
- b. Where only a driver is named – the extension will apply to all vehicles
- c. Where only a vehicle is named – the extension will apply to all drivers

Driver Name

Vehicles

Use in the ordinary course of their occupation/trade

Carriage of any horse, animal and/or other living creature for hire and/or reward

Driver Declaration

You have confirmed the following:

- All drivers will hold a relevant driving licence (except where a fully trained driver over the age of 13 years uses an Agricultural / Special Type vehicle in a place where no licence is required by law).
- No Drivers have unspent motoring convictions under the Rehabilitation of Offenders Act for the following:
 - more than 2 motoring offences of any type, or
 - any offence where the conviction code starts with: AC, BA, CD, DD, DG, DR, E, IN, MR, NI, NR, Q, or
 - any of the following offences: MS60, MS61, MS62, MS63, MS64, MS65, MS66, NEND, TT99, Z007, Z008, or
 - any of the following offences: 41.04.001, 41.04.002, 50.08.015 to 50.08.023, 50.08.025 to 50.08.035, 50.08.123 to 50.08.142, 50.08.146, 50.08.147, 50.08.200 to 50.08.217, 50.10.001, 50.10.002, 52.08.093
- During the past 3 years, No Drivers have been involved in a motor accident or made a motor insurance claim that was not covered by the Proposer's motor insurance.

Countrywise Insurance

Quote Statement of Fact



Claims History

Policy Period	15 Apr 2025 - 13 Apr 2026
Vehicle Years	5.83
Number of Claims Reported	0

Policy Period	15 Apr 2024 - 13 Apr 2025
Vehicle Years	7
Number of Claims Reported	1

	Own damage	Fire and Theft	Third Party
Paid Costs	£ 0	£ 0	£ 3366
Outstanding Costs	£ 0	£ 0	£ 0
Total Paid and Outstanding	£ 0	£ 0	£ 3366

Policy Period	15 Apr 2023 - 13 Apr 2024
Vehicle Years	7
Number of Claims Reported	2

	Own damage	Fire and Theft	Third Party
Paid Costs	£ 2694	£ 0	£ 13208
Outstanding Costs	£ 0	£ 0	£ 0
Total Paid and Outstanding	£ 2694	£ 0	£ 13208

Additional Details

Client's driver collided with a third party vehicle - has subsequently been taken off driving any of the council's vehicles



Countrywise Insurance

Insurance Product Information Document

What is this type of insurance?

This is a motor insurance aimed at the agricultural community providing cover to comply with the laws relating to compulsory motor insurance legislation within the European Union and certain other countries within the territorial limits as standard (Third Party Only). Additional cover options include Fire and Theft and Accidental Damage cover (Comprehensive).

The information provided in this Insurance Product Information Document is a summary of key information about your policy that you should read. The summary does NOT contain the full terms, conditions, excesses and exclusions. These are detailed in the policy wording a copy of which is available on request.



What is insured?

Covered limit

Third Party Only

All amounts you may legally have to repay as a result of an accident involving your vehicle:

✓ Death or Bodily injury (where Road Traffic Act jurisdiction)	Unlimited
✓ Death, Bodily injury, or damage to property while operating as a tool (outside of Road Traffic Act jurisdiction)	£2,000,000
✓ Damage to Property caused by car	£20,000,000
✓ Damage to Property caused by all other vehicle types	£5,000,000
✓ Damage to Property while carrying hazardous goods	£1,200,000
✓ Prosecution Defence Costs	£2,000,000
✓ Medical Expenses	£500
✓ Personal Accident Cover	£10,000
✓ Uninsured Loss Recovery	£100,000
✓ Additional Legal Services	Unlimited
✓ Electric Vehicle battery re-charge New Vehicle Replacement	£100 per incident / max 3 claims

per incident unless stated

What is insured?

Covered limit

Third Party, Fire and Theft Cover

As per Third Party Only Cover PLUS the following where a loss results from fire lightening, explosion, theft, or attempted theft:

✓ Loss of or damage to your vehicle,	Market Value
✓ Accessories and spare parts, including Audio, Visual and Navigation equipment	£1,000
✓ Global Positioning System (for farm use)	£30,000
✓ New Vehicle replacement	Market Value
✓ Glass and Windscreen repair / replacement	Unlimited
✓ Trailers (not specified to us)	£100,000
✓ Specified Trailers	Market Value
✓ Replacement Keys and Locks	£1,250
✓ Personal Effects	£250
✓ Child Seat	£500
✓ Emergency Accommodation and Travel expenses	£100 per person / £400 per incident

Comprehensive

As per Third Party Fire and Theft Cover, including where the loss results from accidental damage or malicious means, PLUS

✓ Incorrect / Contaminated fuel in your vehicle	2 claims per vehicle
✓ Enhanced Personal Effects cover	£500



What is not insured?

Third Party Only

- ✗ Loss of or damage to the vehicle and/or its contents

Third Party Fire & Theft / Comprehensive

- ✗ Any amount in excess of the market value of your vehicle
- ✗ Any applicable Excess(es) and/or VAT
- ✗ Wear and Tear, Punctures and/or parts that suffer electrical or mechanical breakdown Loss of use of your vehicle
- ✗ Failure to safeguard your vehicle
- ✗ Repairs that improve the condition

General Exclusions

There is no liability under any section where:

- ✗ Your vehicle being driven by an uninsured driver
- ✗ Your vehicle is used to commit a crime and/or deliberate act
- ✗ Your vehicle is in an area to which aircraft have access

- ✗ Your vehicle is being used in an unsafe condition and/or contrary to manufacturer's instructions
- ✗ Contractual liability, War, Terrorism, Earthquake, Radioactivity, Pollution or Contamination
- ✗ Death or injury to your driver, except under the Personal Accident Section (if covered)
- ✗ Death or Bodily Injury to your employee outside of Road Traffic Act jurisdiction
- ✗ There is another insurance covering same loss
- ✗ Your driver is under undue influence of Drink, Drugs or Medication
- ✗ Your driver is medically unfit
- ✗ Exemplary or aggravated damages
- ✗ You install non-manufacturer approved Software updates and/or fail to install critical updates as required by manufacturer
- ✗ Non-complaint use of a vehicle that is registered with DVLA / DVLNI as Limited Use



Are there any restrictions on cover?

- ! Personal Accident cover – drivers aged 17 – 70 years
- ! Theft where keys left in or on vehicle
- ! New vehicle replacement – Cars & Commercial vehicle, less than 1 year old!



Where am I covered?

Your policy provides the minimum insurance required to comply with the laws relating to compulsory motor insurance legislation;

- ✓ in the United Kingdom, the Isle of Man, or the Channel Islands; and
- ✓ in any country that is a member of the European Union but only so far as is necessary to meet the requirements of any compulsory motor insurance legislation; and
- ✓ in any country in respect of which the Commission of the European Union is satisfied that arrangements have been made to meet the requirements of Articles 7(2) of EU Directive on insurance of civil liabilities arising from the use of motor vehicles (No72/166/CEE); and
- ✓ in any other country which we have agreed in advance to provide cover in and for which you have paid or have agreed to pay any additional premium; including
- ✓ during transit (including loading and unloading) between the above countries by a recognised sea passage not exceeding 65 hours.



What are my obligations?

You must notify your broker as soon as reasonably possible:

- if you become aware that information you have given us is inaccurate;
- if you becoming aware of any changes in the information you have provided to us which happened before or during the period of insurance;
- if a claim for liability is made against you, and forward any letter, claim, writ, summons or other legal document you receive.

You must not admit liability or offer or agree to settle any claim without our written permission.

You must take all reasonable steps to protect your vehicle from loss or damage and to keep it in roadworthy condition.

You must take all reasonable steps that you can to avoid or keep losses as low as possible under this insurance



When and how do I pay?

For full details of when and how to pay, you should contact your broker.



When does the cover start and end?

This insurance is generally issued for a twelve month period. Cover start and end dates will be shown on your schedule.



How do I cancel the contract?

You can cancel this insurance at any time by contacting your broker.

If cover has not started yet we will provide a full refund of the premium paid.

For any time after the policy has started, provided you have not made a claim, you will be entitled to a refund of any premium paid, subject to a pro rata deduction for consumers and a short period rate for non-consumers for any time for which you have been covered.

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Ahead of expected Local Government Reorganisation the local Community Asset Transfer discussions are ongoing. Sevenoaks Town Council is aware that Sevenoaks District Council will be required to transfer all major commercial assets e.g. large car parks, commercial office buildings, hotel to the new Unitary Authority. For this reason, the Town Council have not been requesting any of the larger commercial assets only those community assets originally donated to the town's people.

It is difficult to see how the two Sevenoaks local authorities will be able to align when they approach the transfer from different aims.

Sevenoaks District Council has stated publicly that under direction of its auditors*, Grant Thornton UK it has to aim to maximise income and future development opportunities from community assets and charge Market Value to town and parish councils for these.

Sevenoaks Town Council's aim is to preserve and enhance current community assets for current and future communities. It is requesting that community assets be transferred at '**Best Value**' which takes into account social, economic and environmental well-being. Community Assets can legally be transferred at a **nominal or nil transfer value if valued under £2m**.

STC Community Asset Transfers – Frequently Asked Questions

Key

STC	Sevenoaks Town Council
SDC	Sevenoaks District Council
UA	Unitary Authority
Red Book Valuation	A Red Book valuation is a formal, highly accurate property appraisal prepared by a Royal Institution of Chartered Surveyors (RICS) registered valuer in accordance with the RICS Valuation – Global Standards. Used for legal, tax, or lending purposes, this objective, detailed valuation provides a reliable, defensible market value.
Legislation	The Localism Act 2011, General Disposal Consent (England) 2003, and Public Services (Social Value) Act 2012 provide strong statutory support for transferring local assets where there is demonstrable community benefit. Properly structured, such transfers can fully comply with the Section 151 Officer's duties while improving financial resilience.

Community Asset Transfers	
1	<p>What is a Community Asset Transfer?</p> <p>Community Asset Transfer is the transfer of a publicly owned asset (normally buildings or land) to a community organisation at less than Market Value, or at nil consideration (no cost). <i>Locality: Understanding Community Asset Transfer.</i></p> <p>The Localism Act 2011, General Disposal Consent (England) 2003, and Public Services (Social Value) Act 2012 provide strong statutory</p>

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		support for transferring local assets where there is demonstrable community benefit. Properly structured, such transfers can fully comply with the Section 151 Officer’s duties while improving financial resilience.
2	Why has this recently become an issue?	<p>Local Government Reorganisation is happening throughout the country and is expected to begin to take place in Kent in 2027 when a shadow Unitary Authority is created to replace current Borough, District and County Councils.</p> <p>The Community Asset Transfer process was created to enable local assets to remain in local custodianship and management.</p>
3	Which assets has the Town Council submitted Expressions of Interest for under the Community Asset Transfer process, and why?	<p>STC is mindful that large income generating assets will be required by the future Unitary Authority e.g. large car parks, commercial buildings for rent, hotel etc.</p> <p>STC has asked for the following Community Asset Transfers:</p> <ul style="list-style-type: none"> • Stag Community Arts Centre • Hollybush Recreation Ground • Land at Bradbourne Vale Road (Horses Field) • Land at High Street – Market Rights • The Shambles • St John’s Hill Car Park & Public Toilets* • St James Road Car Park* • Bradbourne Lakes* <p>*These were originally rejected by SDC and not currently pursued by the STC.</p> <p>Full Business Cases and independent Market Value Reports have been obtained and submitted to SDC (although not passed to auditors).</p> <p>Sevenoaks Town Council aim is to preserve and enhance current community assets for current and future communities.</p> <p>See below for current status of individual Community Asset Transfers</p>
4	Are there examples of other District Councils transferring assets to Town Councils at no cost?	<p>Horsham District Council Community Asset Transfer Policy: <i>“Transfer to Town and Parish Councils will be at no cost or a nominal sum.”</i></p> <p>Swale Borough Council has transferred the following assets Freehold to Faversham Town Council at no cost and without overage.</p> <ul style="list-style-type: none"> • Town Warehouse (formerly known as T S Hazard)

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		<ul style="list-style-type: none"> Town Quay <p>Swale Borough Council currently lease the Oare Gunpowder Works, and the lease has been transferred to Faversham Town Council with £60k funding</p> <p>The National Association of Local Councils have produced a Report NALC Devolution case studies on how this has been achieved elsewhere transferring Community Assets at nominal costs and the successes of local ownership and management.</p> <p>Locality have also produced a relevant report as referred to in item 1.</p>
5	Do Community Asset Transfers need to take place at a charge of the Market Value?	<p>Community Asset Transfer is defined as the permanent or temporary transfer of land or buildings from the Council into the ownership of a community organisation – including town and parish councils.</p> <p>The Govt. General Disposals consent 2003 allows the Council to transfer the ownership and management of land and buildings they own to local communities at ‘less than best consideration (<i>less than Market Value</i>) where it can demonstrate the promotion of Best Value – social, economic and environmental well-being and has a Market Value of less than £2m’.</p>
	Future of the Stag Community Arts Centre (Theatre & Cinema)	
6	What are the terms of the Town Council’s current lease for the Stag, and what happens when it expires?	<p>STC initially had a one-year lease from 2008 – 2009.</p> <p>The current lease is from 1st January 2010 for 25 years on a peppercorn rent. It has options for a 5 yearly rent reviews (so 9 years remaining).</p> <p>The current lease is not within the Landlord & Tenant Act’s automatic Right to Renew.</p> <p>In the current situation when the lease finishes it will be up to the owner of the then Freehold – SDC or UA to agree whether or not to provide a new lease and on what terms.</p>
7	Why does the Town Council want the freehold of the Stag rather than a long-term lease?	<p>STC wants the Freehold of the Stag for the following reasons:</p> <ul style="list-style-type: none"> The Stag is a vital part of the economic and social value and life of Sevenoaks town and the surrounding district. The Stag initiates secondary spend in restaurants, cafes, retail and car parking income.

