

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 14th October 2024
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/EVjURICYtT0?feature=share>

Meeting commenced: 7:19 pm

Meeting Concluded: 21:00

Present:

Cllr Tony Clayton, Chair	Present	Cllr Catherine Daniell (Deputy Leader)	Present
Cllr Nigel Wightman Leader & Vice-Chair	Present	Cllr Dr Peter Dixon	Present
Cllr Libby Ancrum (Mayor, ex-officio)	Present	Cllr David Skinner OBE	Present
Cllr Dr Marilyn Canet	Present	Cllr Nicholas Varley	Present

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

Members of Public in attendance: 1

Representations received from Members of the Public: Representative of Sevenoaks Indoor Bowls Club

356 Apologies for Absence

As noted above.

357 Dispensations: There were no requests for dispensations.

358 Declarations of Interest

Cllr Varley declared an interest in Agenda Item 9 (Report on Leases) in that he played cricket at Sevenoaks Vine. He took no part in the discussion and did not vote thereon.

Cllr Clayton declared an interest in Agenda Item 16 (Recommendation from Sports Strategy Group, Sevenoaks Indoor Bowls Club Solar Panels CIL Application) as he had previously provided a letter in support of the Club's CIL Application to Sevenoaks District Council. Cllr Clayton left the meeting during this item, took no part in the discussion and did not vote thereon.

Cllr Varley also declared an interest in Agenda Item 16 (Recommendation from Sports Strategy Group, Sevenoaks Indoor Bowls Club Solar Panels CIL Application) as he was a member of Sevenoaks Literary Festival Committee, which had provided a letter in support of the Club's CIL Application to Sevenoaks District Council. He took no part in the discussion and did not vote thereon.

Cllr Dr Canet declared an interest in Agenda Item 16 (Recommendation from Sports Strategy Group, Sevenoaks Indoor Bowls Club Solar Panels CIL Application) in that she was a new member of the Club.

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359 Minutes of the Finance & Delivery Committee on 2nd September 2024

RESOLVED: to receive and sign the Minutes of the Finance and Delivery Committee held on 2nd September 2024 as a true record.

360 Management Accounts to 31st August 2024

360.1 The Committee received and noted, for the period ended 31st August 2024, the Responsible Finance Officer's Report with Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income & Expenditure.

It was noted that the year-to-date position at the end of August 2024 gave a revenue deficit of £6,433. Allowing for the Bat & Ball Station reserves movement which offsets some of the Bat & Ball Station £21,975 year to date deficit, the adjusted position was £15,542 surplus.

Increased costs in the Establishments nominal code in relation to staff costs were noted. It was noted that expenditure relating to civic regalia would be vired from the Regalia Earmarked Reserves.

RESOLVED:

- 1) to receive and accept the Responsible Finance Officer's Report and Management Accounts 1st to 31st August 2024.
- 2) That the following uses of contingency be approved:
 - £10,000 towards the increased staff costs in the Establishments nominal code
 - £4,000 from the summer intern earmarked reserve towards the increased costs in the Establishments nominal code.

360.2 The Committee received and noted:

Suppliers Accounts

- 1st to 31st August 2024, total gross invoices £70,847.68

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 31st August 2024, total £188,310.12

List of Payments Mayor's Charity Account:

- 1st to 31st August 2024 – None

Payroll Accounts

- 1st to 31st August 2024, total payments £105,168.95

Petty Cash Accounts for:

- 1st to 31st August 2024, total payments £344.40

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360.3 Hospitality and Gifts Register

To note the following hospitality or gifts received by Councillors or staff for the period 1st August to 2nd October 2024:

Date of Offer	To	Accepted / Declined	From	For	Estimated Value
Sept 2024	Cllr Shea	Accepted	Sevenoaks Literary Festival	Interviewer's fee & tickets for two further festival events	£180
02.10.24	Office staff	Accepted	Alto Digital	4 bags of aero chocolates	£8

361 Closure of Bank Accounts

RESOLVED: That the following Town Council bank accounts be closed:

- a. Handelsbanken (35-day notice account)
- b. Nationwide (Instant Saver).

