

13<sup>th</sup> August 2019



You are hereby summoned to a Meeting of the **Finance and General Purposes Committee** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 19th August 2019 starting 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 that the proceedings of this meeting 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 meetings is available online at [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request. Members of the public addressing the Committee but 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 information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.**

## AGENDA

### PUBLIC QUESTION TIME

To enable any members of the public present to draw the attention of the Town Council to any matter.

- 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 items of business included in the agenda for this meeting.
- 4 **MINUTES**  
To receive, adopt and if correctly entered, to sign the minutes of the meeting of the Finance & General Purposes Committee held on 5<sup>th</sup> August 2019 (copy attached).

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)



5 ANNUAL AUDIT TO 31<sup>ST</sup> MARCH 2019

To note and approve revisions to section 2- Accounting Statements 2018/19 previously presented to Council on 10th June 2019. Revisions represent confirmation of the actual Balances carried forward (box 7) £2,283,552, total other receipts (box 3) £2,495,197 and all other payments (box 6) £2,427,344 (supporting information attached).

**Sevenoaks Town Council  
Minutes of the Finance & General Purposes Committee  
held on 5<sup>th</sup> August 2019 in the Council Chamber**

**Meeting Commenced:** 7.00 p.m.

**Meeting Concluded:** 8.35 p.m.

**Present:**

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Present		Cllr Tom Morris Brown	Apologies
Cllr Sue Camp	Present		Cllr Robert Piper	Present
Cllr Dr Merylyn Canet	Apologies		Cllr Simon Raikes, Chairman	Apologies
Cllr Tony Clayton, Vice Chairman	Present		Cllr Edward Waite (7.40 p.m.)	Present
Cllr Andrew Eyre	Present			

**Substitutes**

Cllr Victoria Granville Baxter	For Cllr Dr Merylyn Canet
Cllr Claire Shea	For Cllr Tom Morris Brown
Cllr Richard Parry	For Cllr Simon Raikes

**In Attendance:** Town Clerk, Responsible Financial Officer.

**Public Question Time:** There were no members of the public present.

*Cllr Clayton as Vice Chairman chaired the meeting. The meeting was not recorded.*

**193. Apologies for Absence**

**RESOLVED:** To accept apologies for absence from Cllr Dr Merylyn Canet, Cllr Tom Morris Brown and Cllr Simon Raikes.

**194. Requests for Dispensations**

There were no requests for dispensations.

**195. Declaration of Interests**

There were no declaration of interests.

**196. Minutes of the Finance & General Purposes Committee held on 10<sup>th</sup> June 2019.**

**RESOLVED:** To receive and sign the Minutes as a true record of the previous meeting.

**197. Streetlighting**

The Committee received and considered the report from the Responsible Financial Officer and note the Town Council's policy as set out in Minute No. 61 of the Finance & General Purposes Committee held on 15<sup>th</sup> June 2015.

The following private roads had adopted their streetlights:

- Clarendon Road
- Quarry Hill
- Yeomans Meadow
- Heathfield Road
- Garvock Drive
- Wildernesse Mount
- Wood Drive
- St Botolphs Avenue
- St James Road
- The Glade
- South Park
- Harrison Way
- Farnaby Drive
- Wildernesse Avenue

The following private roads had not adopted their streetlights:

- Coombe Avenue
- Pineneedle Lane
- Heathfield Road
- Woodside Road
- Lyle Park
- Kinncraig Drive

**RESOLVED:**

- To proceed with LED upgrade option 3 i.e. LED upgrade plus match existing heritage style lighting on Rectory Land and Judd's Piece at a cost of £17,790 noting that the Sevenoaks Town Council shortfall of £11,717 to be met from Capital Reserves.
- To write to remaining private roads who have chosen to not adopt their streetlights providing one month's notice that the Town Council intends to proceed as per Minute No.61 F&GP 15<sup>th</sup> June 205 for removal of all lights on all private roads with unadopted lights at a cost of £12,978. Noted that the projected budget shortfall of £7,978 would be met from Revenue Reserves.
- To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.

**198. Finance Reports**

- Statement of Accounts for 1<sup>st</sup> to 31<sup>st</sup> May 2019 and 1<sup>st</sup> to 30<sup>th</sup> June 2019.
- Suppliers Accounts  
1<sup>st</sup> to 31<sup>st</sup> May 2019 £ **81596.51**  
1<sup>st</sup> to 30<sup>th</sup> June 2019 £**73055.58**

- iii) Payroll Account  
1<sup>st</sup> to 31<sup>st</sup> May 2019 **£77734.44**  
1<sup>st</sup> to 30<sup>th</sup> June 2019 **£85312.17**
- iv) Petty Cash Account  
1<sup>st</sup> to 31<sup>st</sup> May 2019 **£861.76**  
1<sup>st</sup> to 30<sup>th</sup> June 2019 **£920**
- v) Hospitality and Gift Register report

**RESOLVED:** The Committee accept all the presented and reviewed Financial Reports and Officers provide additional information on the following matters to a future meeting:

- i) Budget for hire of community centre
- ii) Income & Expenditure for 2019 Wellbeing Show
- iii) Payment of £870 to PHC for health surveillance
- iv) Details of CCLA

**199. Review of Financial Matters in accordance with the Town Council's Standing Orders – Press / Media Policy**

The Committee reviewed and considered the Press / Media Policy as agreed at the Annual Meeting held on 13<sup>th</sup> May 2019.

**RESOLVED:** To adopt the policy.

**200. Public Works Loan Board**

**RESOLVED:** To note that Sevenoaks Town Council had received funds of £1.4m into its bank from the Public Works Loan Board on 15<sup>th</sup> July 2019. The funds would be invested in line with Sevenoaks Town Council's Investment Policy until required for payment for the new Bat & Ball Centre.

**201. Sevenoaks Town Partnership**

**RESOLVED:** To note the Minutes of the Sevenoaks Town Partnership held on 10<sup>th</sup> July 2019.

**202. Current Matters and Priorities**

**RESOLVED:** To note the contents of the reports relating to Current Matters and Priorities and that Sevenoaks Town Council would review its priorities at its Blue Skies Meeting to be held on 21<sup>st</sup> September 2019.

**203. Press Release**

**RESOLVED:** Not to issue a Press Release.

There being no further business the Chairman of the Committee closed the Meeting.

Signed .....  
Chairman

Dated .....

**Revised Revision for the Accounting Statements 2018/19**

The Finance & General Purposes Committee are asked to consider and approve revisions to section 2- Accounting Statements 2018/19 previously presented to Council on 10<sup>th</sup> of June 2019. Revisions represent confirmation of the actual balances carried forward (Box7) **£2,283,552**, total other receipts (Box 3) **£2,495,197** and all other payments (Box 6) **£2,427,344**.

Please see attached the relevant sheets which highlight the amendments to Boxes 3,6 &7, the existing documents(sent on the 10<sup>th</sup> of June 2019) with the breakdown of Box 7 and the updated variance analysis sheet.

**Cover Sheet**  
**Showing changes from F& GP 10.06.19 And Audit version 08.08.19**

Accounting Statements	F&GP Pg No.	As at 10.06.19	As at 08.08.19	Commentary
1. Balances brought forward	Box 1			
2. (+) Precept or Rates and Levies	147	1,930,723	1,930,723	As per previous year Annual Governance and Accountability Return
	147	1,088,593	1,088,593	As per published 2018/19 precept
3. (+) Total other receipts	147	2,214,371	2,485,197	Revision due to an error in the reserves movement between CiL and Capital Receipts Reserves. This was incorrectly accounted for in the variance analysis calculation and consequently the figure recorded in the annual accounting statement for 2018/19 which was submitted at June F&GP
4. (-) Staff costs	147	803,616	803,616	As per management report submitted at F&GP 10th June 2019
5. (-) Loan interest/capital repayments	Box 5	-	-	Not applicable
6. (-) All other payments	147	2,375,046	2,427,344	Revision due to an error in the reserves movement between CiL and Capital Receipts Reserves. This was incorrectly accounted for in the variance analysis calculation and consequently the figure recorded in the annual accounting statement for 2018/19 which was submitted at June F&GP
7. (=) Balances carried forward	148	2,055,025	2,283,552	Balance carried forward-refer Bx 7 & 8 workings for reconciliation between 2017/18 closing balance and 2018/19 balance carried forward. The previous figure noted in the annual accounting statement was incorrect due to an error in the variance analysis
8. Total value of cash and short term investments	148	2,461,271	2,461,271	As per bank reconciliation-refer details of closing cash balances box 7 verified by bank statements
9. Total fixed assets plus long term investments and assets	148	5,304,927	5,304,927	
10. Total borrowings	Box 10	-	-	
<b>Supporting Analysis included in published audit documents</b>	<b>F&amp;GP Pg No.</b>			
Bank Reconciliation/Cash Balances 31 March 2019 (Box 8)	137	2,461,271	2,461,271	
Balance per Box 7 (Balances carried forward) as per reconciliation of Box 7 to Box 8	141	2,283,552	2,283,552	
Earmarked Reserves Summary	141	2,283,552	2,283,552	