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		<ul style="list-style-type: none"> • The Stag is a social venue for all ages and interests from cinema, dance, comedy, theatre, meeting spaces and youth café. • Waiting for the renewal of the lease on new terms will prevent long term investment and or obtaining external funding towards this. • STC has ambitious plans to provide additional facilities including extra theatre seating (attracting touring shows), Art Gallery, disabled access to the stage, Fly Tower, and an extension above Plaza Suite to enable tertiary education. • Since taking over the Lease in 2009, STC and the Stag charity have invested £1.5m into the facility also thousands of local volunteer hours. • When STC took the Lease in 2009 the Stag’s operation was severely restricted due to the historic debts that had been accrued previously during the operation by SDC and the commercial operator. STC had to negotiate and enter into expensive 5-year financial bonds with Disney, Paramount and Sony just to be able to show films. Some performers still will not return to the Stag due to historic debts. In 2008, the last time the Stag went bankrupt, local suppliers and performers were owed thousands of pounds. STC with the Stag charity has managed the Stag in a prudent and sustainable manner. • SDC has not received any income from the Lease, and it is not on its Balance Sheet so there will be no financial revenue change for them. • STC currently is mid-way between a term of a lease and SDC are stating that they need to discuss with a commercial interest – STC would not want a repeat of this in the future. <p>STC believes local ownership of the facility removes uncertainty for the future both for the Stag and the local economy for the reasons outlined above.</p> <p>STC believed the Stag clearly meets the government test for ‘Best Value’ providing locally demonstrating social, economic and well-being for the local community and being an asset under £2m.</p>
8	<p>Is there a risk that the Stag could be sold to a commercial operator, potentially meaning the end of the Stag as a community arts centre?</p>	<p>Included within the SDC agenda papers for 7th April 2026 was the following (para 23) <i>“During the intervening period the Council has received an enquiry about the asset from a commercial organisation. As such the Council will need to carefully consider how it applies a market value to the freehold community asset transfer of the Stag and if indeed it may need to market the disposal of the asset on the open market”</i></p> <p>When STC took over the lease of the Stag in 2009 this was following a long and arduous open tender process, it is therefore a shock that</p>

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		the lease could be reconsidered due to one unsolicited expression of interest. This makes STC more determined to seek Freehold to avoid this happening again.
9	What are the Town Council's plans for improving and expanding the theatre?	<p>STC has ambitious plans to provide additional facilities including additional theatre seating (attracting touring shows), Art Gallery, disabled access to the stage, Fly Tower, extension above Plaza Suite to enable tertiary education. Click here.</p> <p>When STC took over the Stag it had the following aims. These remain as important now as they were in 2008:</p> <ul style="list-style-type: none"> • Assisting the sustainability of the local economy of the town, particularly the night time economy and tourism economy • Retaining the valuable social and leisure facility for both performers and audiences • Enabling the development of youth services both in performing arts and youth outreach services • Retaining an iconic building in the town and preserving the street scene • Creation and support to an independent charity to operate the venue with volunteer support.
10	What concerns has the Town Council raised regarding loading bay access at the Stag?	<p>The original discussion with SDC regarding the transfer of the Stag excluded the area of the loading bay. If this is not provided theatre shows would not be able to operate as they use this for equipment etc.</p> <p>SDC are currently considering a different temporary permission, this would not provide long term security and there is a risk the town could end up with a theatre that it could not operate.</p>
11	How does this Community Asset Transfer affect House in the Basement youth café, located under the Stag?	<p>The House in the Basement Youth Café is a facility provided and underwritten directly by STC. STC provides considerable financial support for youth provision in the town see here STC Youth Services Report The youth café is expensive to operate as it receives little or no income. Currently there is no rent payable. If the rent for the Stag became unviable it is unlikely that STC would be able to find another rent free property in the centre of town for young people – this was one of the main reasons for STC taking on the Stag in 2009.</p>
12	What would be the likely financial impact if the Town Council were required to purchase the Stag at market value?	<p>SDC are currently stating the Market Value at £650,000. This would fall to the residents of Sevenoaks Town to pay, STC has no jurisdiction over any other rate payers.</p>

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	<p>Would the Town Council's precept increase?</p> <p>Does the Town Council have sufficient reserves to buy the Stag?</p>	<p>Options are to borrow funds or increase the Precept (Council Tax at approximately 43%) or a combination of both.</p> <p>STC has accumulated reserves although these are below the Best Practice requirement of 6 months working capital. To use most of these reserves would put the financial viability of STC and many community assets at risk.</p>
13	<p>What is the Town Council's response to the District Council saying, "The Council (SDC) should dispose the freehold but at market value" (written in the Finance & Investment Advisory Committee agenda papers of 7th April 2026)?</p>	<p>SDC has stated that its auditors Grant Thornton UK has instructed that the Freehold of the Stag can only be transferred to STC at Market Value i.e. pay £650k.</p> <p>This seems contrary to all previous advice where Best Value consideration is required.</p> <p>STC have now received copies of correspondence between SDC and Grant Thornton auditors, this correspondence indicates</p> <ul style="list-style-type: none"> • Grant Thornton auditors did not state assets should be disposed of at Market Value as per SDC Agenda Papers 7th April 2026. • Grant Thornton required SDC to provide a Best Value Assessment including financials for Community Asset Transfers • STC's Business Case and Valuation for the Stag was not forwarded to the auditors. <p>STC agree with Grant Thornton auditors that Best Value should be demonstrated in a full assessment – STC believes its Business Case and independent valuation would assist with this.</p>
14	<p>Did the District Council pay to acquire the Stag and other community assets the Town Council is asking for, and how is that relevant to the current proposal?</p>	<p>Margaret Durdant-Hollamby's Sevenoaks Theatre Action Group (S.T.A.G) were searching from the mid-60s for a theatre site in Sevenoaks (at one time they tried to put a theatre on the developing site of the Community Centre on Cramptons Road but planning permission was refused). This eventually led in the early 80s to the potential that part of the new Waitrose site would become available. Planning permission for a 300-seat theatre was eventually granted in July 1982. Coincidentally in August 1982 The Rank Organisation decided to close the ACE cinema (as it had become by then) and they approached S.T.A.G. to see if they would take on the lease (from Rank). At that time the South Park car park was owned by Rank but leased to Sevenoaks Urban District Council. The Urban District Council was dissolved in 1974 and replaced by Sevenoaks District Council.</p> <p>It is understood SDC bought the freehold of The Stag (and of the South Park car park) in August 1983, the Stag Theatre opening initially on December 18th, 1983.</p>

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		STC believes that public funds have been invested into the facility and additional public funds should not be used to transfer from one local authority to another.
15	What did the independent valuation (Red Book) provide for the Market Value?	STC obtained and paid for an independent Red Book valuation (as requested by SDC) which provided a Market Value of £450,000 SDC had a separate Red Book valuation which provided a Market Value of £650,000.
16	Why is the Stag continuing the Change.org petition given the District Council's position that it does not meet their formal petition requirements?	In order to start a petition with SDC their permission needs to be provided, this seems contradictory to the process. SDC's preferred petition method is a paper petition. It should also be noted that SDC petition policy only accepts entries from those who live or work within the District. This is shortsighted for an asset which underpins the local economy. The Stag necessarily has to stretch beyond TN13 for its audience. About two thirds of the audience comes from TN13, TN14 and TN15 but significant come from TN8 – TN12 (Edenbridge but also Tonbridge) and from BR5 – BR8 (Orpington and Chislehurst). The petition demonstrates the support and indicates the visitors to the town who will no doubt have secondary spend if only on car parking. It has been noted that previous petitions have been submitted via the Change.Org system and this is the modern platform accepted by most other councils including KCC. It is hoped that SDC will accept the petition, however even it doesn't it has over 6,600 signatories and is a public record of the strength of community feeling and may be required to demonstrate this if the process moves onto other processes.
	Hollybush Recreation Ground	
17	What is the current situation relating to the Recreation Ground?	SDC have stated that this should not be transferred because 1) Income generating – however, operates at a net loss, 2) There is an operational depot on site – however STC have provided an ongoing solution to this 3) It is recommended by SDC for future residential development – however no details have been provided previously not to SDC Cllrs nor the public or within the Local Plan 4) No covenants – however there are historic covenants. SDC have referred the asset to its Cabinet to review the recommendation.

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18	How did the Recreation Ground come into ownership of Sevenoaks District Council?	<p>The main Freehold of the land was donated in 1910 with restrictive covenants not to be used for any other purpose than Hollybush Recreation Ground.</p> <p>There were then subsequent areas of land with covenants donated.</p>
19	What are the concerns of Sevenoaks Town Council?	<p>STC are concerned that a larger UA might not see the recreation ground as a priority, might under invest and could take the SDC suggestion of residential development.</p>
20	What is Sevenoaks Town Council proposing for the future of the Recreation Ground if the Community Asset Transfer is successful?	<ul style="list-style-type: none"> • Provide improvements to reach Green Flag Status • Tree survey and management • Premises Licence to enable community events • Annual Community Fun Day • Community engagement programme for volunteer gardeners • Enhancement to play area (consider water park similar to Swanley) • Improve biodiversity and register for Biodiversity Net Gain.
21	What did the independent valuation (Red Book) provide for the Market Value?	<p>£0 nominal value due to planning restrictions</p> <p>SDC Report states: <i>“The valuation states that the market value is nominal and focusses principally on the operational costs associated with Hollybush stating that there could be an annual operating savings of £7,750 p.a. to the District Council if it were to transfer the asset to the Town Council.</i></p> <p><i>The District Council does not believe this to be the case and viability work suggests that:</i></p> <p><i>Hollybush Park has a significant and existing use value as a multi-use recreational estate</i></p> <p><i>Parts of the site (including car parking areas and ancillary land) have development value in enabling contexts, subject to planning and covenant considerations</i></p> <p><i>The café, tennis and leisure elements, if re-let or reconfigured, would attract materially higher rental values.”</i></p>
	Land at High Street – Sevenoaks Market Rights	
22	What is the current situation relating to the Market Rights?	<p>The District Council Finance Agenda Papers for 7th April 2026 recommended no change.</p> <p>This would mean that the Sevenoaks Market Rights would be by default automatically passed to a new</p>

**Sevenoaks Town Council
Finance & Delivery Committee - 20th April 2026**

		<p>Unitary Authority if and when created, expected to commence in 2027.</p> <p>At the SDC meeting (https://www.youtube.com/watch?v=ApKE0r3JHmo) Officers stated that the Sevenoaks Market was a Strategic Asset and the new Unitary Authority would want to combine markets from the four combined districts and go out to tender to a commercial entity for increased income. This previously happened in Sevenoaks with disastrous results before the Town Council managed the market.</p>
23	How did the Market Rights come into ownership of Sevenoaks District Council?	<p>Sevenoaks has functioned as a market town since before the Norman Conquest. The Saturday market originated under the Manor of Otford and later Knole and was acquired together with the associated land and rights by Sevenoaks Urban District Council in January 1925. The 1925 indenture expressly permits market rights on ‘any legal days’.</p> <p>In 1974 it passed to Sevenoaks District Council following local government reorganisation – at no cost.</p>
24	What are the concerns of Sevenoaks Town Council?	<p>The concerns are that the mistakes of the past will be repeated. A commercial entity will think there is an opportunity to obtain large sums from the market, pricing the market traders out of business and ultimately lead to the loss of the market.</p> <p>This happened previously at a huge financial loss to SDC and following a petition STC took over the management of the market.</p>
25	What did the independent valuation (Red Book) provide for the Market Value?	<p>£15,000</p> <p>SDC had previously registered the Market Value in 2023 at £10,000 with Land Registry it is now stating the value is £100,000 but without any independent valuation.</p>
	Land at Bradbourne Vale Road (Horses Field)	
26	What is the current situation relating to the Horses Field?	<p>Currently leased to the Riding School for the Disabled. SDC stated it should not be transferred and should be used for future residential development.</p>
27	How did the Horses Field come into the ownership of Sevenoaks District Council?	<p>The land became into the ownership of Sevenoaks Urban District Council from 1927 when development took place to create the current ‘Bradbourne Estate’. The land is currently considered a natural conventional barrier and Green Belt.</p>

Sevenoaks Town Council
Finance & Delivery Committee - 20th April 2026

28	What are the concerns of Sevenoaks Town Council?	<p>STC is concerned that either the Riding School for the Disabled will not have a long-term sustainable future if their lease is not continued and the land used for residential development.</p> <p>Also, if the Riding School for the Disabled decided to leave the land will not be used as per Policy L8 of the Sevenoaks Town Neighbourhood Plan voted for at public referendum for allotments.</p>
29	What are Sevenoaks Town Council's plans for the future of the Horses Field?	<p>STC has included within its Business Case that the Riding School for the Disabled should continue for as long as it wishes.</p> <p>Should the Riding School decide to leave the land would be utilised for allotments as per Policy L8 of the Sevenoaks Neighbourhood Development Plan voted for at public referendum.</p> <p>It is believed that allotments will be even more essential in the future with additional housing developments.</p>
30	What did the independent valuation (Red Book) provide for the Market Value?	<p>£25,000 - £30,000</p> <p>SDC Report states (without any independent Red Book assessment): <i>"the unrestricted value is estimated at circa £350,000 - £500,000, subject to planning outcomes"</i></p>
The Shambles		
31	What is the current situation relating to the Shambles?	SDC recommending to transfer to STC.
32	How did the Shambles come into the ownership of Sevenoaks District Council?	1964 conveyance to Sevenoaks Urban District Council with covenant restricting the land for use as footpaths or public open space.
33	What are Sevenoaks Town Council's plans for the future of the Shambles?	<ul style="list-style-type: none"> • Protection of the historic market function • Improved day-to-day management and trader engagement • Reinvestment of income into maintenance and enhancement • Long term safeguarding of community use
34	What did the independent valuation (Red Book) provide for the Market Value?	£0
Community Action		
35	How can the community	Sign the Stag Petition: https://www.change.org/stagfreehold

**Sevenoaks Town Council
Finance & Delivery Committee - 20th April 2026**

<p>support the proposals to transfer the Stag and other Community Assets to the Town Council at no further cost?</p>	<p>Write to the Leader of SDC: Cllr.maskell@sevenoaks.gov.uk</p> <p>And Laura Trott MBE MP laura.trott.mp@parliament.uk</p>

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Sevenoaks Town Council

Updated CIL Report

1. CIL Update – March 2026

The remaining projects for CIL as at 14th April 2026 are as follows:-

	Original Budget	Spent	Balance	Agreed	Planned Completion
Public Realm Town Ward	£50,000	£50,000	£0	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	65000 + £20k	£65,000	£20,000	Reviewed Jan 26	Started
20 mph	£141,967	£111,271	£10,000	10/06/2024	Contingency Left
Dartford Road Crossing	£25,000	£4,170	£20,830	Reviewed Feb 24	2025
Greatness Pavilion	£87,500	Moved	£0	Reviewed Feb 24	133,600 added Sep 25 for green initiatives
Greatness CCTV	£9,000	-	£9,000	Reviewed Feb 24	2026 - linked to the completion of Greatness Pavilion
Vine Gardens Crazy Paving	£10,000	£10,000	£0	Reviewed Feb 24	2025
Balance of cost for Recycle bound resin (Vine Gardens crazy paving)	£13,130	£13,130	£0	Agreed June 25	2025
Greatness Play Area	£150,000		£150,000	Agreed June 25	2025
Solar Batteries	£20,000	£20,000	£0	Agreed June 25	2025
Play Areas inc Buckhurst	£25,000	£27,474	£26	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	£27,313	£8,812	Agreed Nov 25	2026
Contribution from SDC CIL towards Dartford Road			20,000	Received March 26	Completed awaiting invoice
			£309,668		

2. STC Community Infrastructure Levy (CIL) Receipts

Unallocated CIL Balance (reported to Finance & Delivery Committee 23 rd February 2026)	£832
Less Projects:	
Buckhurst Play Area	-£2,500

Unallocated Balance	-£1,668
Add:	
Add current SDC CIL balance (CIL collections October 2025 to March 26)	£64,517
Total Unallocated Balance (March 2026)	£62,849

**Sevenoaks Town Council
Finance & Delivery Committee -20th April 2026**

**RECOMMENDATION FROM THE COMMUNITY ASSETS (OPEN SPACES) COMMITTEE:
PERMANENT FLOODLIGHTING AT RALEYS FIELD**

At its meeting held on 23rd March 2026, the Community Assets (Open Spaces) Committee considered the following report on the tender submitted in respect of the replacement of the permanent floodlighting at Raleys Field.

