

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

Held on 24th November 2025 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/AD0mY40Pt5c>

Meeting commenced: 19:30 Meeting Concluded: 20:27

Present:

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

Cllr Lise Michaelides	Substitute for	Cllr Catherine Daniell
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Apologies: Town Clerk

In attendance: Cllr Dr Merilyn Canet, Deputy Town Clerk and Responsible Finance Officer, Senior Committee Clerk, and Planning Committee Clerk.

1 member of the public was present.

PUBLIC QUESTIONS: None

498 - APOLOGIES FOR ABSENCE

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

499 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

500 - DECLARATIONS OF INTEREST

There were no declarations of interest.

501 - MINUTES OF FINANCE & DELIVERY COMMITTEE

To receive, adopt and sign the Minutes of the Meeting of the Finance & Delivery Committee held on 29th September 2025 as a true record.

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502 - FINANCE REPORTS - OCTOBER 2025

502.1 Responsible Finance Officer's Report

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

Supplier's Accounts

- 1st to 31st October 2025, total gross invoices £72,202.41

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 31st October 2025, total £709,740.09
- Mayor's Charity Account - 1st to 31st October 2025: None

Payroll Account

- 1st to 31st October 2025, total £103,378.56

Petty Cash Account

- 1st to 31st October 2025, total payments £653.44

The year-to-date position at the end of October showed a surplus of £28, 123.

The Committee noted that:

- the outstanding debt of £795.66 for electricity recharges associated with the electric vehicle charging points had now been paid
- Open Spaces, Other Woodland budget was £4,967 over budget due to tree work identified in the tree safety report
- Cemetery income was £18,308 over budget
- Bat & Ball Centre Income was approximately £42k above budget
- Youth Café expenditure was £10k above budget

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

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502.2 - Hospitality and Gifts Register

Noted that no Hospitality or Gifts had been received by Councillors or staff for the period 1st to 31st October 2025.

503 - FINANCE REPORTS - SEPTEMBER 2025

503.1 Responsible Finance Officer's Report

The Committee received and considered the Statement of Accounts and Responsible Finance Officer's report for the month ended 30th September 2025, including Income and Expenditure by cost centre, Variance Analysis, Fund Balances, Statutory Balance Sheet, Earmarked Reserves and Operating Income & Expenditure, together with:

Supplier's Accounts

- 1st to 30th September 2025, total gross invoices £110,422.55

List of Payments

- Sevenoaks Town Council Nat West Account - 1st to 30th September 2025, total £203,174.79
- Mayor's Charity Account - 1st to 30th September 2025: £-130.00

Payroll Account

- 1st to 30th September 2025, total £102,668.73

Petty Cash Account

- 1st to 30th September 2025, total payments £209.80

The year-to-date position at the end of September showed a surplus of £7,010.

RESOLVED that the Management Accounts 1st to 30th September 2025 be received and accepted.

503.2 - Hospitality and Gifts Register

Noted that the following Hospitality or Gifts had been received by Councillors or staff for the period 1st to 30th September 2025.

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Date of offer	To	Accepted/ Declined	From	For	Estimated value
23.09.25	Town Clerk	Accepted	Exello (Belgium) Clerks Association	Invitation to annual Conference, including accommodation 22 – 23 rd October	£200

504 - AMENDMENT TO FINANCIAL REGULATIONS 2025/2026

RESOLVED: To note and adopt the amendment to Financial Regulations 2025/2026 recommended by the internal auditor in relation to the verification of bank reconciliations
[Minute 375, F&D 29.09.25 refers]

505 – COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE REPORT

The Committee considered the CIL Update report, noting the following:

1. Remaining projects for CIL as at 23rd October 2025 were as follows:

	Original Budget	Spent	Balance	Agreed	Planned Completion
Public Realm Town Ward	£50,000	£46,995	£3,006	Reviewed Feb 24	Ongoing
Judd's piece resurfacing	£2,000	-	£2,000	Reviewed Feb 24	2026
Woodside Rd - fencing	£1,000	-	£1,000	Reviewed Feb 24	2025
knole paddock front barn doors	£2,000	-	£2,000	Reviewed Feb 24	2025
Green Link Feasibility	£15,000	-	£15,000	Reviewed Feb 24	Ongoing
Masterplan x2	£65,000	£63,091	£1,910	Reviewed Feb 24	Started
20 mph	£141,967	£111,271	£10,000	10/06/2024	Contingency Left
Dartford Road Crossing	£25,000	£4,170	£20,830	Reviewed Feb 24	2025
Greatness Pavilion	£87,500	Moved	£133,600	Reviewed Feb 24	133,600 added Sep 25 for green initiatives
Greatness CCTV	£9,000	-	£9,000	Reviewed Feb 24	2026
Vine Gardens Crazy Paving	£10,000	£10,000	£0	Reviewed Feb 24	2025
Balance of cost for Recycle bound resin (Vine Gardens crazy paving)	£13,130	£13,130	£0	Agreed June 25	2025
Greatness Play Area	£150,000		£150,000	Agreed June 25	2025
Solar Batteries	£20,000		£0	Agreed June 25	2025
Play Areas inc Buckhurst	£25,000		£25,000	Agreed July 25	2025
Oast House Feasibility Report	£4,500	£4,500	£0	Agreed Sep 25	2025
			£373,345		

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2. STC Community Infrastructure Levy (CIL) Receipts

Projected unallocated CIL Balance (as at October 2025 reported to Finance & Delivery Committee 1 st Sep 2025)	£251,422
Less new projects:	
That Community Infrastructure Levy funds be used for the £4,500 Oast House high level architect plans and feasibility report	-£4,500
That £133,600 be allocated from Community Infrastructure Levy funds to the Greatness Recreation Ground Pavilion Project, to reinstate identified environmental measures	-£133,600
Unallocated Balance	£113,322
Add current SDC CIL balance (CIL collections October 2025 to date)	£10,047
Total Unallocated Balance	£123,369

RESOLVED that:

- 1) The CIL Update report to 23rd October 2025 be received and noted
- 2) The projected unallocated balance of £123,369 at October be noted
- 3) A report on progress on outstanding projects be submitted to the next meeting of this Committee

506 - GREATNESS PAVILION PAYMENT SCHEDULE

RESOLVED: That the contract payment schedule for the Greatness Pavilion project be received and approved.

507 - VINE PAVILION SKYLIGHTS

The Committee noted that during the works to replace the domed skylights on the Vine Pavilion, a considerable amount of additional roof and surrounding structure repairs were identified. These works, together with costs associated with crane access and installation had increased the total project cost to £16,000.

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Funding of £8,346, with remaining costs funded from the Development Fund EMR had previously been approved [*Minute 305, F&D 01.09.25*]. The additional work was deemed essential on health and safety grounds and, in line with Standing Orders (Financial Regulation 5.17) was approved by the Chair, Vice-Chair and Town Clerk on 31st October 2025, funds to be taken from the Development Fund EMR.

RESOLVED: That the report be approved and noted.

508 - RECOMMENDATIONS FROM COMMUNITY ASSETS COMMITTEE

Consideration was given to recommendations from the meeting of the Community Assets (Open Spaces) Committee held on 10th November 2025.

508.1 SEVENOAKS ALLOTMENT HOLDERS' ASSOCIATION (SAHA) PROPOSAL FOR SOLAR PANELS AND GAZEBO AT QUAKERS HALL ALLOTMENTS (Minute 441, refers)

It was noted that SAHA sought to install a gazebo and solar panels at Quaker's Hall Allotments to improve the site's energy efficiency and eliminate the need for a diesel generator.

RESOLVED that:

- 1) funding of £10,234 + VAT for the solar panel project be approved, to be funded from the Allotment Earmarked Reserve.
- 2) shared funding of £2,171 for the Gazebo project be approved, with 50% to be funded from the Allotment Earmarked Reserve.