Revised  
copy

## Section 2 – Accounting Statements 2018/19 for

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	2,543,784	1930723	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,029,625	1088,593	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	979,903	2,495,197	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	768,942	803,616	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,853,647	2,427,344	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,930,723	2,283,552	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,175,341	2,461,271	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	5,310,983	5,304,927	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DATE REQUIRED

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

F&GP  
10th June 2019.

## Section 2 – Accounting Statements 2018/19 for

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	2,543,784	1,930,723	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,029,625	1,088,593	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	979,903	2,214,371	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	768,942	803,616	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,853,647	2,375,046	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,930,723	2,055,025	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). 2283552
8. Total value of cash and short term investments	2,175,341	2,461,271	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,310,983	5,304,927	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*Franklin*

Date

05/06/19

I confirm that these Accounting Statements were approved by this authority on this date:

10/06/19

as recorded in minute reference:

123a

Signed by Chairman of the meeting where the Accounting Statements were approved

*[Signature]*

Not Changed since 10th of June 2019

**Sevenoaks Town Council**  
**Financial year ending 31 March 2019**

	2019 £	2018 £	Movement £
Balance per box 8 (Cash balances)	2,461,271	2,175,341	285,930
<b>Add</b>			
Stock	3,075	1,041	2,034
Debtors			
Trade debtors	11,952	35,032	( 23,080)
Miscellaneous debtors	11,110	997	10,113
SCC Bookings Debtors	6,729	11,229	( 4,500)
VAT Control	72,199	27,715	44,484
Season ticket loan	-	-	-
Prepayments	56,757	60,188	( 3,431)
	<u>158,747</u>	<u>135,161</u>	<u>25,621</u>
Creditors			
Trade creditors	( 203,297)	( 85,507)	( 117,789)
Accruals	( 23,844)	( 138,241)	114,397
Sundry creditors	( 91,490)	( 129,566)	38,076
Prior year mayors charities	-	-	-
Cashbook suspense	( 234)	( 143)	( 91)
Superannuation Due	( 0)	( 0)	-
	<u>( 318,865)</u>	<u>( 353,457)</u>	<u>34,593</u>
Receipts in advance	( 20,675)	( 27,362)	6,686
Balance per box 7 (Reserves)	<u>2,283,552</u>	<u>1,930,723</u>	<u>352,830</u>

**Earmarked Reserves Summary**

Movement

Reserves			
Revenue Reserve	318,758	307,905	10,853
Pension reserve	2,814	2,814	-
Rolling Capital Prog revenue reserve fund	44,419	53,502 -	9,083
Street Lighting reserve	7,737	7,737	-
Community Centre Fund	16,398	16,398	-
Stag Winding up Reserve	7,000	6,000	1,000
Planning fees reserve	12,500	12,500	-
Youth Activities Reserve	1,500	-	1,500
Contingency provision reserve	120,196	55,442	64,754
Pension Deficit reserve	-	-	-
Capital receipts reserve	1,140,575	1,279,584 -	139,008
CIL Earmarked Reserve	517,322	99,993	417,329
No. 8 Bus Reserve	75,130	63,529	11,600
QH Allotment Key Reserve	4,115	4,035	80
Mayors charity Funds	15,088	21,284 -	6,196
Street Lighting LED Upgrade Fund			
	<u>2,283,553</u>	<u>1,930,723</u>	<u>352,830</u>

Not Changed since 10th June 2019

**Sevenoaks Town Council****Financial year ending 31 March 2019****Prepared by**

Christine Franklin (RFO)

**Date**

23/05/2019

	£	£
Balance per bank statements as at 31 March 2019		
Natwest Current accounts(Liquidity Select & Business Current Account)	537,077	
Co-op Current accounts	-	
Bank of Scotland Current account	1,000	
Natwest and Co-op payroll accounts	825	
Natwest Investment (Direct Reserve)	600,000	
Bank of Scotland Treasury account	1	
Clydesdale Treasury account	50,251	
HSBC Deposit Bond	63,376	
Handelsbanken Deposit account	260,005	
Handelsbanken Notice account		
Handelsbanken SRFC		
Nationwide Instant Saver	910,519	
Mayors Charity Account	18,933	
House in the Basement Youth Café	1,000	
Sevenoaks Town Partnership	7,933	
Nationwide Sevenoaks Funds	<u>10,096</u>	
		2,461,016
Petty Cash float		1,054
Less: un-presented cheques at 31 March 2019 (Natwest Current account)		
001492	( 20)	
000426	( 300)	
000442	( 15)	
000443	( 15)	
1618	( 250)	
1621	( 200)	
		( 800)
Add: any un-banked cash at 31 March 2019		-
Net balances as at 31 March 2019 (Box 8)		<u><u>2,461,271</u></u>

## CASHBOOK:

Opening Balance 1 April 2018 (Prior year Box 8)		2,175,341
Add: Receipts in the year		
Natwest Current accounts	6,871,522	
Co-op Current accounts	156	
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	799,259	
Natwest Investment (Direct Reserve)	329	
Bank of Scotland Treasury account	2,900,000	
Clydesdale Treasury account	-	
HSBC Deposit Bond	69	
Handelsbanken Deposit account	745	
Handelsbanken Notice account	-	
Handelsbanken SRFC	-	
Nationwide Instant Saver	405,829	
Mayors Charity Account	24,899	
House in the Basement Youth Café	-	
Sevenoaks Town Partnership	560	
Nationwide Sevenoaks Funds	54	
Petty Cash	8,341	
		11,011,763
Less: Payments in the year		
Natwest Current accounts	( 6,531,904)	
Co-op Current accounts	( 156)	
Bank of Scotland Current account	-	
Natwest and Co-op payroll accounts	( 798,984)	
Natwest Investment (Direct Reserve)		
Bank of Scotland Treasury account	( 3,050,000)	
Clydesdale Treasury account	-	
HSBC Deposit Bond	-	
Handelsbanken Deposit account	-	
Handelsbanken Notice account	-	
Handelsbanken SRFC	-	
Nationwide Instant Saver	( 300,000)	
Mayors Charity Account	( 36,583)	
House in the Basement Youth Café	-	
Sevenoaks Town Partnership	-	
Nationwide Sevenoaks Funds	0	
Petty Cash	( 8,206)	
		( 10,725,833)
Closing balance per cash book as at 31 March 2019		<u><u>2,461,271</u></u>

Sevenoaks Town Council  
Financial year ending 31 March 2019

Explanation of Variances

Full explanations, including numerical figures are to be provided for the following:  
Variances of more than 15% between totals for individual boxes (except variances of less than £200) are to be explained;  
If the total reserves (box 7) figure is more than twice the annual precept box (Box 2)

Section 2	Year ending		Detailed explanation of variance (with amounts £)	
	2017/2018	2018/2019		
	£	£	Variance	
			£ %	
Box 1	Balances b/fwd	2,543,784	1,930,723	
Box 2	Annual Precept	1,029,625	1,088,693	58,968 5.73%
Box 3	Total other receipts	979,903	2,495,197	1,515,294 154.64%
Box 4	Staff Costs	768,942	803,616	34,674 4.51%
Box 5	Loan interest/capital repayments	-	-	
Box 6	all other payments	1,853,647	2,427,344	573,697 30.95%
Box 7	Balances C/fwd	1,830,723	2,283,652	352,830 18.27%
Box 8	Cash and short term investments	2,175,341	2,461,271	285,930 13.14%
Box 9	Total fixed assets and LT investments	5,310,983	5,304,927	(6,056) -0.11%
Box 10	Total borrowings	-	-	- Not applicable

Explanation for 'high' reserves

Box 8 As part of the strategic plan to enhance community infrastructure, Proceeds are held in various medium term funds of up to 12 months to fund projects cash requirements.

Note- Amended due to some allocation of CIL and reserves included on the variance report, however not shown in calculation