Floodlight Tender

1. Background

A tender was submitted on the Government portal for the supply and installation of 5 Floodlighting Columns using current LED floodlights and a further 1 new column and floodlights at Raleys Field, off Plymouth Drive, Sevenoaks, Kent TN13 3RP.

£38k has been allocated from the CIL budget.

2. Tenders Received

One tender was received giving two options.

Option 1	A fully compliant 6 mast scheme, as per the scope (5 new masts reusing existing locations and LED fittings, 1 new mast location with new Kingfisher Lighting LED fittings).	£62,499.42
Option 2	a 5 mast system with new LEDs could meet the Council's specification and be more cost effective than a 6 mast system retaining existing LEDs. As such, option 2 is an alternate 5 mast system, compliant with the requirement of 100 lux (4 new mast reusing existing locations with new Kingfisher Lighting LED fittings, 1 new mast location with new Kingfisher Lighting LED fittings).	£60,577.53.

The Community Assets (Open Spaces) Committee RECOMMENDED to the Finance & Delivery Committee that the Town Council proceed with obtaining planning permission and the quotation of £60,577.53 for 5-mast floodlighting system with new LEDs. (Minute 727iii, 23.03.26)

**Sevenoaks Town Council
Finance & Delivery Committee -20th April 2026**

Recommendations for this Committee:

That the Finance & Delivery Committee

- 1) Considers allocating a further £22,578 to this project
- 2) Subject to1) above, approves Option 2 of the tender received for a 5-mast permanent floodlighting system with new LEDs, at a cost of £60,577.53.
- 3) Agrees that an application be submitted for planning permission

**Sevenoaks Town Council
Finance & Delivery Committee - 20th April 2026**

Greatness Pavilion JCT Contract with Longley Construction

In April 2025 the Committee agreed the following:

39 - Greatness Recreation Ground Community & Football Pavilion

The Committee considered a detailed report on the tender process, tenders received, and the outcome of a value engineering process. It was noted that after the value engineering process only the shell and core of the two-storey new clubhouse building would be constructed with the below ground drainage, with external works only including localised landscaping around the club house building. The costings and funding of the proposed works were considered, including a proposal from Sevenoaks Town Football Club to fundraise to meet the shortfall.

RESOLVED that:

- 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:
 - a. Project management procedures
 - b. Finance management procedures
 - c. Cash flow
 - d. Agreement with Football Foundation
 - e. Ownership of building and leasing arrangements

No 2) the agreement with the Football Club was prepared by Warners Solicitors is completed and has worked well within the partnership agreement.

Sevenoaks Town Council needs a formal Minute to record for audit purposes that it agrees to sign the JCT Contract with Longley Contractors for £2,067,512.12 for the new Greatness Pavilion project.

RECOMMENDED: To agree to sign the JCT Contract with Longley Contractors for £2,067,512.12 for the new Greatness Pavilion project

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Sevenoaks Town Council
Finance & Delivery Committee – 20th April 2026

**Greatness Recreation Ground
Sports & Community Pavilion and Landscaping and related Facilities**

Sports & Community Pavilion



The building project is progressing well and is considerable ahead of schedule.

The agreed contract price for the building project is £2,067,512.12.

It was always known that this was the price for constructing the core of the building to get the project underway and further funding would be needed for finishes etc.

The additional costs for funding finishes etc has been provided at £173,818.72.

We have been working with the Football Club and the Contractors to further Value Engineer the project with the Football Club undertaking some of the tasks e.g. painting of walls and reached an agreed sum of reducing the £173,818.72 to an additional £16,900 – which the Football Club have agreed to fund. (see attached table).

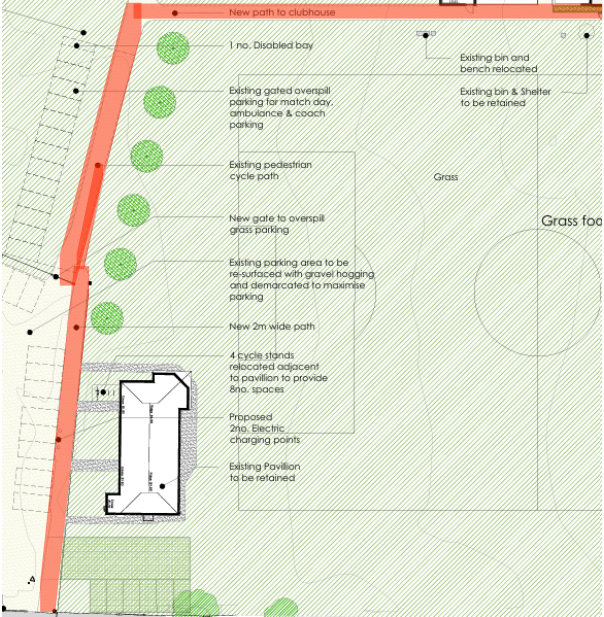

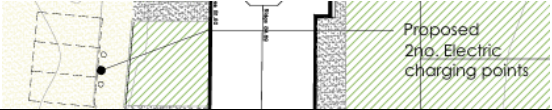
This excludes the installation of a Solar Battery which it is recommended Sevenoaks Town Council funds as part of its Green Community Investment Plan.

Greatness Recreation Ground – Landscaping and Related Facilities


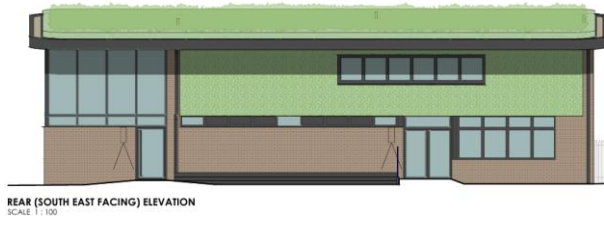
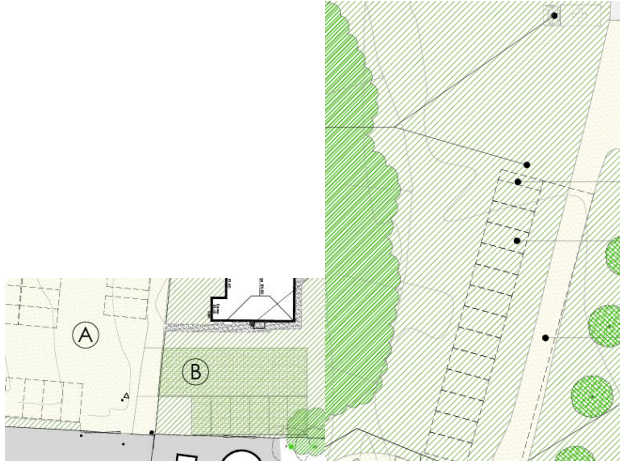

The development of the new Pavilion requires under planning permission some additional facilities as planning conditions, which must be completed prior to the building opening and includes the following:

	Facility	Estimated Cost
1	Access pathway for emergency vehicles New Concrete Pin Kerbs Top dressing with Gravel Hogging	£5,810 £17,160 Total £22,970
2	Extended Pedestrian Path from main entrance, alongside car park, linking to Skatepark (see red highlight on below map). New concrete Pin Kerbs Hogging topper	 £2,800 £3,300 Total £6,100

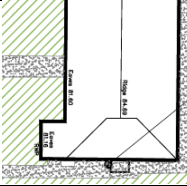
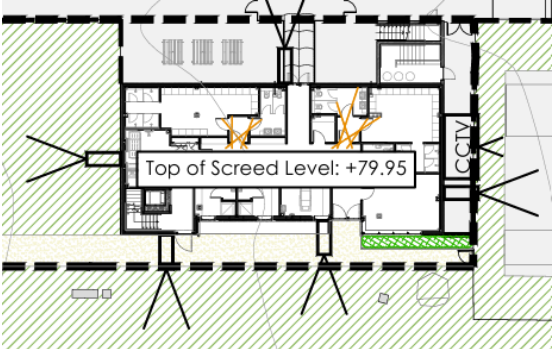
Sevenoaks Town Council
Finance & Delivery Committee – 20th April 2026

	<p>Creation, base and top dressing – Gravel Hogging</p> 	
<p>3</p>	<p>Cycle stand & cover for 4 bicycles</p> 	
<p>4</p>	<p>New bike path along existing Pavilion to new access roadway, including pin kerbs, dig out and sub base</p>	<p>£10,800</p>
<p>5</p>	<p>2 x Vehicle Electric Charging Points Trench to be created under new pathway.</p> 	<p>£8,000</p>
<p>6</p>	<p>Seven new trees and one hedge planting along pedestrian path (Prunus Pandora or, Prunus Sunset Boulevard)</p>	<p>£20,000</p>

Sevenoaks Town Council
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7	<p>Green wall and roof maintenance</p> 	<p>The Football Club are going to take out at least a one-year maintenance contract (£5,000). In the hope that we can all learn from it and find more economical ways to manage in the future.</p>
8	<p>2x temporary parking grassed overspill – one to the right of the existing car park, and one past the overspill gate</p> <p>Double gate to match fencing to be installed at B</p> 	<p>£3,000</p>
8	<p>Surfacing existing parking area with gravel hogging material</p>	<p>£85,450</p>
9	<p>New overspill parking gate</p> 	<p>£3,000</p>
10	<p>Bird box and bat box</p>	<p>Taken out of contract. Football Club member offered to supply and fit.</p>

Sevenoaks Town Council
Finance & Delivery Committee – 20th April 2026

	 <p>1no. wall mounted Schwegler 1MR bird box and 1no. Schwegler 1FE bat box to be fixed to existing pavilion building.</p>	
11	<p>Five wall-mounted down lights</p>  <p>Top of Screed Level: +79.95</p>	Included within current contract

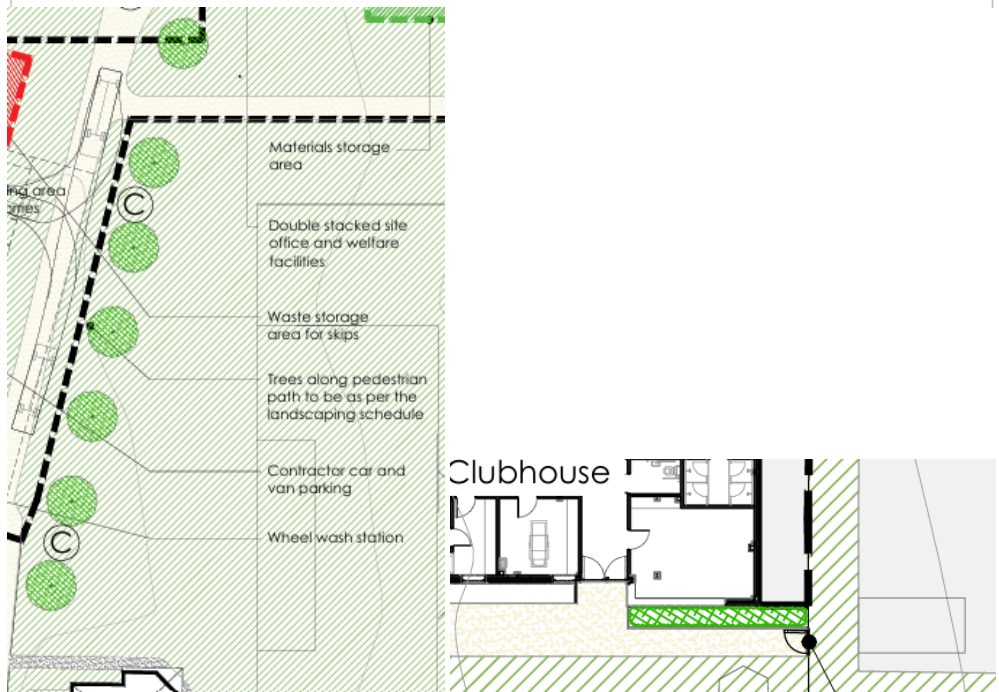
Within the recent Value Engineering of the Pavilion Project, the base for the Access Pathway for the Emergency Pathway has been negotiated to be included. This reduces the cost of the pathway to include tarmac only at £20,000.

RECOMMENDED: Sevenoaks Town Council proceeds with CIL funding for

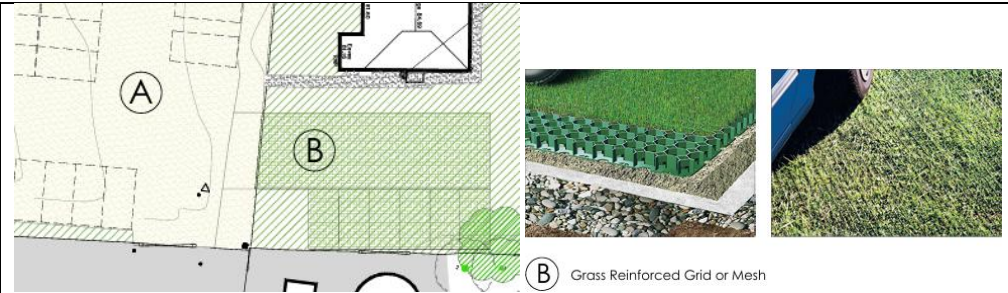
1. Installation of Solar Batteries at a cost of £9,000 As part of its Green Community Investment Plan
2. Gravel Hogging to Emergency Pathway at £23,000
3. Installation of two electric vehicle charging points at £8,000.
4. Installation of cycle stand and cover at £1,500
5. Installation of pedestrian paths and top dressing with Gravel Hogging £20,000
6. Top dressing car park with Gravel Hogging £85,450
7. 2 x new gates £6,000
8. Trees £7,000

Total £159,950

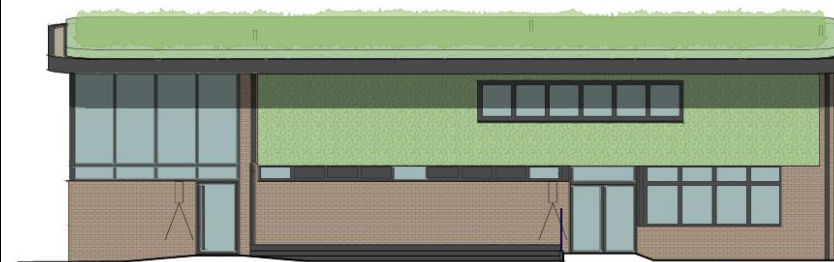
24/00712/FUL planning conditions

Condition	Discharge or required delivery history?																			
<p>Hard and soft landscaping details – condition 4</p>	<p>Details were originally required in the previous (elapsed) permission for 20/03804/FUL and were since discharged via 22/03579/DETAIL, the provisions of which were then secured via planning condition 4 for 24/00712/FUL. Amended via Variation of Conditions application, the details of which were secured by a new condition via 25/01300/CONVAR, which explicitly references Plan 5560-PD-10 Rev. G.</p> <p>Rev G provides a landscaping schedule affecting the new seven trees annotated “C”, as well as the green hedging shown next to the new skatepark entrance. See three images pictured right:</p> <p>As this condition secures all hard and soft landscaping proposed within Rev G, it also likely secures the temporary grass parking on the right of the existing car park (annotated “B” and specified as being grass reinforced grid or mesh), maintenance of the green wall and roof, further temporary grass parking area for match day ambulance and emergency vehicles, surfacing the existing parking area with the gravel hogging footpath material, 2 EV charging points in the car park, and new overspill gate.</p> <p>See annotated images on next pages:</p>	<table border="1"> <thead> <tr> <th colspan="3" data-bbox="1041 300 2036 327">Landscaping schedule</th> </tr> <tr> <th data-bbox="1041 327 1339 359">Description</th> <th data-bbox="1339 327 1686 359">Details</th> <th data-bbox="1686 327 2036 359">Notes</th> </tr> </thead> <tbody> <tr> <td data-bbox="1041 359 1339 486"> <p>Ⓒ Trees</p> </td> <td data-bbox="1339 359 1686 486"> <p>Trees along pedestrian path to be either Crataegus monogyna Stricta or, Prunus Pandora or, Prunus Sunset Boulevard or, Sorbus aucuparia Sheerwater Seedling</p> </td> <td data-bbox="1686 359 2036 486"> <p>Pot or root ball planted. Approximately 2m in height at time of planting.</p> </td> </tr> <tr> <th colspan="3" data-bbox="1041 486 2036 518">Green Wall and Roof Maintenance</th> </tr> <tr> <td colspan="3" data-bbox="1041 518 2036 582"> <p>Maintenance of both the green roofs and walls are to be carried out in accordance with manufacturers recommended timescales and by specialist contractor.</p> </td> </tr> <tr> <td colspan="3" data-bbox="1041 582 2036 646"> <p>Watering, feeding and general maintenance are to be undertaken from a mobile platform or from man safe systems. Please refer to the supporting Bauder General Maintenance Technical Document for further details.</p> </td> </tr> </tbody> </table> 	Landscaping schedule			Description	Details	Notes	<p>Ⓒ Trees</p>	<p>Trees along pedestrian path to be either Crataegus monogyna Stricta or, Prunus Pandora or, Prunus Sunset Boulevard or, Sorbus aucuparia Sheerwater Seedling</p>	<p>Pot or root ball planted. Approximately 2m in height at time of planting.</p>	Green Wall and Roof Maintenance			<p>Maintenance of both the green roofs and walls are to be carried out in accordance with manufacturers recommended timescales and by specialist contractor.</p>			<p>Watering, feeding and general maintenance are to be undertaken from a mobile platform or from man safe systems. Please refer to the supporting Bauder General Maintenance Technical Document for further details.</p>		
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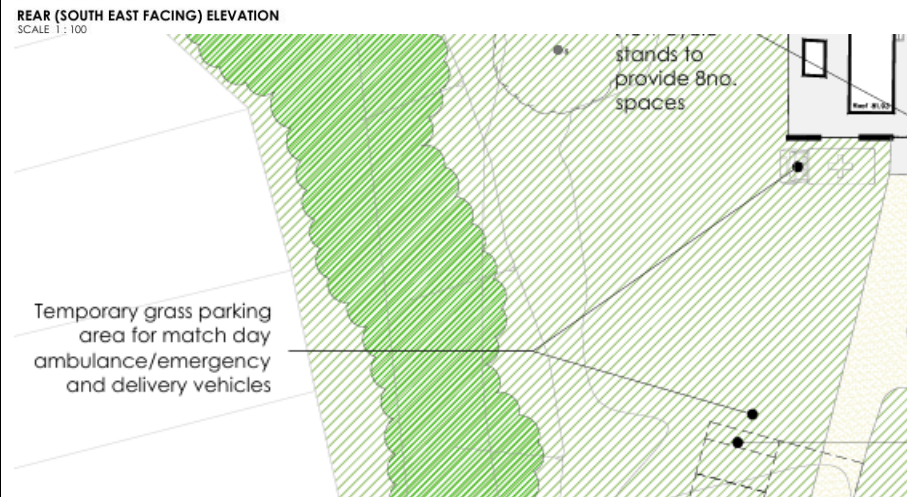
Pictured right: First temporary grass overspill, below existing pavilion and to the right of the car park, specified as being grass reinforced grid or mesh. As shown in Rev G.



Pictured right: Green wall and roof of the new pavilion, as seen from the rear



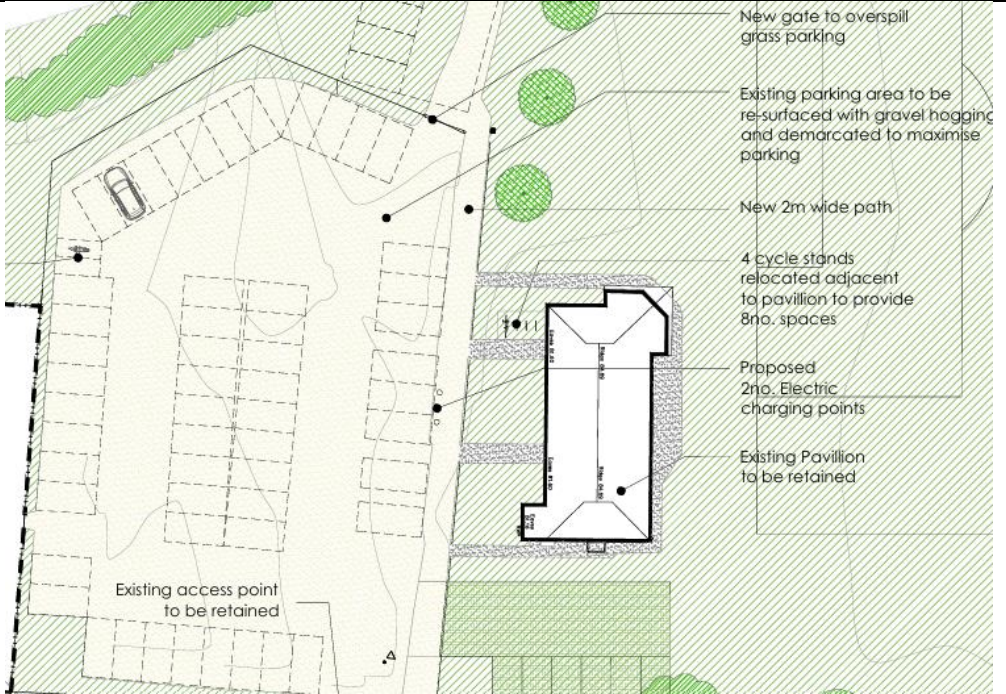
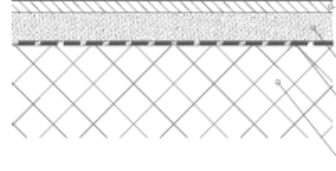
Pictured right: *Further* temporary grass parking area for match day ambulance and emergency vehicles (see also segregated space where ambulance is placed)



NB:

The right-pictured plan has been extracted the earlier plan Rev E – only because Rev G is overlaid by additional construction vehicle movement information, which is irrelevant to understanding where the emergency vehicle parking is proposed.

The existing overspill is proposed for retention, also for ambulance and coach parking.

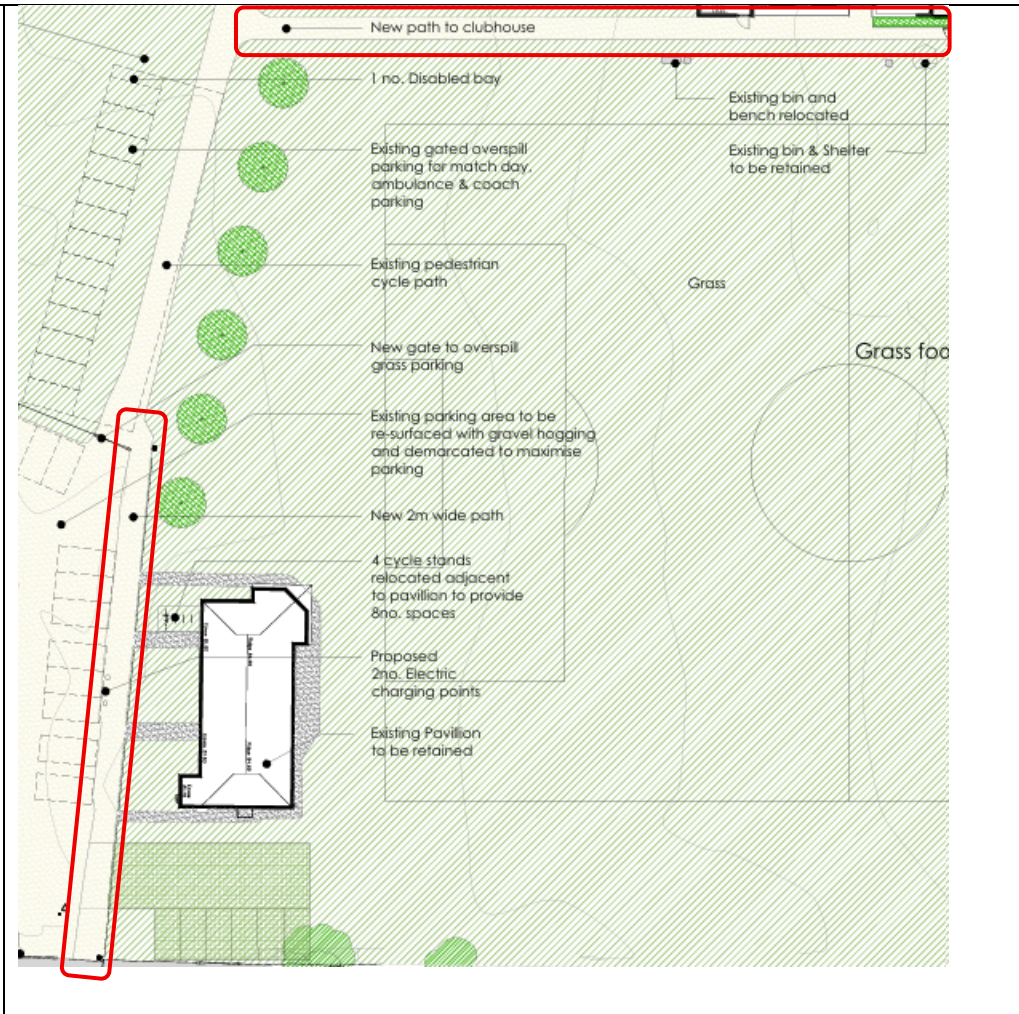
	<p>Pictured right: re-surfacing the existing parking area with the gravel hogging footpath material, location of the 2 EV charging points in the car park, and new overspill gate.</p> <p>Again, this image has been extracted from the earlier plan Rev E, just for easier reference. The relevant contents are the same.</p>	 <p>Labels in diagram:</p> <ul style="list-style-type: none"> New gate to overspill grass parking Existing parking area to be re-surfaced with gravel hogging and demarcated to maximise parking New 2m wide path 4 cycle stands relocated adjacent to pavillion to provide 8no. spaces Proposed 2no. Electric charging points Existing Pavillion to be retained Existing access point to be retained
<p>Travel Plan – condition 7</p>	<p>Submitted as part of 24/00712/FUL planning application, and conditioned to be put into action <i>on completion of development</i>.</p>	
<p>New pedestrian footpath – condition 8</p>	<p>Details were originally required in the previous (elapsed) permission for 20/03804/FUL and were since discharged via 22/03604/DETAIL, the provisions of which were then secured via planning condition 8 for 24/00712/FUL. Amended via Variation of Conditions application, the details of which were secured by a new condition via 25/01300/CONVAR, which explicitly references Plan 5560-PD-10 Rev. G</p>	 <p>Labels in diagram:</p> <ul style="list-style-type: none"> 40mm deep self binding Gravel Hogging, 10mm to dust, in golden brown. Well compacted. Must be laid and compacted in dry conditions. 100mm Sub base Geotextile Prepared sub grade to be confirmed after site investigation <p>Proposed Pedestrian Footpath Section Scale 1:20</p> <p>Note: Tanalised pressure treated timber edgings to all perimeters of path. To be installed flush with ground level to avoid trip hazards and fixed to 50x50mm treated timber stakes.</p>

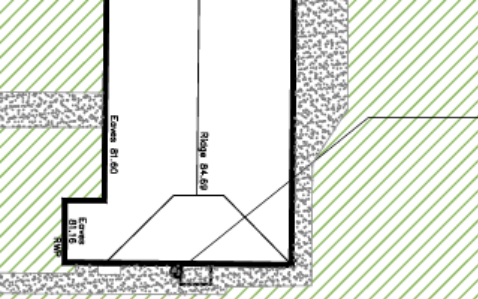






New pedestrian footpath – condition 8 cont.


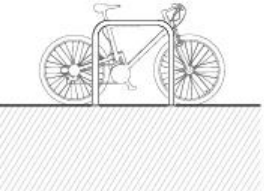

Rev G creates a footpath on the eastern side of the car park, linking to the existing and then creating a new one to the clubhouse. The plans as well as material spec are pictured right.

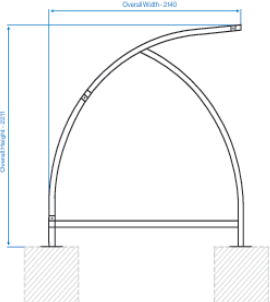
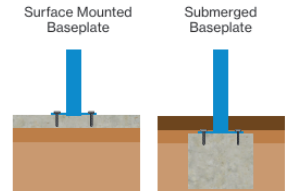
NB:
While the right-pictured spec is extracted from Rev G, I have used the earlier version Rev E to show the path – this is only because Rev G is overlaid by additional construction vehicle movement information, which is irrelevant to understanding where the path is proposed. The only difference in the plans is that Rev E specified the path to be 2m wide, while Rev G had no such annotation. The planning permission states that the path must be delivered *as per* Rev G plans – which actually appears to measure a bit closer to 2.2m. This may or may not be relevant?

Also, there is no mention of a cycle path, either in the planning conditions, nor the plans that they reference “i.e. landscaping will be provided as per Plan X”



<p>Ecological enhancements – condition 9</p>	<p>Submitted as part of 24/00712/FUL planning application, and conditioned to be implemented prior to first use of the development</p> <p>Amended via Variation of Conditions application, the details of which were secured by a new condition via 25/01300/CONVAR, which explicitly references Plan 5560-PD-10 Rev. G as well as the plans submitted via 24/00712/FUL, being Plan RR/5560/21.12.22 and the Bauder Green Roof Management document.</p> <p>Rev G proposes both a bird and a bat box to be mounted on the existing pavilion, as pictured:</p> <p>RR/5560/21.12.22 (attached to the original permission) provides further specification for the bird and bat box as well as planting and landscaping (in flower beds, to include nectar rich species including lavender, heather and honeysuckles). It also specifies that the new trees along the pedestrian route (the seven that we see in condition 4) will be Crataegus Monogyna, or Prunus Pandora, or Prunus Sunset Boulevard, or Sorbus Aucuparia Sheerwater Seedling.</p>	<div style="text-align: right; border: 1px solid black; padding: 5px; margin-bottom: 10px;">  <p>1 no. wall mounted Schwegler 1MR bird box and 1 no. Schwegler 1FE bat box to be fixed to existing pavilion building</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Products</th> <th style="width: 45%;">Specification</th> <th style="width: 30%;">Notes</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Bird Box</td> <td style="vertical-align: top;"> <p>1 no. wall mounted Schwegler 1MR bird box or similar approved.</p> <p>To be installed to the exterior of the existing pavilion.</p> </td> <td style="text-align: center; vertical-align: middle;">  </td> </tr> <tr> <td style="vertical-align: top;">Bat Box</td> <td style="vertical-align: top;"> <p>1 no. wall mounted Schwegler 1FE bat box or similar approved.</p> <p>To be installed to the exterior of the existing pavilion.</p> </td> <td style="text-align: center; vertical-align: middle;">  </td> </tr> </tbody> </table>	Products	Specification	Notes	Bird Box	<p>1 no. wall mounted Schwegler 1MR bird box or similar approved.</p> <p>To be installed to the exterior of the existing pavilion.</p>		Bat Box	<p>1 no. wall mounted Schwegler 1FE bat box or similar approved.</p> <p>To be installed to the exterior of the existing pavilion.</p>	
Products	Specification	Notes									
Bird Box	<p>1 no. wall mounted Schwegler 1MR bird box or similar approved.</p> <p>To be installed to the exterior of the existing pavilion.</p>										
Bat Box	<p>1 no. wall mounted Schwegler 1FE bat box or similar approved.</p> <p>To be installed to the exterior of the existing pavilion.</p>										

<p>Car parking spaces – condition 10</p>	<p>Submitted as part of 24/00712/FUL planning application, and conditioned for delivery and retention.</p> <p>Amended via Variation of Conditions application, the details of which were secured by a new condition via 25/01300/CONVAR. No specific plan is referenced.</p>	
<p>Cycle parking and shelter – condition 11</p>	<p>Submitted as part of 24/00712/FUL planning application, and conditioned for delivery</p> <p>Amended via Variation of Conditions application, the details of which were secured by a new condition via 25/01300/CONVAR: which explicitly references Plan 5560-PD-10 Rev. G for cycle parking, and BXMW/SEF for the cycle shelter.</p> <p>Rev G retains the existing 4 stands (8 spaces) at EXISTING pavilion and requires 4 further stands next to the stadium turnstiles, as pictured right.</p>	   <p>Galvanized Steel Cycle Stand. 4no. stands (8 cycles) adjacent the existing Pavilion and 4no. stands (8 cycles) next to the stadium turnstiles.</p>

<p>Cycle parking and shelter – condition 11 <i>cont.</i></p>	<p>BXMW/SEF (submitted under 24/00712/FUL) covers the cycle shelter, with the right pictured specs. The 25/01300/CONVAR condition doesn't appear to designate <i>where</i> it is provided, just that it be “provided/installed within the site and retained thereafter”.</p>	<p>Diagram</p>  <p>Installation</p>  <p>Features</p> <ul style="list-style-type: none"> • Robust modular construction featuring load bearing purlins • Welded End Frames and Purlin Section made from Heavy-duty Box section assembled with Anti-Tamper High Strength Bolts • Anti-Climb end frames • Adjustable Baseplates • Hot dipped galvanized to BS EN ISO 1461:2009 • 4mm ClearView PETg UV roof cladding (5mm also available) • Breeam Compliant Configurations <p>Materials Used</p> <ul style="list-style-type: none"> • Framework - Mild Steel • Cladding - 4 mm PETG uv • Fasteners - Zinc Plated • Cover Strips - Pre-galvanized steel flat
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External lighting – condition 12

Submitted as part of 24/00712/FUL planning application, and conditioned for delivery. Amended via Variation of Conditions application, the details of which were secured by a new condition via **25/01300/CONVAR, which explicitly references Plan 5560-PD-10 Rev. G and 5560-PD-11 Rev. B.**

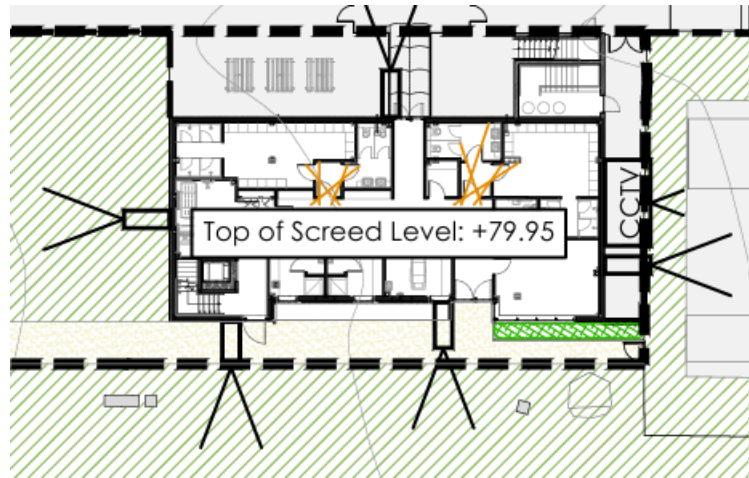
Rev G shows five wall mounted down lights as per the pictured locations and specs, as well as a CCTV camera:

Rev B shows the same, but from ground level (elevations). See pictures on next page:

Light / Security Legend

Description	Details	Notes
 Wall Mounted Down Light	All Lights to be Approximate, 2700K Warm White Light Note: All lights to be a max of 2000 Lumens (150w) and fitted to PIR sensors. Lights only to be operational when the facilities are being utilised.	All Lights to have Downward facing light fittings to control light spillage

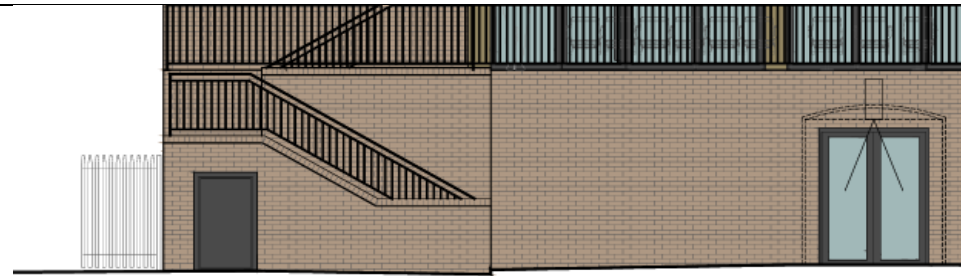
 Proposed location of CCTV



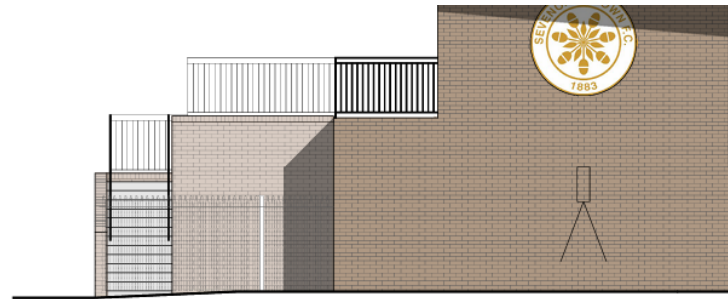
Indicative Wall Mounted Down Light



External lighting – condition 12 cont.



FRONT (NORTH WEST FACING) ELEVATION
SCALE 1 : 100



SIDE (NORTH EAST FACING) ELEVATION
SCALE 1 : 100



SIDE (SOUTH WEST FACING) ELEVATION
SCALE 1 : 100



REAR (SOUTH EAST FACING) ELEVATION
SCALE 1 : 100

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Sevenoaks Town Council

Town Council Offices – Streetlight at Heathfield Road

1. Background

A streetlight on Heathfield Road was struck by an Ocado van, resulting in damage to the column. The column was bent and no longer watertight, requiring full replacement.

UK Power Networks (UKPN) were notified to carry out the necessary disconnection and reconnection of the electricity supply to enable the works. UKPN subsequently issued a letter to local residents confirming the scheduled date of the works.

The streetlight is located just within the driveway of 2 Heathfield Road. On the scheduled day, a neighbouring resident prevented the works from proceeding. At the time, the property owner was abroad, and the Chairman of the Residents Association attempted to contact them to resolve the issue.

After waiting on site for approximately three hours, the contractors were required to leave to attend another job, and the works were not completed. Despite this, Sevenoaks Town Council (STC) incurred costs of:

£2,229.60 for UKPN disconnection/reconnection
£1,132.50 for the replacement column

Later that same day, STC received written confirmation from the property owner granting permission for the works to proceed. However, by this point, the contractors were no longer available.

STC confirmed that it would cover the cost of the aborted works but would not fund a second attempt.

2. Resident Concerns

The resident of 2 Heathfield Road has since raised concerns regarding the positioning of the streetlight. They report that the light is too bright and is causing disturbance, particularly affecting their children's sleep.

The resident has enquired about the cost of relocating the streetlight and has indicated that they may wish to pay in instalments. However, no final decision has yet been made regarding their preferred option.

3. Residents' Association Position

The Heathfield Road Residents Association (HRRA) has an agreement in place which states:

“Residents agree to provide necessary funds to STC to cover the upgrade and all ongoing costs associated with the streetlights located in Heathfield Road. The HRRA is authorised, and has the necessary status, to act and pay funds on behalf of the residents of this road and will pay funds as invoiced by Sevenoaks Town Council in respect of the upgrade, power, maintenance and administration of their streetlights on an ongoing basis.”

Despite this, the Chairman of the Residents Association has expressed concern that it would be unfair for residents to bear the cost in this instance, given that the works could originally have been completed without additional expense.

4. Current Situation

There has been ongoing communication between STC and the resident to determine how they wish to proceed. The options discussed include:

- Removing the streetlight entirely
- Replacing it in its current position
- Relocating it slightly within the driveway

At present, the resident has not confirmed a preferred option but has asked about the possibility of paying any associated costs in instalments before making a final decision.

Decision Required

Members are asked to determine how to proceed, specifically in relation to:

- Whether STC should contribute further funding for replacement or relocation
- The extent to which the Residents Association or individual resident should bear future costs

Sevenoaks Town Council

Town Council Offices – Telephone Contract Report

1. Background

The three-year telephone contract with Connectaphone expires in September of this year. This report will give options for a new system.

2. Current Structure

NAME:	EXT.	ROLE:	PHONE NO.
Linda Larter	201	Town Clerk	01732 468 591
Georgie Elliston	202	Planning Officer	01732 468 590
Georgina Jackson	203	RFO & Deputy TC	01732 447 692
Nicholas Cave	204	O.S Manager	01732 468 594
Alison Futtit	205	Senior Committee Clerk	01732 468 599
Liz Hodgson	206	Hall & Room Hire	01732 468 596
Avril Mitchem	207	Mayor's Secretary	01732 468 597
Anna Rosińska	208	Open Spaces Clerk + Allotments Manager	01732 468 598
Erika Rethy	209	Sales Ledger	01732 447 689
Nicholas Whitnall	210	Purchase Ledger	01732 447 691
Mike Reid	211	Town Team Facilitator	01732 447 684
Kassia Estrada-Castillo	212	CEO Personal Assistant	01732 468 595
Mark Babbage	213	Finance Officer	01732 447 690
Lily Goodwin	214	Community Engagement Manager	01732 447 680
Ieuan Chandler-Wilson	215	Youth Committee Clerk	01732 447 681
	216		

Greatness Cemetery	800	01732 457 565
Café on the Vine	810	01732 452 410
Bat & Ball Centre	820	01732 459 172
Bat & Ball Station Café	830	01732 920 150
House in the Basement	840	01732 466 593

The main number 01732 459953 rings on extensions 203, 205, 206, 208, 211, 212, 214 and 215.

All numbers can transfer to other extensions.

3. Current System

STC has Polycom HD Voice handsets along with individual direct numbers and extensions.

The Polycom VVX 411 is a mid-range, 12-line business media VoIP phone, it supports Power over Ethernet (PoE), Gigabit Ethernet, and integrates with various VoIP platforms, including Microsoft Teams.

A Voice over Internet Protocol (VoIP) system lets you make calls over the internet instead of traditional phone lines, converting your voice into digital data packets that travel online, offering flexibility, cost savings, and advanced features like video calls, conferencing, and voicemail-to-email, using devices from computers and smartphones to dedicated IP phones. It's a cloud-based, internet-dependent technology that replaces older, hardware-heavy landline systems.

4. Phone Bill Break Down

CALL – Host UL Call Tariff – UK Mobile & Geo	This is STC's calling plan. It covers calls made to UK landlines (geographic numbers) and UK mobile numbers and is unlimited so instead of paying per call, there is a small fixed monthly fee.	£3.50
Premier Host Subscription	This is the main hosted phone system subscription. It pays for the cloud-based phone service itself (sometimes called VoIP or hosted telephony). This includes things like having a phone number, voicemail, call routing, and managing extensions through an online system.	£12.49
Yealink W52/W73 DECT Handset	Rental of the handsets.	£1.50
Cloud Communicate – Fraud Management System	This is a security charge. It helps monitor calls and block suspicious or fraudulent activity, such as unauthorised international calls. It's essentially insurance against phone fraud.	£0.50
DATA – SoGEA 80:20 – Rental	Data Circuit - This is the internet connection. SoGEA is broadband delivered without a traditional phone line. <ul style="list-style-type: none"> • 80:20 means: <ul style="list-style-type: none"> ○ Up to 80 Mbps download ○ Up to 20 Mbps upload <p>This connection is often used to support your cloud phone system as well as general internet use.</p>	£32.99

Total monthly bill is £50.98 for the following locations:-

- Bat & Ball Station
- Bat & Ball Centre (sometimes charged for some calls).
- Café on the Vine
- Greatness Cemetery
- House in the Basement

The Town Council Offices monthly bill is usually £305.83 (due to there being 17 handsets at the Town Council Offices) sometimes with very small call charges.