508.2 SPORTS PITCHES AT KNOLE PADDOCK (Minute 445 refers)

It was recommended that the floodlights at Knole Paddock be replaced at the end of the season, and that 2 mobile floodlights be purchased to enable more use of the second pitch.

RESOLVED:

- 1) That tenders be sought for the installation of new permanent floodlights to be installed at the Rugby Pitch at the end of the season at an estimated cost of £38,000, to be funded from CIL.
- 2) To not proceed with structural inspection of current permanent floodlights unless further issues arise before the end of the season.
- 3) After a suitable demonstration and agreement with Sevenoaks Rugby Football Club regarding storage and charging, to purchase 2 mobile floodlights at a cost of £13,000, to be funded from CIL.
- 4) To approach Sevenoaks District Council to enquire if the discretionary CIL fund could assist with these purchases.

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508.3 RALEYS CAR PARK (Minute 448 refers)

It was noted that there was damage to the tarmac on the eastern side of the car park caused by tree roots which needed to be addressed urgently.

A response was awaited from company A for a second quote for a similar thickness of tarmac as obtained from company B.

RESOLVED: that the most competitive quote be accepted to the same specification at a maximum cost of £36,125.00, to be funded from CIL.

**509 - MINUTES OF COMMUNICATIONS WORKING GROUP, INCLUDING
RECOMMENDATION FOR THIS COMMITTEE**

RESOLVED:

- 1) to receive and note the minutes of the Communications Working Group held on 17th November 2025
- 2) That the proposed WordPress website upgrade from Vision ICT be approved, at a cost of £6,300, to be met from contingency.

510 - KENT PENSION FUND, FUNDING STRATEGY STATEMENT CONSULTATION

The Committee noted the consultation being undertaken by the Kent Pension Fund on its Funding Strategy Statement.

RESOLVED:

- 1) That authority be delegated to the Responsible Finance Officer to submit a formal response on behalf of the Town Council, expressing support for the proposed pooling together of town and parish councils for the Local Government Pension Scheme and not objecting to the other proposals
- 2) That the Kent Pension Fund be asked to provide details of its investment criteria

511 - MINUTES OF TOWN TEAM AGM MEETING

Noted that the minutes of the Town Team Annual General Meeting held on 12th November 2025 would be circulated shortly.

512 - MINUTES OF MEETINGS OF ARTS & CULTURE WORKING GROUP

RESOLVED: To receive and note the minutes of the meeting of the Arts & Culture Working Group held on 12th November 2025.

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513 - MINUTES OF MEETING OF GREATNESS RECREATION GROUND WORKING GROUP

RESOLVED: To receive and note the minutes of the meeting of the Greatness Recreation Ground Working Group held on 22nd October 2025.

514 - CURRENT MATTERS

The Committee received and noted the updates to current matters.

In relation to item 12, Local Government Reorganisation – Transfer of Assets, Cllr Clayton advised that he and Cllr Canet had submitted the following motion to the KALC Annual General Meeting on 22nd October 2025,

“Local Government Reorganisation in Kent will leave Town and Parish Councils as the closest level of local government for most people. Towns and villages will need time to plan for new responsibilities this will bring, to consult local residents and businesses, and to ensure they are in a good position to manage assets and services currently in the hands of others.

KALC urges those authorities which are likely to disappear in the LGR process to encourage public consultation on the best way to deliver hyper-local services, and to ensure the greatest possible transparency on the possible transfer of public assets associates with these services. We urge government to incentivise principle local authorities to cooperate with town and parish councils which will continue to represent local communities.”

The motion was well received and adopted by KALC.

RESOLVED: To receive and note the update report on current matters.

515 - PRESS RELEASE

RESOLVED: that press releases be issued in respect of:

- Solar panels and gazebo at Quaker’s Hall Allotments
- Investment in floodlighting at Knole Paddock (once mobile floodlights were delivered)

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated