

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 21st November 2022 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtu.be/LuJEkqgAkRs>

Meeting commenced: 7.22 pm

Meeting Concluded: 8.04 pm

Present:

Cllr Tony Clayton, Chairman	Present	Cllr Victoria Granville-Baxter	Present
Cllr Keith Bonin, Vice-Chairman	Present	Cllr Roderick Hogarth	Apologies
Cllr Libby Ancrum	Present	Cllr Mrs Rachel Parry, Mayor (ex-officio)	Present
Cllr Sue Camp	Apologies	Cllr Richard Parry	Present
Cllr Dr Marilyn Canet	Present	Cllr Simon Raikes	Present
Cllr Andrew Eyre	Present		

Substitute		For	
Cllr Claire Shea	Present	Cllr Sue Camp	

In attendance: Town Clerk, Responsible Finance Officer, Senior Committee Clerk (remote attendance).

Representation received from Member of the Public: None

445. Apologies for Absence

As noted above.

446. Dispensations

There were no requests for dispensations.

447. Declarations of Interest

There were no declarations of interest.

448. Minutes of the Finance & General Purposes Committee on 26th September 2022

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 26th September 2022 as a true record.

449. Finance Reports

The Committee congratulated the Responsible Finance Officer on achieving FILCA (Financial Introduction to Local Council Administration).

449.1 Management Accounts to 31st October 2022

The Committee received and noted, for the period ended 31st October 2022, the Responsible Finance Officer's Report with Variance Analysis, Income and

Sevenoaks Town Council

Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of October gave a revenue deficit of £26,061. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement to be actioned at year end, which offsets the Bat & Ball Station year to date deficit of £58,264, the adjusted position was a surplus of £32,203.

RESOLVED: To accept the Management Accounts 1st to 30th September 2022 and 1st to 31st October 2022.

449.2 The Committee received and noted:

Suppliers Accounts for:

- 1st to 30th September 2022, total invoices £109,527.64
- 1st to 31st October 2022, total invoices £56,495.34

List of Payments Sevenoaks Town Council Nat West Account

- 1st September to 31st October 2022, total £860,978.38

List of Payments Mayor's Charity Account: None

Payroll Accounts for:

- 1st to 30th September 2022, total payments £84,014.73
- 1st to 31st October 2022, total payments £86,019.32

Petty Cash Accounts for:

- 1st to 30th September 2022, total invoices £757.73
- 1st to 31st October 2022, total invoices £793.64

449.3 Internal Audit Visit 1, Year Ended 31st March 2023

The Committee received and noted the Internal Audit Visit 1 report and congratulated the Responsible Finance Officer and her team on a good report.

449.4 Hospitality and Gifts Register: None

450. Draft Revenue Estimates and Rolling Capital Programme 2023/24

450.1 Recommendation from Personnel Committee – Pay Review

The Committee considered the recommendations from the Personnel Committee held on 24th October 2022 [*Minute 385 refers*] regarding the pay review.

RESOLVED:

- To pay Real Living Wage for casual staff employed before 1st April 2022 & Government National Living Wage/ Minimum wage for casual staff employed since 1st April 2022.

Sevenoaks Town Council

- ii) To increase staff's pay with effect from 1st April 2023 to align to the National Employers' pay offer of £1,925 for 2022. This equated to £1 per hour*. It was noted that Sevenoaks Town Council staff received a pay increase of 4.2% in April 2022.
- iii) Sevenoaks Town Council budgets for provisional cost of living pay rise as of 1st April 2023 (for all staff meeting the criteria) and a discretionary merit allowance. It was noted that there were expected to be some employer savings on national insurance contributions and other future functions.
- iv) To offer an interim payment* from 1st December 2022 of 30 pence per hour, the balance of the increase to be implemented from 1st April 2023.

450.2 Recommendations from Open Spaces & Leisure Committee

The Committee received and noted the recommendation from the Open Spaces & Leisure Committee [*Minute 416, 07.11.2022 refers*] that the draft Revenue Budget 2023/24 and Rolling Capital Programme Budget 2023/24 (attached as Appendices A and B to the Open Spaces & Leisure Committee minutes) be adopted.

The Committee received and noted the recommendation from the Open Spaces & Leisure Committee [*Minute 417, 07.11.2022 refers*] proposing adoption of the draft charges in respect of Cemetery Charges; Sports Facilities Charges; and General Open Spaces Charges (attached as Appendices C, D and E to the Open Spaces & Leisure Committee minutes).

450.3 Draft Revenue Estimates & Precept for 2023/24

The Committee received and considered the report of the Responsible Finance Officer detailing the key assumptions in the preparation of the draft Revenue Budget & Precept 2023/24.