CALL – Host UL Call Tariff – UK Mobile & Geo	£59.50
Premier Host Subscription	£212.33
Yealink W52/W73 DECT Handset	£25.50
Cloud Communicate – Fraud Management System	£8.50

Connectaphone Monthly Cost

£561 + VAT per month for a contract term.

5. Alternative Systems

Microsoft Teams Phone System

£15.72 per user per month including UK minutes (3000 per extension, pooled for all users) which is a monthly commitment, no long term contract.

Make/receive calls from the Teams app on a PC/Laptop with headphones or a headset, from the Teams app on a mobile phone, or Teams app on a tablet. We usually recommend PC app with a Logitech headset (~£15/user one-off cost to buy headsets). Handsets are available but usually cost prohibitive at ~£100/handset one off cost.

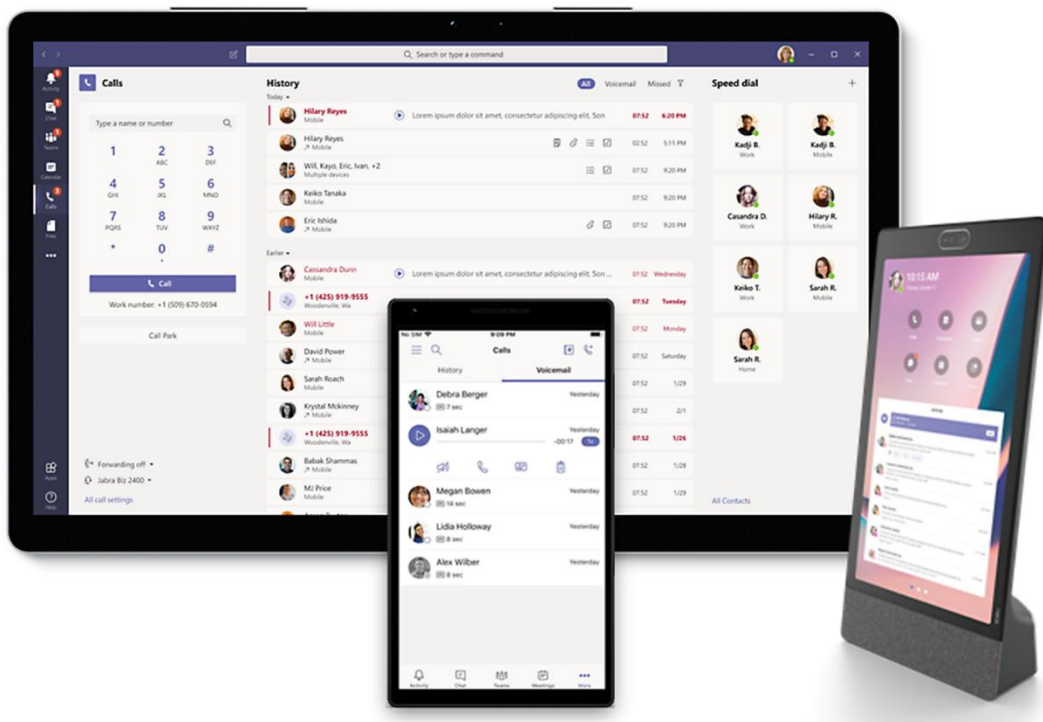
There is no requirement to license every user, only those using the phone.

Microsoft Teams Phone for 22 Users with 22 USB Logitech Headsets

£345.84 + VAT per month

£330 + VAT one-off cost for headsets

Monthly term



3CX Phone System

3CX unlike most systems is not billed per user but instead per concurrent call, which simply put means that you can have unlimited extensions and users but with a limit of the number of ongoing calls that can be made at once. Our most common options are 8 concurrent calls or 16 concurrent calls depending on your usage. If you did opt for 8 and found the calls were running out, it is easy to upgrade to 16.

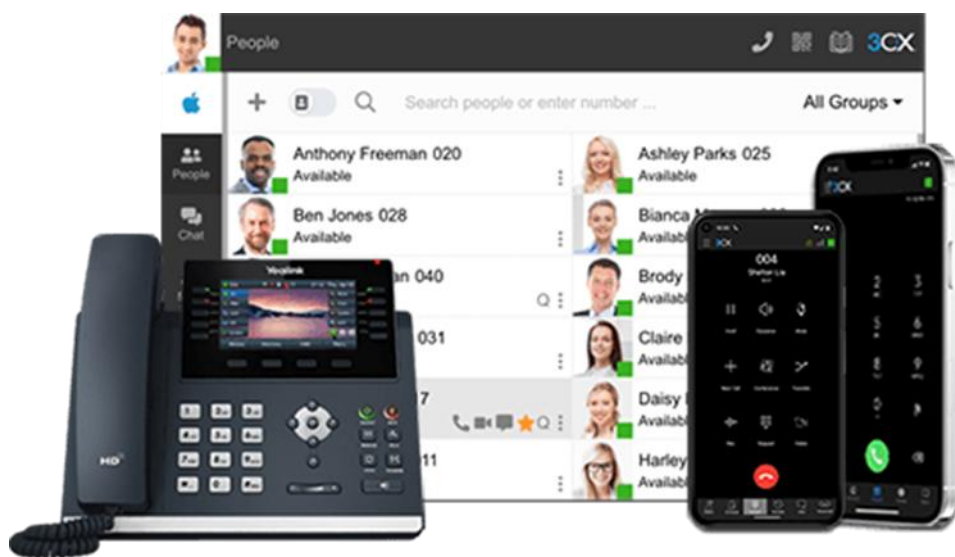
3CX is a 12 month commitment.

You can make/receive calls from the 3CX app on a PC/Laptop, the 3CX app on a mobile phone, or the 3CX app on a tablet. We usually recommend the PC app with a Logitech headset (~£15/user one-off cost to buy headsets) or you can buy handsets for the desks. We do not lease handsets, the lifespan of a handset is usually many years and they are quite cheap so it is usually far more cost effective to purchase them and own them outright. Our recommended handset is £44 as a one-off purchase cost.

Heliocentrix run their phones on 3CX, and have done for approx. 10 years. 3CX is the software that runs the phone system, the system itself is managed and maintained by Heliocentrix on cloud servers.

Cost for 8 concurrent calls £80/month

Cost for 16 concurrent calls £120/month



3CX

16 Concurrent Call System

12 Month Term

17 Handsets for the office

5 Handsets for remote sites

£120 + VAT per month with a small charge for calls.

£1158 + VAT one-off cost for handsets. We could lease the handsets instead for £35.82 + VAT per month on a 36 month term if you would rather avoid the one-off cost.

Connectaphone	Teams	3CX	3CX – leased headsets
£561 per month	£346 per month £330 one off costs for headsets	£120 per month with a small charge for calls. £1158 one-off cost for handsets.	£156 per month.
	3 x £29.50 for broadband at 3 sites currently supplied by	3 x £29.50 for broadband at 3 sites currently supplied by	3 x £29.50 for broadband at 3 sites currently supplied by

	<p>Helio so final cost would be</p> <p>£434.50 per month.</p>	<p>Helio so final cost would be</p> <p>£208.50 per month.</p>	<p>Helio so final cost would be</p> <p>£244.50 per month.</p>
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Sevenoaks Town Council
Finance & Delivery Committee – 20th April 2026

Grant Applications Received**1. Budget – Grants to Local Voluntary Organisation 2026/27**

Each year the Town Council agrees a budget for grants to local voluntary or charitable organisations which provide services to residents within the Parish of Sevenoaks Town.

Local community groups are invited to submit applications in August & January of each financial year, for consideration by this Committee.

The budget for Grants to Local Community Groups 2026/27 and the balance to date is shown below:

Grants Budget	2026/27 Budget £	2026/27 Balance £
Local Organisation Grants <i>Of which Play Days £2,000 (Theatre Shows)</i>	24,000	24000
Sevenoaks Summer Festival	5,000	5000
Twinning Support	1,000	1,000
Youth Outreach	10,000	10,000
Stag	27,000	27,000
Community Rail Partnership	3,000	3,000
Total	70,000	70,000

2. Application for Consideration by this Committee

This Committee is requested to consider the following grant application received (copy attached).

Grant Ref No	Organisation Name	Purpose of award	Previous grant history	Grants in 2025/26 financial year	Current Application
92	Darent River Preservation Society (DRiPS)	Contribution to fees for consultant to work with the various water companies and run modelling software to explore alternative solutions to improve the base flow of the River Darent throughout the year.	n/a – new applicant	n/a	£500

RECOMMENDATION:

The Committee is asked to consider the grant application.

APPLICATION FOR GRANT AID 2025/2026

NB – Grant recipients will be asked to provide a display stand at the Annual Town Meeting [Monday 9th March 2026 at 7pm] to demonstrate to the general public how the grant funds have been spent and the benefits accrued.

A copy of the guidance notes for completing this form is attached. You are advised to read this when completing the form. Please use BLOCK CAPITALS if completing by hand.

PART 1 – YOUR ORGANISATION	
ORGANISATION NAME	Darent River Preservation Society (DRiPS) In partnership with South East Rivers Trust (SERT) Darent Valley Trout Fishers (DVTF)
NAME OF CONTACT	Stuart Merrylees
ADDRESS OF CONTACT	████████████████████ ████████████████ ██████████ ████████
TELEPHONE NUMBER:	DAYTIME ██████████ EVENING ██████████
EMAIL ADDRESS	██

ARE YOU A REGISTERED CHARITY? If so, please provide registration number	NO
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PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION	<p>The Darent River Preservation Society is committed to restoring and preserving the health of the Darent and Cray, their catchment and tributaries and their flora and fauna. The main threat for the last 50 years has been over abstraction for public consumption by the water companies. We engage with Water companies, the Environment Agency, Planning committees and MPs and expert consultants on chalk streams. We have recently begun looking into Sustainable Drainage. We work closely with the SE Rivers Trust (SERT).</p>
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DO THE ORGANISATION'S ACTIVITIES SEEK TO MAKE A POSITIVE IMPACT ON THE ENVIRONMENT? PLEASE GIVE DETAILS

Many stretches of the river dried out in the 1970s, 80s and 90is and prompted by DRiPS an eminent consultant, the EA and the water companies devised a **Darent Action Plan** to reduce abstraction from some existing wells and replace them with new water sources from NE Kent.
 We meet several times a year with a Catchment Improvement Group (CIG) chaired by the SE Rivers Trust and the NW Kent Countryside Partnership. The group includes the EA and water companies, angling societies, wildlife organisations and members of the Darent Valley Landscape Restoration Group.

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

Not directly

HOW DOES THE ORGANISATION ENSURE THAT THOSE WHO ARE DISADVANTAGED HAVE ACCESS TO SPORTS AND COMMUNITY ACTIVITIES. PLEASE GIVE DETAILS

DRiPS itself does not run volunteer work parties but we help to recruit volunteers for NWKCP and for SERT. Unfortunately the river Darent doesn't have too much public access for fishing, and anglers generally need to join a fishing club of which there are many on the Darent, especially in the lakes.

PLEASE GIVE NUMBERS IN YOUR ORGANISATION WHO ARE	A) PAID	ZERO
	B) VOLUNTEERS DRiPS VOLUNTEERS DVTF VOLUNTEERS SERT	Est 50 Est 50 Est 100+
	C) MEMBERS LIVING WITHIN SEVENOAKS TOWN	several

HOW MANY BENEFICIARIES LIVE WITHIN SEVENOAKS TOWN? The Darent rises in Westerham and meets the Thames at Dartford. Anyone who enjoys the river in Westerham, Sundridge, Chipstead, Otford, Eynsford

PART 2 – GRANT REQUEST	
AMOUNT OF GRANT APPLIED FOR	£500
PLEASE DESCRIBE YOUR PROJECT	
<p>The Darent is acknowledged to be one of the most over abstracted chalk streams in the UK and its flow no longer meets the environmentally acceptable flow level (EFL) for a healthy river. Thames Water has two proposals to improve flow. One depends on a new reservoir being built in Abingdon, scheduled for 2050. The other is to build a sewage treatment works in Sevenoaks and inject treated sewage into the river. This would inevitably damage the health of the river and is wholly rejected by expert opinion.</p> <p>DRiPS, SERT and DVTF have taken advice from the foremost expert on chalk rivers in the UK (Charles Rangeley-Wilson) and we have engaged a notable consultant (John Lawson) to work with the various water companies and run modelling software to explore alternative solutions which would be less costly and more beneficial to the river. They have already achieved success working together on similar projects in the Thames Valley. Lawson’s report should be delivered in May 2026 and it will be shared with the EA, OFWAT, Thames Water, SE Water and Southern Water.</p> <p>The aim is to dramatically improve the base flow in the river throughout the year. We regard this as a collaborative project and seek to engage all parties in a collaborative appraisal. It will also benefit the Darent Valley Landscape Recovery project which is seeking funds from DEFRA to improve the resilience of farm land in the whole of the Darent Valley.</p>	
PLEASE EXPLAIN WHAT YOU WILL BE USING THE GRANT FOR	
We are anticipating an initial consultant fee of £7500 plus expenses, and are aiming to raise £10,000 to cover further consultancy.	
WHICH TAX YEAR WILL THE GRANT BE USED IN	2026/27

PART 3 – GEOGRAPHICAL AREA RELATING TO FUNDS REQUESTED	
DOES YOUR PROJECT COVER A GEOGRAPHICAL AREA BEYOND THE PARISH OF SEVENOAKS TOWN COUNCIL? (See map attached at the back of this form)	YES
IF YES, HAVE YOU ALSO CONTACTED THE RESPECTIVE PARISH COUNCILS OUTSIDE THE SEVENOAKS TOWN WARDS FOR GRANT FUNDING?	YES

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

Westerham Town Council £250
 Chevening Parish Council £200
 Farningham Parish Council £300
 We have also applied to several other parish councils along the valley and are awaiting their decision.

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

HAS YOUR ORGANISATION APPLIED ELSEWHERE FOR A GRANT FOR THIS PROJECT?

Yes

IF YES, PLEASE GIVE DETAILS

DRiPS £1500,
 SERT £1500,
 DVTF £1000,
 Thames Angling Preservation Society £1000,
 Bromley and District Angling Society £500,
 Farningham Axstane Players £330

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

PLEASE STATE BALANCES IN HAND AT END OF LAST FINANCIAL YEAR

DRiPS had approx £7000 and has pledged £1500 to this joint project which matches contributions by SERT and exceeds DVTF.

HOW MANY MONTHS OPERATING COSTS DOES THIS REPRESENT?

N/A

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

See above

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

No awards by STC


PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION CHECKLIST

All relevant parts of form completed	
Form signed	Y
Audited accounts for last two financial years attached	Y
DO YOU HAVE A WRITTEN CONSTITUTION? (THE COUNCIL RESERVES THE RIGHT TO ASK FOR A COPY)	YES

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

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

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

SIGNATURE 	DATE 10 April 2026
NAME AND POSITION IN ORGANISATION IN CAPITALS PLEASE	S H Merrylees, Chair

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

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





Please return this form to Alison Futtit at council@sevenoakstown.gov.uk or at Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG by:

- **Thursday 31st July 2025** for the September Finance & Delivery Committee
 - **Friday 9th January 2026** for the February Finance & Delivery Committee
- NB: Late applications will be reviewed at the following Grants meeting.

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

DRIPS 2024-2025 Treasurer's Report

Receipts and payments from 1st October 2024 to 30th Sept 2025

Bank account "Darent River Preservation Society"

Nat West 60-19-02 a/c 71582894

Opening Balance	£6085.49
Receipts	2024-25
Subscriptions	£ 715.00
Grant for NKWCP work on river (HKSD Council)	£ 500.00
AGM Otford Oct 2024 Bar receipts	£ 67.00
40 th ANNIV Quadrangle Food receipts	£ 420.50
Bar receipts	£ 375.84
Total Receipts	£ 2078.34
Payments	
AGM Oct 2024 Refreshments purchase	£ 65.90
<u>Quadrangle 40th Event</u>	
Donation to Quadrangle Trust	£100.00
PL Insurance premium (Zurich)	£100.00
Drinks purchase	£501.37
DRiPS Newsletter 2024 printing&postage	£154.35
Total Payments	£921.62
Surplus on year	£1156.38
Note: Quadrangle 40th event.	
Payment for Food and Marquee (£1300)	
will appear in the next accounting period (2025-26)	
Closing Balance at bank	£7242.21

Note We obtained £400 sponsorship for the Band for the Quadrangle event

S Merrylees, Acting Treasurer 01/04/2026

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Sevenoaks Town Council

**AMENDED Minutes of the meeting of the Arts & Culture Working Group
 Held on Thursday 12 March 2026 in the Harry Garret Hall, Bat and Ball Centre, TN14 5DN**

Meeting commenced: 14:00

Meeting Concluded: 15:50

Present:

Cllr Victoria Granville (Chair)	Present	Cllr Lise Michaelides (Vice-Chair)	Present
Cllr Dr Marilyn Canet	Present	Cllr Tony Clayton (Mayor)	Present
Cllr Sally Layne	Apologies	Cllr Claire Shea	Apologies

Also present:

Linda Larter MBE- Town Clerk and CEO of Sevenoaks Town Council,
 Mathew Wood- Owner of Second Floor Art Studios,
 Liz Botterill- Curator of Sevenoaks Museum,
 Ian Hooper- The Beatles in Sevenoaks,
 Andrew Mason- The Beatles in Sevenoaks,
 John Levette- Sevenoaks Summer Festival, Kent Youth Jazz Orchestra, The Listening Room,
 Deborah Gjeloshaj- The Kitchen Youth Opera,
 Roger Lee- SDAC & Sevenoaks Camera Club,
 Alan Pett- Chairman of SDAC,
 Andrew Eyre- CEO of the Stag Theatre,
 Charles Dymoke – Chair of Sevenoaks Arts Society,
 Michael McKee- Secretary of Sevenoaks Arts Society,
 Lee Kings- Chairman of Sevenoaks Arts Club,
 Susanne Beard- Sevenoaks Kaleidoscope Gallery,
 Ros Barker- Sevenoaks Kaleidoscope Gallery,
 Ewan Harris- Work Experience Young Person for Sevenoaks Town Council,
 Ieuan Chandler-Wilson- Youth Committee Clerk.

67 - APOLOGIES FOR ABSENCE

It was noted that the following had sent apologies,

Mandy Turnbull-Sevenoaks Library,
 Kim Silver- Sevenoaks Literary Festival,
 Amy Sabine- National Trust,
 Audery Franks- Sevenoaks Summer Festival
 Ray Russell- Sevenoaks Summer Festival
 Fleur Sinclair- Sevenoaks Bookshop

68 - REQUESTS FOR DISPENSATIONS

REOLVED: To note there were no requests for dispensations.

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69 - DECLARATIONS OF INTEREST

RESOLVED: To note there were no declarations of interest.

70 - MINUTES OF THE MEETING HELD 12TH OF NOVEMBER 2025

It was noted that a request for Minute Number 56 to be amended had been received. This was amended to the following wording:

Lee Kings informed the Working Group that 2026 would mark the 125th anniversary of Sevenoaks Art Club, which was founded in the town in 1901. It was noted that they had booked an exhibition of club members' work at Kaleidoscope in November 2026, which will conclude their year of celebrating their 125th anniversary.

It was also noted that Sevenoaks Art Club had welcomed a number of new members to the club, including some younger members.

RESOLVED: That these amendments be made and the amended minutes be adopted.

71 - SEVENOAKS CULTURAL QUARTER STRATEGY

It was noted that the following updates be made:

2.1- Creative Workspace: Sevenoaks District Council are now in talks with its preferred contractor for the plans for Land East of High Street. It was noted that once talks had been finalised, a public consultation would be held.

2.3- Architecture & Heritage: In addition to the historic commemorative plaques recently installed by Sevenoaks Town Council, it was noted that the Working Group liked the idea of placing plaques to mark historical places and/ or people in the town. It was noted that a similar project had been done in Frittenden by their Historical Society in 2024; these were done as purple plaques around 30 buildings of Historical importance to the Town. This was done as part of the society's 50th-year anniversary, culminating with a booklet published by the society with a map showing the location of the Plaque and a more detailed history of each building.

2.4- Creative Promotion: It was noted that in 2024 and 2025, STC had produced a booklet on the upcoming events happening over the summer. Councillors found this very useful and noted for this to continue.

3.5- Wayfinding: The Working Group noted that the Town Council had carried out a feasibility study for wayfinding within the town and had applied for funding to progress this. It was also noted that if the grant application was successful, the next stage would be to apply for planning to implement the Wayfinding.

3.9- Kaleidoscope Building: It was noted that when the Kaleidoscope building was constructed over 20 years ago, metal hooks were placed under the ramp for Banners. It was noted that a meeting between the Town Council, Kaleidoscope, the Library and the Museum

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could take place to further discuss this. The Councillors also heard that the walkway between the Pure Lake development and the Buckhurst car park is due to be reopened. It was hoped that this might increase some foot traffic to the Library and Museum.

4.1- Stag Community Arts Centre: It was noted that the Town Council had previously requested a Community Asset Transfer of The Stag Theatre from Sevenoaks District Council. Members further noted that the District Council had asked for a financial contribution as part of asset transfers to other parish Councils.

Members also noted concerns regarding the current lease arrangement for The Stag building. It was highlighted that, with the potential introduction of a new unitary authority, there was uncertainty as to whether the existing lease would be reissued upon its expiration in a few years. In addition, it was noted that retaining the building under a lease rather than through Freehold could make it more difficult to secure external funding for future development works, including those projects identified in the feasibility study previously commissioned by the Town Council.

The Town Council and the Trustees of The Stag considered that it would not be appropriate for public funds to be used to purchase a public building. As a result, a public petition had been launched calling on Sevenoaks District Council to transfer The Stag Theatre to the Town Council at no cost.

It was reported that the petition had received approximately 2,900 signatures.

To receive and note the updated Sevenoaks Cultural Quarter Strategy document.

72 - GOVERNMENT SEEKING EXPRESSION OF INTEREST FOR TOWN OF CULTURE COMPETITION

The Working Group heard that Sevenoaks Town Council plans to enter the Town of Culture Competition. It was noted that there were a large number of other local councils submitting applications. It was noted that if STC's application was shortlisted, it could receive £60,000 to help continue its applications. This could help to progress a number of ideas outlined in the application, such as Wayfinding infrastructure.

The members were asked if they had any amendments to the entry to let the Town Clerk know by Friday, 20th March. It was noted that the final deadline for entries was the 31st of March 2026.

RESOLVED: For STC to progress with the Competition entry, and for a press release to be issued on the Town's entry.

73 - SEVENOAKS SUMMER FESTIVAL

It was noted that the Sevenoaks Summer festival was not going ahead this year and was taking a break while they find people who would take on the running of the event, with the hope that it would return next year.

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However, it was noted that the Summer Festival Committee would still help promote any events going on during the summer this year and asked that people send them any information about their events.

74 - UPDATES FROM ATTENDEES

Liz Botterill reported that the Museum had been holding still life drawing days for people who wanted to come into the museum. It was noted that these had been put on hold while the new storage shelves were installed. Liz reported she is hopeful that it will restart shortly, but would email all those on her list to let them know when these sessions will restart.

It was also noted that the Museum had received some funding from the Arts Society to allow them to fund another museum Loan box for the Medieval and Tudor periods. These boxes can be loaned from the Museum to Schools and other groups to allow them to handle artefacts.

Mathew Wood reported all was going well; they currently had three of their 19 studios that were previously unoccupied, and two out of three of the Studios were now occupied. The third studio had sustained significant water damage, which had rendered it inoperable, and they were currently talking to the district to find a solution to this. He also noted that they were still looking for a development in the town to grow the number of affordable studios for artists in Sevenoaks.

Lee Kings reported that members of Sevenoaks Art Club were enjoying a varied programme of visiting artists, meeting every fortnight, with new members continuing to join. In the summer, club sessions would move outside for painting in various locations in the Sevenoaks area. The club would be holding its annual exhibition of members' work in November at the Kaleidoscope Gallery.

Ros Barker reported that the Kaleidoscope gallery was now fully booked for 2026; they were starting to take proposals for 2027. It was noted that they were starting to revive the community pony project that was started in 2017. In 2019, they had planned to use the pony to help act as a way to guide people through the displays at the Kaleidoscope gallery. Unfortunately, due to COVID-19, this project did not fully go ahead. It is hoped that with this year being the Chinese Year of the Horse, the project could be revived. The Project invites people aged 2-92 to create a horse, which would be later mounted on banners that will be displayed from the ceiling in the gallery.

Charles Dymoke reported that Sevenoaks Arts Society's membership continued to grow with a myriad of Lectures and events taking place throughout 2026, with one due to take place about Istanbul on the 27th March. It was noted that they had also funded an arts workshop at House in the Basement Youth Café and a new loan box for Sevenoaks Museum.

Cllr Alan Pett reported that Sevenoaks District Arts Council (SDAC) was a group formed by the District Council alongside the Sports Council to help promote Art and Culture throughout the district. He noted that with the proposed removal of the District Council via

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the Local Government Reorganisation, the future of SDAC funding is uncertain. They currently support over 50 organisations, ranging from fine arts to performing arts groups.

Roger Lee reported that the Sevenoaks Photography group continues to gain members with more young people engaging in the sessions. It was noted that they are currently looking to update their website. Roger also mentioned that they are still doing their displays in railway stations and at times in pubs. They were exploring the idea of using some of the hoardings and/ or the empty shops around the town.

It was also noted that Roger had an exhibition in June at the Kaleidoscope gallery of portraits of 29 artists from Sevenoaks, to help raise awareness of the talented individuals within the town and some of their work.

Debbie from the Kitchen Youth Opera reported that they had been running for over 30 years and performed regularly at the Stag. While the last performance had sold out, they noted they had found it hard to get the word out about the event. They asked if there was a way to collaborate with those who attend the meetings to help spread information about each other's events. It was agreed that the newly formed Arts & Culture Working Group was a good way to address this.

John Levette reported that while the summer festival was not running this year, they would be helping to promote any events that would happen during the festival dates. It was noted that the festival only puts on a couple of events each year and asks for other groups and organisations that are doing things during the summer to send them a list of what they are up to, and they will help promote those events. It was noted that John also runs the Listening Room, which puts on music at the Anchor two nights a week as well as putting on music at the Ship theatre and Floodlights bar in the stag.

Ian Hooper reported that in 2027, it will be the 60th anniversary of the Beatles coming to Sevenoaks for the filming of Strawberry Fields and Penny Lane. It was noted that a Mayor's Concert had been arranged to take place at the Stag with a Beatles tribute band for the 6th of Feb 2027, which would be 60 years to the date. Ian circulated Appendix 1, asking for comments and help with the ideas listed in the document. It was noted that Ian had also written a book about the Beatles and was hoping to give a talk in the Stag on the morning of the 6th of Feb. Ian also reported that some of the ideas such as a Art Trail and walks had been done 20 years ago for the 40th anniversary with an event at the Kaleidoscope making it all about the 60s era.

Ian also mentioned that they would like some help designing a logo that could be used for coherent branding across any events that groups do throughout to link it to, in order to make it almost like a festival.

It was noted that the Councillors had taken a photo similar to the iconic Beatles Abbey Road photoshoot to celebrate the completion of the new crossing on Dartford Road.



The Mayor of Sevenoaks Cllr Tony Clayton announced that he had two events upcoming one was a Charity Concert at the Stag Theatre with bands such as Kent Youth Jazz Orchestra, Green Street Blues and Sevenoaks Sings all performing on Thursday the 19th of March 2026 at 7.30 pm with proceeds of the evening going to his Charities, North West Kent Citizens Advice and Sevenoaks Area Youth Trust. The Mayor also reported that Bob Ogley would be giving another talk following the ones at Knole and at the Sevenoaks Bookshop about the Story of Knole Park. It was noted that this would be taking place at Sevenoaks School on Monday, 30th March at 7.30 pm.

There being no further business, the Chair closed the Meeting.

Signed
Chair

Dated

The Beatles in Sevenoaks 60th Anniversary Ideas

Event	When
Mayor's Charity Concert: Imagine The Beatles at The Stag	06-Feb-27
The Beatles in Kent talk at The Stag	06-Feb-27 (Morning)
Other talks from professional authors or speakers in conjunction with Sevenoaks Bookshop	TBC
Unveiling of blue plaque on 44a High Street (where John Lennon bought the Mr Kite Poster)	06-Feb-27
Strawberry Fields Tree Monument	TBC
Art Trail	TBC
The Beatles in Sevenoaks book and launch	2026
Guided walk around The Beatles sites in Knole Park and the town	30-Jan-27 -
Performance of Beatles Music by Local Musicians at The Anchor and other Venues	TBC
Beatles Karaoke night at The Anchor	30-Jan-27
Exhibition of archive photos of The Beatles filming in Knole Park displayed in The Stag Bar and/or The Library	Jan-27 - Onwards
Beatles inspired photo and art exhibition	Jan-27 - Onwards
Beatles films at The Stag	06-Feb-27
Publicity: Contact The Beatles, their estates and Media	N/A
Promotion and Merchandise	N/A
Abbey Road Crossing Outside of Olafs	06-Feb-27

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**Sevenoaks Town Council
Minutes of the Communications Working Group
Held at 11.00 am on Friday 20th March 2026**

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

78. Apologies for Absence

No apologies.

