

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

**Held on 1<sup>st</sup> September 2025 in the Council Chamber, Town Council Offices, TN13 3QG**

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

<https://youtube.com/live/adzBfVcJD5o>

Meeting commenced: 7.55 pm

Meeting Concluded: 9.10pm

**Present:**

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

Cllr Victoria Granville	Substitute for	Cllr Catherine Daniell
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**In attendance:** Cllr Dr Marilyn Canet, Town Clerk, Deputy Town Clerk and Responsible Finance Officer, Senior Committee Clerk.

No members of the public were present.

**PUBLIC QUESTIONS:** None

**299 - APOLOGIES FOR ABSENCE**

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

**300 - REQUESTS FOR DISPENSATIONS**

There were no requests for dispensations.

**301 - DECLARATIONS OF INTEREST**

The Town Clerk declared a non-pecuniary interest in respect of Agenda Item 10 (Grant Applications), insofar as it related to the grant applications from Sevenoaks PHAB and Compaid Trust.

Cllr Granville declared a non-pecuniary interest in Agenda Item 10 (Grant Applications), insofar as it related to the grant application from Sevenoaks in a Time of Change – Portrait of the Artists.

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**302 - MINUTES OF FINANCE & DELIVERY COMMITTEE - 21<sup>ST</sup> JULY 2025**

**RESOLVED:** To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 21<sup>st</sup> July 2025 as a true record.

**303 - FINANCE REPORTS - JULY 2025**

**303.1 Responsible Finance Officer's reports to 31<sup>st</sup> July 2025**

**Statement of Accounts**

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

**Supplier's Accounts**

- 1st to 31st July 2025, total gross invoices £148,626.72

**List of Payments**

- Sevenoaks Town Council Nat West Account - 1st to 31st July 2025, total £281,820.04
- Mayor's Charity Account - 1st to 31st July 2025: None

**Payroll Account**

- 1st to 31st July 2025, total £115,285.27

**Petty Cash Account**

- 1st to 31st July 2025, total payments £262.12

The year-to-date position at the end of July, gave a deficit of £17,742. It was noted that, due to phasing, the Town Council was budgeted to report a deficit of £39,660 by this point in the year.

It was noted that the outstanding debt of £5k for drainage works at Sevenoaks Common had now been paid.

Consideration was given to the use of contingency to cover the cost of the dishwasher at Café on the Vine, and to allocating CIL monies for the Oast House report.

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**RESOLVED:**

- 1) That the Management Accounts 1<sup>st</sup> to 31<sup>st</sup> July 2025 be received and accepted
- 2) That the £1,580 cost of the new dishwasher at the Café on the Vine be met from contingency
- 3) That Community Infrastructure Levy funds be used for the £4,500 Oast House high level architect plans and feasibility report

**303.2 - Hospitality & Gift Register**

**RESOLVED:** To note the following Hospitality or Gifts received by Councillors or staff for the period 1st July to 4<sup>th</sup> August 2025:

Date of Offer	To	Accepted / Declined	From	For	Estimated Value
18.7.25	Town Clerk	Accepted	VVG (Dutch Clerks Association)	Invitation to Annual Conference, including Accommodation in Netherlands 1 <sup>st</sup> – 4 <sup>th</sup> October 2025	£400
04.08.25	Hall Hire & Office Administrator	Accepted	Hall Hirer	Thank you gift - flowers & chocolates	£20

**304 - EXTERNAL AUDIT 2024/25**

The Committee received and noted the following comments of the External Auditor before conclusion of the audit. The auditor has confirmed that these issues do not amount to a qualified audit or a fundamental weakness in the Council's accounts.

The sale of a fixed asset for £1,000 was recorded incorrectly.	An old nominal code was used which did not link it to the AGAR box 3	Responsible Finance Officer (RFO) to review all the nominal codes and delete codes that do not link to the AGAR to avoid any future problems.
Longspring Woods was omitted from the asset register.	Officer Error	RFO to cross reference the land and buildings list with the asset register annually.
The bank charges were incorrect for Insignis.	October and November were missing.	RFO to reconcile the Insignis investments at the end of every month.

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Asset register – Quaker Hall allotments monies received from SDC – recorded incorrectly.	An annual sum is received from SDC which consists of interest payments and the repayment of the principle sum for the historic sale of land at the allotments.	RFO to chase Sevenoaks District Council for financial statement annually with up-to-date information.
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It was noted that the findings largely related to administrative oversights and coding errors rather than fundamental financial weaknesses. The recommended actions would strengthen the Council's financial processes and improve accuracy going forward

**RESOLVED:** To receive and note the comments of the External Auditor prior to conclusion of the audit, together with the proposed actions to address them.

### **305 - VINE PAVILION: REPLACEMENT SKYLIGHTS**

The replacement of the Vine skylights was previously approved in January, but the contractor instructed was unable to complete the task. Following a reassessment, it was determined that the originally proposed polycarbonate replacements were insufficiently durable. Two alternatives using toughened glass were considered.