362 Conclusion of Audit, year ended 31st March 2024

The Council received and noted:

- Completion Letter and External Auditor's Certificate and Report
- Certified Annual Governance and Accountability Return 2023/2024
- Notice of Conclusion of the Audit

The content of the audited Annual Governance and Accountability Return 2023/2024 was considered, together with the following minor scope for improvements in 2024/25 recommended in the Completion Letter received from the External Auditors, Forvis Mazars LLP:

Minor scope for improvement in 2024/2025

In undertaking the review of the 2023/24 Annual Governance and Accountability Return it came to our attention that the Council has several aged balances in the creditors, accruals and receipts in advance. The Council should undertake a review of such balances and remove any which are no longer expected to be transacted by the Council.

The Council has left Box 11a in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

We understand that new Councillors are given training in the Code of Conduct as part of their induction. The Council should ensure that training provided is appropriately evidenced in either Council minutes or a schedule of training.

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In undertaking the review of the 2023/24 Annual Governance and Accountability Return it came to our attention that the Council do not have a signed letter of engagement for the internal auditor. While we are satisfied the Council have an audit plan which can be used as an alternative, the Council should consider using a separate letter of engagement in future engagements.

In accordance with section 4.11 of the Practitioners' Guide 2024, a review of the internal auditor's independence and competence should be performed and appropriately minuted. The Council should ensure it puts in place arrangements to ensure this is minuted as required.

It was also noted that the Annual Governance and Accountability Return had been returned to the Town Council to correct the following:

Fixed Assets (Box 9) for 2022/23 was initially incorrect because the entry was not adjusted for acquisitions and disposals during the year

RESOLVED:

- 1) that the audited Annual Governance and Accountability Return 2023/2024, together with the Completion Letter and External Auditor's Certificate and Report, and Notice of Conclusion of the Audit be received and noted
- 2) that the minor scope for improvements in 2024/25 recommended in the Completion Letter be received and noted.

363 Internal Audits

The Committee considered the Kent County Council (KCC) Internal Audit proposal and Work Programme 2024/25.

Councillors expressed their dissatisfaction with KCC's procurement process in relation to the 20mph scheme and the fact that, despite the work having been completed, the Town Council had still not received the final costs.

RESOLVED:

- 1) to confirm that the independence of the internal auditor was assessed, and it was considered that they were independent as they do not have any involvement in any financial decisions, management or control of Sevenoaks Town Council or its financial controls and procedures
- 2) to confirm that the competence of the internal auditor was assessed, and it was considered that they were suitably competent and understand the sector being a local authority themselves
- 3) to ask the internal auditor for a letter of engagement with a signature clause at the end to keep in line with audit requirements
- 4) that a letter be sent to Kent County Council lodging the Town Council's concerns about their procurement process in relation to the 20mph scheme.

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364 Report on Leases

The Committee received a report setting out current leases. It was noted that the rent figure for the lease of Land at Knole Paddock to Sevenoaks Rugby Club had been omitted in error and would be circulated following the meeting. *[Updated report was circulated the following day]*

It was noted that the rent for the Vine Cricket Pavilion and Tea Kiosk had only increased by £500 in 20 years; it was requested that a report looking at this be submitted to the next meeting.

RESOLVED:

- 1) that the report setting out the following leases be received and noted:
 - Vine Cricket Pavilion and Tea Kiosk
 - Sevenoaks Rugby Football Club – Land at Knole Paddock
 - Sevenoaks Clarendon Lawn Tennis Club
 - Sevenoaks Town Junior Football Team – Portacabin, Pitch 1 and Pitch 2 Tenancy at Will
 - Access to Mounts Close Play Area
- 2) that a report reviewing the Vine Cricket Pavilion and Tea Kiosk lease be submitted to the next meeting of the Committee.

365 Sevenoaks Town Council Energy Report

The Committee received and noted a report setting out details of the Town Council's contract to obtain its energy through the Crown Commercial Services via EDF. It was noted that there had been a dramatic increase in standing charges this year.

It was also noted that the Town Council paid an additional fee for a "Zero Carbon for Business" tariff which meant that fuel was sourced from zero carbon nuclear generation.

RESOLVED that:

- 1) energy consumption be noted and monitored
- 2) alternative suppliers be researched.