79. Minutes of Communications Working Group Meeting held on 5th December 2025

RESOLVED:

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

80. New Sevenoaks Town Council Website

RESOLVED:

- i) To progress with website redesign in line with current draft pages, aiming for a soft launch in early May and hard launch at the end of May.
- ii) Make the following changes to the drafted webpages:
 - a. Reduce the number of menu options on the primary navigation bar to fit on one line
 - b. Reduce the size of the welcome image box on the homepage and create a carousel of different images
 - c. Change the colour of the quick links on the homepage to medium green
 - d. Use different quick link logos for the Bat & Ball Centre and other venues to hire link and for the Sevenoaks Business Hub link
 - e. Make the search bar more prominent
 - f. Add our social media links on the 'Contact us' page
 - g. Use more current photos where possible.
- iii) Once Vision ICT have finished creating the website, and Council staff have reviewed their sections, share with the Communications Working Group via email for final feedback and approval.

81. Logo Proposal from Vision ICT

Vision ICT's proposed logo designs were reviewed.

RESOLVED:

- i) Use the dark green and pink version of the logo with the 'Town Council' text right-aligned and the black and white crest on the left
- ii) Make the black and white crest more filled in, resembling the shading of the coloured example provided by Vision ICT

Sevenoaks Town Council
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Held at 11.00 am on Friday 20th March 2026

- iii) In the brand guidelines, have four versions of the logo: black; white; coloured without crest; coloured with crest. Include information about when these could be used, e.g. logo without crest could be used by grant recipients
- iv) Once the logo has been redrafted, share this with the Communications Working Group via email.

82. 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) The Community Engagement Manager will circulate this quarter's social media statistics to Town Councillors, along with information about tagging and sharing posts
- ii) Cllr Varley will share additional media contacts at Sevenoaks Chronicle with the Community Engagement Manager.

83. Current Matters

The current matters were noted.

RESOLVED

- i) Completed matters to be removed from future reports and matters resolved at this meeting to be added.

84. Review of Committee Meeting on YouTube

A recording of a past Committee meeting on YouTube was reviewed.

RESOLVED

- i) Councillors will consider how to make improvements to meeting etiquette to benefit recordings.

85. Press Release

RESOLVED:

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

There being no further business, the Chair closed the meeting.

Sevenoaks Town Team Minutes of the Executive Board Meeting

**Agenda Item 19
Finance & Delivery
Committee
20th April 2026**

6:30pm: Wednesday 25th March 2026

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

In attendance: Andrew Pring – Knole Paddock RA.

1. Apologies for Absence

Cllr Granville, Cllr Ancrum, Linda Larter, Cllr Streatfeild, Elizabeth Purves, Austin Blackburn, Nick Hubbard and Jim Hughes

2. Declarations of Interest

None

3. Minutes

The minutes of the Executive Board Meeting held on 21st January 2026 were approved unanimously.

4. Blighs Meadow

Cllr Clayton reported on a meeting attended by himself and Mike Reid, with Rob Dummett and Ed Syrett of Estama, the new managing agents.

The agents' priority right now is to improve the appearance of Blighs, through works to:

- Level the paved areas and replace cracked flagstones,
- Clear all the roofs of moss etc and to have them treated quarterly to prevent further growth
- Clean and decorate the exterior of a number of the buildings

All at the cost of the landlord

Other improvements will include appointing a regular cleaning company, improving the wayfinding around the centre, increasing its marketing and the number of events hosted.

Importantly, and in a welcome change from the previous managers when no-one was regularly on site, the centre manager, Rob Dummett will be at Blighs every Tuesday and Thursday.

The overall impression gained is that through its agents, the new landlords want to work more closely with the town in making it both more attractive and successful.

The Mayor offered his services in openings, prizewinning etc.

5. Business Improvement District (BID).

The new 2026 NDR List has now been received by TT. Before considering any exemptions for the BID budget, the effect of the new assessments has seen a rise in the overall RV for Sevenoaks from £33,930,000 to £39,660,000 – a rise of £5,730,000. While allowing for the planned exemptions (and subject to checking) the net chargeable figure rises from £26,250,000 to £27,968,200, a rise of £1,718,200.

It was noted and reported that not all RVs had increased with a good number of properties out of the immediate town centre have seen reductions.

A meeting has been held with Tunbridge Wells BID where the topics discussed were wide, with an emphasis of how they (and most other BIDS) staffed their BID and allocated salaries and costs across different budget heads, thus maintaining their admin costs below the 20% limit.

A meeting of the BID Steering Group is scheduled to take place on April 15th to work towards finalising the BID Business Plan and Budget.

6. Health & Wellness Initiative

The website is now live and can be seen under the Services heading of the STC website at: [Health & Wellness - Sevenoaks Town Council](#). Its positioning and prominence will be improved when a new STC website is completed.

Bookings for the Health & Wellness Fair are going well with 24 stands so far. Assistance in setting up the event was requested with two opportunities suggested.

7. Vegan Market

This will take place in the accustomed format on Saturday 4th April.

8. Sevenoaks Business Show 2026

Booked for Friday 5th June at the Bat & Ball Centre. Clive Emson are once again the main sponsors alongside: Berry & Lamberts, Specsavers, the Chamber, FM Conway and STC.

9. Sevenoaks Street Food Festival 2026

Booked for Saturday 29th August and to be run by Caroline Druce-Smith. The booking terms have been tightened up to bring better control of the public and performers especially with regard to the 2025 incursion of a dance demonstration onto the cricket pitch while a match was in progress.

10. Sevenoaks Bike Festival

This will not take place again (at least in its previous form) as the organising company, Wisper Bikes has been sold and is moving to Lancashire.

11. Sevenoaks Business Awards 2026

Booked for Friday 20th November at the Bat & Ball Centre

12. Holly Party 2025

Returning on Friday 11th December at the Bat & Ball Centre. Jonah's Wail were incredibly popular at the 2025 party and will be performing once again.

13. Members Organisations

Bradbourne RA

Report attached. In addition, members are concerned about the number of deaths caused by electric bike and scooter riders using pavements.

Knole Paddock RA

On April 30th SDC will be announcing the name of the preferred developer for the Land to the East of the High Street. The RA is concerned about the size and massing of the proposed residential blocks and the effect on existing housing. SDC have promised there will be plenty of opportunity to raise issues during an extensive consultation process.

Members have also queried how to initiate investigations into commercial premises where they suspect money laundering might be taking place. This is a matter for the police and should be reported to them.

There will be an Association Summer party at the Rugby Club.

Chamber of Commerce

The West Kent Expo which took place in Tonbridge on 11th March was a great success with 70 stands and over 300 visitors, including many from Sevenoaks.

Business Crime Reduction Partnership

The recent BCP meeting discussed the [Disc - A Crime Information-Sharing System For UK Business & Rural Communities](#).

BCRP is trying to get the charity shops to join the radio system as they have become targets for distraction crime.

Knole

“Business as usual” with successful Easter trail. Over the summer months there will be an exhibition and talks by Chinwe Russell on her images of 20 Women Who Changed The World.

E-scooters and bikes on the estate and golf course have now been banned.

The Stag

The Stag, especially the theatre is trading well.

A new manager is about to be appointed, and preparations are in hand to host a special “farewell party” for Andrew Eyre. That will take place on Friday 8th May.

There is an ongoing conversation with SDC about the future ownership of the freehold interest. An online petition calling for it to be transferred at nil cost to STC has attracted nearly 4000 signatures.

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The new Greatness Pavilion construction is going extremely well, being ahead of the programme and being on budget.

Sevenoaks District Seniors Action Forum

Running a Seniors Driving course and taking part in the Health & Wellness Fair. Concerned about the high cost of nursing homes and closure of two local ones. Promoting the use of LPA Power of Attorney system.

Sevenoaks Rail Travellers Association

SRTA has been invited to advise the rail companies on improving the contactless fares system.

An e-bike rental scheme is being developed.

Mayor

STC now has an electric community bus for hire. It costs £75 per 24 hours and 50p per mile. It can be driven on a standard car licence.

The Stag Mayoral Charities concert was great success raising towards £5000. So too was the Bob Ogley book launch at Knole where around £1000 was donated. Thanks were expressed to both organisations and organisers.

14. Meeting closed at 19.45

15. Date of next meeting

13th May 2026

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Sevenoaks Town Council
Finance & Delivery Committee – 20th April 2026

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

Item	Minute No	Item	Status	Latest update
1.	46 F&GP 24.04.23 294 F&D 02.09.24	Provision of Electric vehicle Charging Bollards at Raleys Car Park	<i>Ongoing</i>	<p>RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above. Project progressing slowly due to electric connection complications and departure of Climate Change Project Officer.</p> <p>It was requested that the current position with the provision of electric vehicle charging bollards at Raley’s Car Park be investigated.</p>
2.	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>
3.	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. Dates of operation to be changed April – September</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> <p>Formal opening event was held on 1st November 2025.</p>

Sevenoaks Town Council
Finance & Delivery Committee – 20th April 2026

Item	Minute No	Item	Status	Latest update
4.	54 F&GP 22.04.24 447 F&D 25.11.24	Town Team: Business Improvement District (BID)	<i>Ongoing</i>	<p>RESOLVED: That £10,000 be allocated for the funding of the British Bids “Bid Buddy” service to accompany Sevenoaks town on making a successful plan, in the process of creating a Business Improvement District (BID) Process commenced, aiming for a referendum February 2025. Bid proposal to 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>
5.	509 F&D 20.01.25 305 F&D 01.09.25 507 F&D 24.11.25	Replacement of Vine Pavilion Skylights	<i>Ongoing</i>	<p>RESOLVED: That three new polycarbonate skylights be purchased up to the value of £3,000. Funding to be from capital refurbishment budget.</p> <p>Contractor has been instructed.</p> <p>RESOLVED: 1) To waive financial regulation 5.7 – “For contracts greater than £3,000 excluding VAT the Town Clerk or Responsible Finance Officer shall seek at least 3 fixed-price quotes” as the job is specialist, further contractors have been approached but were unable to fulfil the works 2) To approve the replacement of the skylights with flat glass toughened rooflights at a cost of £8,346, with the remaining costs funded from the Development Fund EMR.</p> <p>Noted additional roof and surrounding structure repairs required together with costs of crane access and installation, resulting in total project cost of £16,000. Previously approved and additional funds from Development Fund EMR.</p> <p>Project is currently progressing, problem with areas of rotting roof. Skylights are now on order. Completed.</p>
6.	511 F&D 20.01.25	KCC Community Transport Grants	<i>Ongoing</i>	<p>RESOLVED: That Sevenoaks Town Council submits a funding application to KCC for the provision of a Community Minibus. Match funding would come from the Town Council’s Earmarked Reserve for bus provision.</p>

Sevenoaks Town Council
Finance & Delivery Committee – 20th April 2026

Item	Minute No	Item	Status	Latest update
	40 F&D 14.04.25			<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> <p>Section 19 permit received March 2027. Several expressions of interest in hiring the minibus have been received and are being processed.</p>
7.	36 F&D 14.04.25 123 F&D 09.06.25	<p>Rec. from Planning & Environment Committee 24.03.25: Corner Protections (Double Yellow Lines) at Six Locations</p> <p>Rec. from Planning & Environment Committee 02.06.25</p>	<i>Ongoing</i>	<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) approval be given to the total cost of £6,959 for the informal and formal consultation for, as well as delivery of, corner protections by way of Traffic Regulation Orders for double yellow lines at various locations within Sevenoaks 2) cost be met from the underspend of the CIL funding for the 20mph scheme. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That £100 be added to the budget for corner protection locations to allow for a section of Bradbourne Road at the rear of Sevenoaks Primary School to be included 2) To note that the cost of delivering yellow lines at each location could rise significantly depending on the need for road closures or surfacing works. <p>Consultation to take place August / September 2025, following conclusion of the Town Centre Masterplan consultation.</p> <p>Consultation launched 24th October 2025 and announced via October Town Crier, with dedicated</p>

Sevenoaks Town Council
Finance & Delivery Committee – 20th April 2026

Item	Minute No	Item	Status	Latest update
				<p>consultation page published on Town Council website as follows: Proposed Corner Protection locations - Sevenoaks Town Council 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. 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. 71 responses received as of 6th January 2026 Letter drop materials are being prepared by the Planning Committee Clerk and volunteers will be sought shortly after. 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.</p> <p>Consultation report being prepared, summarising the results and responding to written comments. This will go to the Planning & Environment Committee for review and final agreement of locations to be submitted to KCC with request and funding of a TRO. STC has liaised with KCC Officer Tony Lee, who is managing and consulted on a similar project for double yellow lines at Hillingdon Avenue as well as safe crossing points in January. Informal agreement has been reached to collaborate and merge the double yellow line aspect of KCC's project, with STC to pursue it via HIP process, and KCC to contribute half of the TRO cost (currently £3,125 + an extra £710 for JTB report, but likely to increase in April). KCC will also halve cost of installing the double yellow lines at the locations where the two projects overran.</p> <p>Consultation report published and final locations approved by Planning & Environment Committee on 2nd March 2026 (Minute number 693). These have been submitted to KCC for formal design and consultation via legal Traffic Regulation Order.</p>
8.	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</p>

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	506 F&D 24.11.25			<p>RESOLVED: That the contract payment schedule for the Greatness Pavilion project be received and approved.</p> <p>Building project progressing ahead of schedule.</p> <p>See updates at Agenda Items 12 & 13</p>
10.	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 agreed in 2015 adjusted for inflation based on the Retail Price Index (RPI). • 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.

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	245 F&D 21.07.25	Repairs and Health & Safety Requirements for Buckhurst Play Area & Play Area Improvement Programme		<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>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> <p>Installation of refurbished and new equipment complete; turfing to take place soon.</p> <p>Completed.</p>
11.	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

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	292 Council meeting 01.09.25			<p>Expressions of Interest to SDC for Tranche 2 (1st September 2025)</p> <p>RESOLVED that Sevenoaks Town Council:</p> <ol style="list-style-type: none"> 1. strongly confirms its preference for the transfer of the Freehold of the Stag rather than a lease 2. submits Expressions of Interest for Bradbourne Lakes and The Shambles in SDC Tranche 2 3. continues to review appropriate assets which should be transferred to the local council – noting that these negotiations may need to be required to take place with the new shadow Unitary Council. <p>Town Clerk advised that SDC had considered business case for transfer of the freehold or leasehold of the Stag Community Arts Centre to the Town Council at its Cabinet meeting on 18th September 2025. The decision had been deferred 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.</p> <p>Update report at Agenda Item 9</p>
12.	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.

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				Grant application approved, £71,795 awarded December 2025. Service Level Agreement being prepared
13.	508.1 F&D 24.11.25	Solar Panels & Gazebo at Quaker's Hall Allotments		RESOLVED that: <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> Completed. Solar panels installed March 2026.
14.	508.2 F&D 24.11.25	Floodlighting - Sports Pitches at Knole Paddock		RESOLVED: <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. 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. <p>SDC replied positively, however needs tenders & planning permission in place. Specification for tenders being prepared.</p> <p>Currently out to tender on government portal.</p> Update report at Agenda Item 11