£3,000 had been accrued for this project, it was recommended that the balance be drawn from the Development Fund EMR 2025/26.

**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.

### **306 - COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE**

The Committee considered the CIL Update report, noting the remaining projects for which CIL had been allocated, together with the following balances:

Projected unallocated CIL Balance (as at October 2025) reported to Finance & Delivery Committee in June 2025	£277,900
Current Balance of CIL EMR	£394,698

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Less agreed projects	£259,745
<b>Total Unallocated Balance</b>	<b>£134,953</b>
Add current SDC CIL balance (CIL collections April 2025 to date), to be paid October 2025	£116,469
<b>Projected Unallocated Balance October 2025</b>	<b>£251,422</b>

**RESOLVED:** To receive and note the Community Infrastructure Levy update report.

### **307 - GREATNESS RECREATION GROUND PAVILION PROJECT**

Sevenoaks Town Council and Sevenoaks Town Football Club have been working in partnership to deliver a new pavilion building. The project has undergone a process of value engineering to align costs with the available funding. An amended planning application reflecting these changes was submitted and approved.

While the revised scheme meets the budget requirements, it was necessary to omit several important environmental features to achieve cost savings. The Town Council has previously expressed strong support for the environmental aspects of this project, which are in line with the Council's commitment to sustainability, climate responsibility and Green Community Investment Plan.

Consideration was given to allocating Community Infrastructure Levy (CIL) funds to reinstate the environmental features. These measures would significantly improve the environmental performance of the pavilion, reducing its long-term carbon footprint, improving energy efficiency, and creating wider community benefits through sustainability leadership. They would also be difficult and uneconomical to retrofit.

**RESOLVED:** That £133,600 be allocated from Community Infrastructure Levy funds to the Greatness Recreation Ground Pavilion Project, to reinstate the following identified environmental measures, thereby ensuring the pavilion delivers on both its community and environmental objectives:

- Air Source Heat Pump – £60,000
- Living Green Wall (external walls) – £51,600
- Photovoltaic (solar) system – £22,000

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**308 - GRANT APPLICATIONS RECEIVED**

The Committee considered the grant applications received. It was noted that a large number of applications had been received with the total bids significantly above the available budget.

It was felt that more details were required from the following applicants regarding how they would practically deliver services to Sevenoaks Town residents: Autism Apprentice CIC, Coming Home to Your Truth CIC, Compaid Trust and West Kent Debt Advice. These applicants were invited to reapply in the next round of grants in January 2026.

Age UK had submitted a request for funds towards the purchase of 2 wheelchair accessible vehicles: rather than award a grant in this case, the Committee asked that they be advised of the Town Council's purchase of an electric minibus for community use which may be able to assist with their transport needs. In addition, Age UK to be advised of Kent County Council's Community Transport Grant scheme.

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

Grant Ref No	Organisation	Purpose of Award	Grant Application £	Grant Awarded £
68	Baby Umbrella	To provide free specialist 1:1 support for STC residents from qualified lactation consultants and breastfeeding counsellors.	1,971	1,000
64	Citizens Advice North West Kent (CANWK)	To expand use & impact of Kent Advice Hub video kiosk at Bat & Ball Centre, by introducing meet & greet volunteer, video link advisor & local awareness campaign.	Contribution towards project cost	500
45	Hi Kent	To support free drop-in support clinics for NHS hearing aid users in Sevenoaks Town.	1,000	1,000
86	Home-Start South West Kent	Volunteer training & supervision costs & expenses.	500	500
57	PS Breastfeeding CIC	Free workshops on benefits of using baby sling or carrier & how to make sure used safely	1080	500
11	Sevenoaks Counselling	To subsidise clients unable to afford recommended contribution towards cost of counselling services	3000	1500

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Grant Ref No	Organisation	Purpose of Award	Grant Application £	Grant Awarded £
60	Sevenoaks in a Time of Change – Portraits of the Artists	Towards costs for photographic printing & other materials for mounting exhibition.	750	500
87	Sevenoaks (Loaves & Fishes) Foodbank	To purchase food and other essential products to distribute amongst clients	2,000	1,000
75	Sevenoaks PHAB	Contribution to venue cost for weekly club for adults with either learning disability and/or physical disability.	400	400
62	West Kent Mind	To pilot Peer Mentor Training for group of people with lived experience of mental health challenges	5,559	1,500
<b>Total awarded</b>				<b>8,400</b>

**309 - INFORMATION SECURITY POLICY**

**RESOLVED:** To approve and re-adopt the Town Council's Information Security Policy.

**310 - PRESS RELEASES**

**RESOLVED:** To issue press releases in relation to:

- Grants awarded
- Green investment in Greatness Pavilion project

There being no further business the Chair closed the Meeting.

Signed .....  
Chair

Dated .....