

24<sup>th</sup> April 2019

You are summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** to be held in the Council Chamber at the address below on Monday 29<sup>th</sup> April 2019 at 7.00pm. 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 factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

**Committee Members** - the quorum for the meeting is a minimum of 6 committee members

**Cllr S G Raikes (Chairman)**

Cllr N J L Busvine OBE

Cllr J M Canet

Cllr M Chakowa

Cllr A S Clayton

Cllr R M C Hogarth [*ex officio*]

**Cllr A Eyre (Vice Chairman)**

Cllr R J Parry

Cllr E Parson

Cllr R L Piper

Cllr P E Towell

Cllr Mrs P C Walshe

### PUBLIC QUESTION TIME

To enable members of the public to make representation or put questions to the Committee on any Financial or General Purposes matters.

### A G E N D A

01 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

02 DECLARATIONS OF INTEREST

To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.

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Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

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email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

- 03 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)
- 04 MINUTES  
To receive, adopt and sign the minutes of the meeting of the Finance & General Purposes Committee held on 4<sup>th</sup> March 2019 (copy attached).
- 05 SUB COMMITTEES
- (a) Youth Council  
To receive and note the minutes of the meeting of the Youth Council held on 13<sup>th</sup> March 2019 (copy attached).
  - (b) Youth Services Sub Committee  
To receive and note the minutes of the meeting of the Youth Services Committee held on 13<sup>th</sup> March 2019 (copy attached).
  - (c) Sevenoaks Community Centre User Group  
To receive and note minutes of the meeting of the Sevenoaks Community Centre User Group held on 10<sup>th</sup> April 2019 (copy attached).
- 06 FINANCE REPORTS
- (a) Statement of Accounts  
To receive and consider the Statement of Accounts, together with the Finance Officer's report and variance analysis for the periods:
    - i) 1<sup>st</sup> to 28<sup>th</sup> February 2019
    - ii) 1<sup>st</sup> to 31<sup>st</sup> March 2019 – draft management accounts pending end of year adjustments.(copies attached).
  - (b) Suppliers' Accounts  
To authorise payment of the accounts listed in the schedules for the period 1<sup>st</sup> to 28<sup>th</sup> February 2019 (copy attached).
  - (c) Payroll Account  
To confirm payments from the account listed in the schedules for the period 1<sup>st</sup> to 28<sup>th</sup> February 2019 (copy attached).
  - (d) Petty Cash Account  
To confirm payments from the account listed in the schedules the period 1<sup>st</sup> to 28<sup>th</sup> February 2019 (copy attached).
  - (e) Internal Audit Report  
To receive and note the Internal Auditor's Report for Visit three plus the Responsible Finance Officer's response (copy attached).
  - (f) Annual Return 2018/2019  
To receive and note the proposed time table for the year end audit for 2018/2019 (copy attached).
  - (g) Renewal of Insurance  
To receive and note the insurance renewal for the term 2019/2020 (copy attached)
  - (h) Hospitality and Gifts Register  
To receive and note the Hospitality or Gifts received by the employees and councillors for the period 1<sup>st</sup> February to 31<sup>st</sup> March 2019

- 07 COMMUNITY INFRASTRUCTURE LEVY (CIL) RECEIPTS AND ALLOCATION OF EXPENDITURE  
To receive and discuss the Town Council's report (copy attached).
- 08 GRANT  
To receive and consider further information regarding the Art in June Grant Application submitted to FGP on 4<sup>th</sup> of March 2019. (copy papers attached).
- 09 SEVENOAKS TOWN PARTNERSHIP  
To receive and note the minutes of the meeting held on 17<sup>th</sup> April 2019 (copy attached).
- 10 CURRENT MATTERS AND PRIORITIES  
To receive and note a list of  
a) current matters  
b) priorities  
of the Town Council (copies attached).
- 11 PRESS RELEASE  
To consider any agenda item, which would be considered appropriate for a press release.

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