366 Review of Charges 2025-2026

366.1 The Committee reviewed the proposed draft Town Council charges for 2025/26 which had been prepared based on an assumption of 2.5% (rounded to nearest £) inflation.

RESOLVED: That the following proposed draft Town Council charges for 2025/26 which had been prepared based on an assumption of 2.5% (rounded to nearest £) inflation, attached as Appendices A – G, be approved with effect from April 2025:

- i) hire of the Council Chamber & House In the Basement
- ii) charges for the Bat & Ball Centre
- iii) charges for audio visual, public address & lighting packages at Bat & Ball Centre

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- iv) MUGA charging and non-charging schedule
- v) charges for the Bat & Ball Station
- vi) charges for the Business Hub
- vii) charges for market stalls

366.2 The Committee considered the RECOMMENDATION of the Community Asset Working Group [*Minute 154, 04.09.2024 refers*] which, due to the increased deficit in the budget, had recommended that the charges for Greatness Park Cemetery, Sports Facilities and General Open Spaces Fees and Charges be increased by more than the originally proposed 2.5%.

RESOLVED: That the following proposed draft Town Council charges for 2025/26, prepared based on the % assumption shown below (rounded to nearest £) attached as Appendices H-J, be approved with effect from April 2025:

- i) to increase proposed Fees and Charges for Greatness Park Cemetery by 5%
- ii) To increase proposed Fees and Charges for Sports Facilities by 3%.
- iii) To increase proposed General Open Spaces Fees and Charges by 3%.

367 Draft Revenue Estimates

The Committee received and considered the report of the Responsible Finance Officer which set out the key assumptions in the preparation of the first draft Revenue Budget & Precept 2025/26. It was noted that the initial draft revenue estimate indicated a draft precept of £1,510,834, a 5.09% increase on the previous precept.

The 2024/25 forecast outturn reports an £11,000 surplus, this is with an assumption that all of the contingency is spent.

RESOLVED: To receive and note the first draft Revenue Budget 2025/26 which would be subject to further review, prior to submission to Council for approval in January 2025.

368 Community Asset Working Group

The Committee received and noted the minutes of the Community Asset Working Group held on 4th September 2024 and considered the recommendations to this Committee therein.

It was noted that the recommendation in relation to the Draft Community Asset Working Group charges had been approved as set out at Minute 366.2 above.

Consideration was given to the recommendation regarding the cleaning of the Bat & Ball Centre solar panels [*Minute 156, 04.09.2024 refers*].

RESOLVED:

- 1) to receive and note the minutes of the meeting of the Community Asset Working Group held on 4th September 2024

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- 2) that the cleaning of the Bat and Ball Centre solar panels at a cost of £830.77 be approved.

369 Communications Working Group

The Committee received and noted the minutes of the Communications Working Group held on 18th September 2024 and considered the recommendation to this Committee therein regarding the redesign of the Town Crier magazine. *[Minute 177, 18.09.24 refers]*

RESOLVED:

- 1) To receive and note the minutes of the Communications Working Group held on 18th September 2024
- 2) that the designer Nick Ebdon be appointed at a cost of £3,200 to produce draft options for a redesign of the Town Crier magazine to be reviewed, production of first issue (March 2025), template to enable future editions to be produced internally, and training for software, from the Contingency Budget.

370 Community Infrastructure Levy (CIL) Update Report

The Committee considered the CIL Update report. It was noted that the projected unallocated balance as of October 2024 was £104,736.

The current allocations to projects were noted, together with the following commitments for future CIL income:

- Greatness Recreation Ground Pavilion £87,500
- Dartford Road Crossing £25,000

RESOLVED: That the CIL Update report be received and noted.

Further to his declaration of interest set out at Minute 358 above, Cllr Clayton vacated the chair during consideration of the following item.

Cllr Wightman in the Chair (8.25pm)

371 Suspension of Standing Orders at 8.25pm

RESOLVED that: in accordance with Standing Order 28, standing orders be suspended to enable the representative of Sevenoaks Indoor Bowls Club to speak and answer questions in respect of Agenda Item 16, Recommendation from Sports Strategy Group, Sevenoaks Indoor Bowls Club Solar Panels CIL Application and its request that the Town Council consider allocating £25,000 of CIL funds to the project.

372 Meeting reconvened at 8.39pm

The Chair reconvened the meeting at 8.39pm.

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373 Recommendation from Sports Strategy Working Group: Sevenoaks Indoor Bowls Club Application for CIL Funding

The recommendation from the Sports Strategy Working Group [*Minute 195, 30.09.2024 refers*] that this Committee consider the request from Sevenoaks Indoor Bowls Club for Community Infrastructure Levy funding was noted.

The CIL application submitted to Sevenoaks District Council (SDC) by Sevenoaks Indoor Bowls Club for the installation of solar panels and solar batteries was noted, together with grants achieved or in the pipeline. The Indoor Bowls Club was seeking an allocation of £25,000 of CIL money from the Town Council to be used as match funding towards the SDC CIL allocation if successful.

RESOLVED:

- 1) That the Sevenoaks Indoor Bowls Club's request for £25,000 of Community Infrastructure Levy funding towards the installation of solar panels on part of the clubhouse roof be approved, subject to all other funding for the project being in place.
- 2) That the Greatness CCTV and Vine Gardens Crazy Paving Projects be deferred.

Cllr Clayton in the Chair (8.55pm)

374 Sevenoaks Town Team

The Committee received and noted the minutes of the Town Team meeting held on 25th September 2024.

Cllr Clayton reminded councillors of the work being undertaken to promote the Business Improvement District (BID) and that the Business Awards were taking place on Friday.

RESOLVED: To receive and note the minutes of the Town Team meeting held on 25th September 2024.

375 Press Release: It was agreed that a press release be issued regarding the grant of £25,000 CIL funding to Sevenoaks Indoor Bowls Club for the installation of solar panels on the clubhouse.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

RATES (COUNCIL CHAMBER) (£)		
Hourly Charge	Local Organisations only	42.00
Hourly Charge (6+ hours)	Local Organisations only	36.00
Hourly Charge	Non-local Organisations	48.00
Set up costs (Services of Caretaker	47.00
Unlimited Tea/Coffee	Per person/per session	2.90

OTHER CHARGES (£)		
Photocopying - Information retrieved from Council Files	First copy	1.29
	Subsequent copies	0.23
Photocopying - Copying from caller's original	Per copy (black and white)	0.23
	Per copy (colour)	0.42
Signing Document		18.00

RATES (HOUSE IN THE BASEMENT) (£)		
Hourly Charge	All Organisations	21.00

BAT & BALL CENTRE CHARGES FROM 1 April 2025

(Prices inclusive of VAT)

WEEKEND RATES (£)		
Harry Garrett (A)	Hourly Charge	59.00
	Hourly Charge 6hrs+	52.00
John London (B)	Hourly Charge	52.00
	Hourly Charge 6hrs+	47.00
Meeting Room	Hourly Charge	36.00
	Hourly Charge 6hrs+	30.00
A+B	Hourly Charge	112.00
	Hourly Charge 6hrs+	99.00

MID WEEK HOURLY RATES (£)		
Harry Garrett (A)	9:00am – 6:00pm	47.00
	6:00pm – 11:00pm	52.00
	6hrs + of hire	41.00
John London (B)	9:00am – 6:00pm	41.00
	6:00pm – 11:00pm	47.00
	6hrs + of hire	36.00
Meeting Room	9:00am – 6:00pm	25.00
	6:00pm – 11:00pm	30.00
	6hrs + of hire	18.00
A+B	9:00am – 6:00pm	88.00
	6:00pm – 11:00pm	99.00
	6hrs + of hire	77.00

ADHOC PRICES (£)		
Caretaker Set-up Costs	Per Session	47.00
Kitchen	Per Session	30.00
A1 Poster Bays	Per Month, Per Bay	71.00
6ft Round Tables	Each	2.90
Round Tablecloths	Each	11.60
Tea Dance	Per Person	4.50
MUGA (Multi-use Games Arena)	Per Hour, available for sports parties	25.00

Notes:

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

Refundable Deposit per booking – 25%

Refreshments/Technical AV Support are available - POA

Audio Visual, Public Address and Lighting Packages

There are various audio visual, public address and lighting packages that you can hire for the Harry Garrett Hall (Large Hall) and John London Hall (Small Hall). The cost for the silver and gold packages includes 1 qualified technician, required to be booked at least 1 month in advance. Additional technical staff by negotiation. Prices are inclusive of VAT. See also section 15 of the Terms and Conditions.

	Equipment	Cost
Bronze Available in both the Harry Garrett and John London Halls	Basic AV Comprising: <ul style="list-style-type: none"> • Access to Touchscreen AV controller, providing control and access to the following core equipment: <ul style="list-style-type: none"> ○ Control over Microphones 1 + 2 and Audio Source Level (laptop) ○ Projector on/off and projector source selection • Access to front HDMI input, Bluetooth input and Audio Inputs • Loudspeaker System – 6 x Speakers (no Sub Bass) • Projection System 10,000.00 ANSI Lumen 	Included in room hire
Silver Available in the Harry Garrett Hall	Basic AV and Basic Presentation Lighting Comprising: <ul style="list-style-type: none"> • Access to Touchscreen AV controller, providing control and access to the following core equipment: <ul style="list-style-type: none"> ○ Control over Microphones 1 - 4 and Audio Source Level (laptop) ○ Projector on/off and source select ○ Up to 8 of the LED lights including colour and intensity control • Access to front HDMI input, Bluetooth input and Audio Inputs • Use of Full Loudspeaker System – 6 x speakers and Sub Bass • Use of Projection System 10,000.00 ANSI Lumen 	£56 per hour
Gold Available in the Harry Garrett Hall	Complete PA, AV and Stage Lighting Facilities Comprising: <ul style="list-style-type: none"> • Access to Touchscreen AV controller, providing control and access to the following core equipment: <ul style="list-style-type: none"> ○ Control over Microphones 1 - 4 and Audio Source Level (laptop) ○ Projector on/off and source select ○ All of the LED lights including colour and intensity control • Access to front HDMI input, Bluetooth input and Audio Inputs • Use of Full Loudspeaker System – 6 x Speakers and Sub Bass) • Use of Projection System 10,000.00 ANSI Lumen • Use of Zero-88 FLX S48 Lighting console for full production control • Use of Yamaha TF1 Digital sound console and RIO 1608 stage boxes for full production audio control • Access to all user functions of touchscreen control for AV and lighting states • Access to 8 Fresnel LED luminaires • Access to 6 Wash-light LED luminaires 	£70 per hour

	Monday (Tennis Nets)	Tuesday	Wednesday (Tennis Nets)	Thursday	Friday	Saturday	Sunday (Tennis Nets)
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Bookable for sports parties at B&B Ctr	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

Charging for Pre-Booked:

Non-Commercial Junior	£5.50	Per hour Including VAT
Non- Commercial Adult	£11.10	Per hour Including VAT
Commercial	£27.70	Per hour Including VAT
Team Sports Adults	£27.70	Per hour Including VAT
Team Sports Juniors	£22.20	Per hour Including VAT

- i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.
- ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.
- iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons
- iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form
- v) Use of the floodlights will need to be part of a pre-booked and paid for session.

BAT and BALL STATION CHARGES FROM 1 APRIL 2025
(Prices inclusive of VAT)

WEEKEND RATES (£)		
Booking Hall	Hourly charge	48.00
	Hourly charge 6hrs +	42.00
Luggage Room Hall	Hourly charge	37.00
	Hourly charge 6hrs +	31.00
Hall Set up Costs	For the caretaker to set up the hall, as required	47.00

MID WEEK HOURLY RATES (£)		
Booking Hall	Mon-Fri 9:00am – 6:00pm	37.00
	Mon-Fri 6:00pm – 10:30pm	42.00
	Mon-Fri 6hrs+ hire	31.00
Luggage Room Hall	Mon-Fri 9:00am – 6:00pm	26.00
	Mon-Fri 6:00pm – 10:30pm	31.00
	Mon-Fri 6hrs+ hire	18.00
Hall Set up Costs	For the caretaker to set up the hall, as required	47.00

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 2025
(Prices inclusive of VAT)

MONTHLY RATES (£)		
Private Pod Workspace	Unlimited Access Dedicated Desk in enclosed lockable pod 2 hours meeting room time/month	338.00
Hot Desk monthly		237.00

Hotdesking – ½ day	Am or Pm	12.00
Hotdesking – full day	Full day	24.00
Meeting Room	Room seating 8 people Refreshments facilities Hourly Charge	25.00

RATES (£)		
Blighs Market	per stall	48.00
Wednesday Market		Available on Application
Saturday Market		Available on Application
Christmas Market		48.00

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	1274.00	3822.00
Earth (Lawn section) Grave Site B	771.00	2313.00
Earth (Lawn section) Grave Site C	495.00	1485.00
Infants (non-viable fetuses, still born children, and under 5 years)	26.00	78.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	88.00	88.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	175.00	525.00
Single depth in an adult grave (all ages)	612.00	1836.00
Double depth in an adult grave (all ages)	822.00	2466.00
<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	105.00	315.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	86.00	86.00
To search Register of Burials per name (same family)	43.00	43.00
Annual Grave Maintenance-Grass Grave	124.00	124.00
Annual Grave Maintenance-Full Memorial	172.00	172.00
Turfing of old graves (at client's request)	90.00	90.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	193.00	193.00
Weekend surcharge-cremated remains burial	193.00	193.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	69.00	69.00
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 for a period resided within the Town area 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.

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	206.00	206.00
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.	213.00	213.00
Double headstones	425.00	425.00
Additional inscriptions after first interment	146.00	146.00
Tablets, scrolls, bird baths and books up to 15 inches in height	161.00	161.00
To replace a memorial with similar or smaller memorial	58.00	58.00
Memorial removal and disposal fee	129.00	129.00
Notes to Memorial permits		
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). 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. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
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	159.00	159.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	308.00	924.00
Additional inscription to existing plaque	62.00	62.00
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)	221.00	663.00
Interment of ashes (digging charge)	105.00	315.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	192.00	192.00

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RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who for a period resided within the Town area 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.

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	126.00	113.00	95.00
Weekday games - Juniors	74.00	69.00	55.00
Weekend games - Adults	160.00	131.00	113.00
Weekend games - Juniors	99.00	77.00	67.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	84.00	72.00	55.00
Weekday games - Juniors	56.00	49.00	35.00
Weekend games - Adults	119.00	90.00	72.00
Weekend games - Juniors	79.00	61.00	47.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	107.00
Weekday games - Juniors	58.00
Weekend games - Adults	131.00
Weekend games - Juniors	64.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	66.00
Weekday games - Juniors	38.00
Weekend games - Adults	90.00
Weekend games - Juniors	44.00
Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	131.00
Weekday games - Juniors	74.00
Weekend games - Adults	155.00
Weekend games - Juniors	99.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	90.00
Weekday games - Juniors	56.00
Weekend games - Adults	113.00
Weekend games - Juniors	79.00
Mini Tournaments	173.00
Junior Training Areas	48.00
Adult Training per hour	39.00
Outside Rugby clubs-normal fee plus	39.00
Sports Camps	
Small Sports Camps	99.00
Larger Sports Camps	131.00

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	41.00
Per hour - Juniors	20.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	27.00
Per hour - Juniors	14.00
Daily rates (Up to 7 hours)	
For Sevenoaks organisations	142.00
For non-Sevenoaks organisations	172.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	483.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	256.00
Junior Sports Meetings (Up to 7 hours)	
Restricted Area	132.00
One field and Pavilion	219.00
One field	202.00
Athletics Track by arrangement	

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) 	£0.23 per m ² wef 29.09.2025 (£58.19 per 253m ² plot)
Quakers Hall Allotments:	
<ul style="list-style-type: none"> Normal size – 253m² (10 rods equivalent) 	£0.24 per m ² wef 29.09.2025 (£60.72 per 253m ² plot)
Logs:	
<ul style="list-style-type: none"> Full Load Half Load 	£146.00 £92.00
RALEY'S CAR PARK	
Annual car park pass (limited number available to applicants who meet specified requirements)	£65.00
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
Sevenoaks Day Care	One peppercorn per annum

The Stag Community Arts Centre	Premium Nil
Access to Mount Close Play Area	£7.40 per annum