RESOLVED: To approve in principle the draft Precept recommendation of £1.365M for 2023/2024 which is a *5.4% increase to the 2022/23 Precept, this equates to a Band D equivalent of *£139.79 per year. The draft Precept to be subject to further review of the impact of inflation, December year to date performance, and actuarial pension review prior to submission to Council for approval in January 2023.

**Both subject to confirmation of Band D baseline*

450.4 Draft Capital Programme 2023/24

The Committee received and noted the draft Capital programme 2023/24.

450.5 Charges 2023/24

The Committee reviewed proposed Town Council charges for 2023/24.

RESOLVED: That the proposed Town Council charges 2023/24 in relation to the following (attached as Appendices A to H) be adopted:

- A. Hire of the Council Chamber & House in the Basement Youth Café with effect

Sevenoaks Town Council

from April 2023

- B. Charges for the Bat & Ball Centre with effect from April 2023
- C. Charges for the Bat & Ball Station with effect from April 2023
- D. Charges for the Business Hub with effect from April 2023
- E. Charges for Market Stalls with effect from April 2023
- F. General Open Spaces Charges (effective dates as set out)
- G. Cemetery charges with effect from April 2023
- H. Charges for Sports Facilities with effect from April 2023

451. Draft 5-Year Financial Review

RESOLVED: That the updated draft 5-Year Financial Review be received and noted.

452. Minutes of Town Team AGM Meeting held on 5th October 2022

RESOLVED: That the minutes of the AGM meeting of the Town Team held on 5th October 2022 be received and noted.

453. Press Release: None.

There being no further business the Chairman closed the Meeting.

Signed

Dated

Chairman

Chamber Fees and Charges FINAL 01.04.2023 to 31.03.2024
COUNCIL CHAMBER & HOUSE IN THE BASEMENT

Appendix A
 Minutes of F&GP
 Committee 21.11.22

FEES & CHARGES FROM 1 APRIL 2023
(Prices inclusive of VAT)

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	39.00 37.00
Hourly Charge (6+ hours)	Local Organisations only	33.00 31.00
Hourly Charge	Non-local Organisations	45.00 42.00
Set up costs (Services of Caretaker	44.00 41.00
Unlimited Tea/Coffee	Per person/per session	2.70 2.20

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.20 0.78
	Subsequent copies	0.21 0.14
Photocopying - Copying from caller's original	Per copy (black and white)	0.21 0.14
	Per copy (colour)	0.39 0.26
Signing Document		17.00 15.50

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	19.00 18.00

BAT & BALL CENTRE CHARGES FROM 1 April 2023
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	55.00 52.00
	Hourly Charge 6hrs+	49.00 46.00
John London (B)	Hourly Charge	49.00 46.00
	Hourly Charge 6hrs+	44.00 41.00
Meeting Room	Hourly Charge	33.00 31.00
	Hourly Charge 6hrs+	28.00 26.00
A+B	Hourly Charge	104.00 98.00
	Hourly Charge 6hrs+	93.00 87.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	44.00 41.00
	6:00pm – 11:00pm	49.00 46.00
	6hrs + of hire	38.00 36.00
John London (B)	9:00am – 6:00pm	38.00 36.00
	6:00pm – 11:00pm	44.00 41.00
	6hrs + of hire	33.00 31.00
Meeting Room	9:00am – 6:00pm	23.00 21.00
	6:00pm – 11:00pm	28.00 26.00
	6hrs + of hire	17.00 15.50
A+B	9:00am – 6:00pm	82.00 77.00
	6:00pm – 11:00pm	93.00 87.00
	6hrs + of hire	71.00 67.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	44.00 41.00
Kitchen	Per Session	28.00 26.00
A1 Poster Bays	Per Month, Per Bay	66.00 62.00
Tea Dance	Per Person	4.00 3.60
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	23.00 21.00

Notes:

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

Refundable Deposit per booking – 25%

Refreshments/Technical AV Support are available - POA

BAT and BALL STATION CHARGES FROM 1 APRIL 2023
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Booking Hall	Hourly charge	45.00 42.00
	Hourly charge 6hrs +	39.00 37.00
Luggage Room Hall	Hourly charge	34.00 32.00
	Hourly charge 6hrs +	29.00 27.00
Hall Set up Costs	For the caretaker to set up the hall, as required	44.00 41.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	34.00 32.00
	Mon-Fri 6:00pm – 10:30pm	34.00 32.00
	Mon-Fri 6hrs+ hire	29.00 27.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	24.00 22.00
	Mon-Fri 6:00pm – 10:30pm	29.00 27.00
	Mon-Fri 6hrs+ hire	17.00 15.50
Hall Set up Costs	For the caretaker to set up the hall, as required	44.00 41.00

Notes:

Above rates are strictly non-commercial. Commercial rates are available – POA
 Refundable Deposit per booking - £150
 Refreshments/Technical AV Support are available - POA
 Access to parking at the Community Centre included in all rates

Email: hallhire@sevenoakstown.gov.uk
Phone: 01732 459953

**Business Hub CHARGES FROM 1 APRIL 2023
(Prices inclusive of VAT)**

MONTHLY RATES (£)		
Postal/Business Address	Postal/Business Address. Storage for post until collected.	33.00 31.00
Hotdesking – 8 Days	Access to hotdesk 8 days/month	132.00 124.00
Hotdesking – 20 Days	Access to hotdesk 20 days/month	220.00 206.00
Dedicated Desk	Unlimited Access Dedicated Desk 2 hours meeting room time/month	260.00 247.00
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	314.00 299.00
Membership	One off charge	23.00 21.00
Hotdesking – ½ day	Am or Pm	11.00 10.50
Hotdesking – full day	Full day	22.00 21.00
Meeting Room – Members	Room seating 8 people Refreshments facilities Hourly Charge	17.00 15.50
Meeting Room – Non-Members	Room seating 8 people Refreshments facilities Hourly Charge	23.00 21.00
Chamber of Commerce	Monthly charge for separate office	519.60 494.40 (433.00 412.00 ex VAT)

Markets Fees and Charges FINAL 01.04.2023 to 31.03.2024

Appendix E
Minutes of F&GP
Committee
21.11.22

FEES & CHARGES FROM 1 APRIL 2023
(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	45.00 42.50
Wednesday Market		Available on Application
Saturday Market		Available on Application

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2023

Appendix F
Minutes of F&GP
Committee
21.11.22

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)					
Bradbourne Vale Road Allotments:					
<ul style="list-style-type: none"> Normal size – 253m2 (10 rods equivalent) 	£0.218 per m2 wef 29.09.2023 (£55.16 per 253m2 plot)				
Quakers Hall Allotments:					
<ul style="list-style-type: none"> Normal size – 253m2 (10 rods equivalent) 	£0.218 per m2 wef 29.09.2023 (£55.16 per 253m2 plot)				
Logs:					
<ul style="list-style-type: none"> Full Load Half Load 	<table> <tr> <td>£135.00</td> <td>£128.00</td> </tr> <tr> <td>£85.00</td> <td>£77.00</td> </tr> </table>	£135.00	£128.00	£85.00	£77.00
£135.00	£128.00				
£85.00	£77.00				
RALEY'S CAR PARK					
Annual car park pass (limited number available to applicants who meet specified requirements)	£63.00 £60.00				
GROUND RENTS/LEASES					
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025				
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028				
The Sevenoaks Vine Club					
<ul style="list-style-type: none"> Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025				
<ul style="list-style-type: none"> Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum				
Sevenoaks Town FC Ltd:					
<ul style="list-style-type: none"> Pitch 1(Lease expires 17 May 2043) 	One peppercorn per annum				
Sevenoaks Town Junior Football Club:					
<ul style="list-style-type: none"> Pitch 2 Tenancy at Will commenced July 2013 	£520 per annum				
<ul style="list-style-type: none"> Pavilion Tenancy at Will commenced July 2013 	£1 per annum				

Cemetery Charges DRAFT 01.04.2023 to 31.03.2024
GREATNESS PARK CEMETERY

Appx G
 Minutes of F&FP
 Committee 21.11.22

FEES & CHARGES FROM 1 APRIL 2023
(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)		Non-Resident (£)	
EXCLUSIVE RIGHTS OF BURIAL				
In a grave previously used for a limited period burial:				
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.				
In a New Grave (For 75 years):				
Includes Certificate of Grant, entry in Register (all sites)				
Earth (Lawn section) Grave Site A	1155.00	1050.00	3465.00	3150.00
Earth (Lawn section) Grave Site B	699.00	666.00	2097.00	1998.00
Earth (Lawn section) Grave Site C	449.00	449.00	1347.00	1347.00
Infants (non-viable foetuses, still born children, and under 5 years)	24.00	24.00	72.00	72.00
<i>Outside spaces are surcharged 25%</i>				
Pre-purchase of Gravemarker	80.00	69.00	80.00	69.00
INTERMENT FEES (Including grave digging)				
Infant's Grave (single depth grave in infant's section)	159.00	159.00	477.00	477.00
Single depth in an adult grave (all ages)	555.00	528.00	1665.00	1584.00
Double depth in an adult grave (all ages)	746.00	710.00	2238.00	2130.00
<i>Surcharge for casket burials is double the above fees</i>				
Burials with coffins & caskets outside of normal dimensions	POA		POA	
Interment of cremated remains within a Grave	95.00	90.00	285.00	270.00
OTHER FEES				
Transfer of Exclusive Rights of Burial Grant (per document)	78.00	74.00	78.00	74.00
To search Register of Burials per name (same family)	39.00	37.00	39.00	37.00
Annual Grave Maintenance-Grass Grave	112.00	106.00	112.00	106.00
Annual Grave Maintenance-Full Memorial	156.00	148.00	156.00	148.00
Turfing of old graves (at client's request)	82.00	74.00	82.00	74.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	175.00	165.00	175.00	165.00
Weekend surcharge-cremated remains burial	175.00	165.00	175.00	165.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	63.00	60.00	63.00	60.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)		POA		POA

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years.

NON-RESIDENT Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

Cemetery Charges DRAFT 01.04.2023 to 31.03.2024

GREATNESS PARK CEMETERY

Appx G
Minutes of F&FP
Committee 21.11.22

FEES & CHARGES FROM 1 APRIL 2023

(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	187.00 170.00	187.00 170.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	193.00 175.00	193.00 175.00
Double headstones	386.00 350.00	386.00 350.00
Additional inscriptions after first interment	132.00 120.00	132.00 120.00
Tablets, scrolls, bird baths and books up to 15 inches in height	146.00 132.00	146.00 132.00
To replace a memorial with similar or smaller memorial	52.00 47.00	52.00 47.00
Memorial removal and disposal fee	117.00 106.00	117.00 106.00
Notes to Memorial permits		
<p>1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased).</p> <p>2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above.</p> <p>3. Memorial prices will rise above inflation to cover additional costs for inspection.</p> <p>4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.</p>		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	144.00 137.00	144.00 137.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	279.00 265.00	837.00 774.00
Additional inscription to existing plaque	56.00 53.00	56.00 53.00
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	200.00 190.00	600.00 570.00
Interment of ashes (digging charge)	95.00 90.00	285.00 270.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	174.00 160.00	174.00 160.00

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON-RESIDENT Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

SPORTS FEES**FEES & CHARGES FROM 01 April 2023**

CRICKET (Summer Sport)	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	116.00 107.00	105.00 96.00	88.00 81.00
Weekday games - Juniors	69.00 63.00	64.00 58.00	50.00 45.00
Weekend games - Adults	148.00 133.00	121.00 112.00	105.00 96.00
Weekend games - Juniors	91.00 84.00	71.00 68.00	62.00 57.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	78.00 74.00	67.00 63.00	50.00 48.00
Weekday games - Juniors	51.00 48.00	46.00 43.00	32.00 30.00
Weekend games - Adults	110.00 100.00	83.00 79.00	67.00 63.00
Weekend games - Juniors	73.00 69.00	56.00 53.00	44.00 42.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	99.00 91.00
Weekday games - Juniors	53.00 48.00
Weekend games - Adults	121.00 112.00
Weekend games - Juniors	59.00 54.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	61.00 58.00
Weekday games - Juniors	35.00 33.00
Weekend games - Adults	83.00 79.00
Weekend games - Juniors	41.00 39.00
Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	121.00 112.00
Weekday games - Juniors	69.00 63.00
Weekend games - Adults	143.00 133.00
Weekend games - Juniors	91.00 84.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	83.00 79.00
Weekday games - Juniors	51.00 48.00
Weekend games - Adults	105.00 100.00
Weekend games - Juniors	73.00 69.00
Mini Tournaments	160.00 152.00
Junior Training Areas	45.00 42.00
Adult Training per hour	36.00 34.00
Outside Rugby clubs-normal fee plus	36.00 34.00

SPORTS FEES

FEES & CHARGES FROM 01 April 2023

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	38.00 33.00
Per hour - Juniors	18.00 15.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	25.00 24.00
Per hour - Juniors	13.00 12.00
Daily rates (Up to 7 hours)	
For Sevenoaks organisations	131.00 124.00
For non-Sevenoaks organisations	159.00 151.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	447.00 425.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	237.00 225.00
Junior Sports Meetings (Up to 7 hours)	
Restricted Area	121.00 115.00
One field and Pavilion	203.00 193.00
One field	187.00 178.00
Athletics Track by arrangement	