

## Sevenoaks Town Council

### Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 30<sup>th</sup> April 2018

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

**Meeting Concluded:** 8.15 p.m.

Cllr S G Raikes, Chairman	Present		Cllr E Parson	Present
Cllr N J L Busvine OBE	Present		Cllr R L Piper	Present
Cllr J M Canet	Present		Cllr S L Arnold <i>as substitute for Cllr R M C Hogarth</i>	Present
Cllr A S Clayton	Apologies		Cllr P E Towell	Apologies
Cllr A Eyre, Vice Chairman	Present		Cllr E T Waite [arrived 7:19pm] <i>as substitute for Cllr A S Clayton</i>	Present
Cllr R M C Hogarth	Apologies		Cllr Mrs P C Walshe	Present
Cllr R J Parry	Present			[10]

**Also in attendance:**

Linda Larter MBE, Town Clerk

Ade Ogun, Responsible Finance Officer

Michèle MacDonald, Committee Clerk

It was noted that the meeting was unable to be recorded.

**34 APOLOGIES FOR ABSENCE**

**RESOLVED to accept** the apologies for absence as received from Cllr A S Clayton, Cllr R M C Hogarth and Cllr Towell.

**35 DECLARATIONS OF INTEREST**

Declarations of Interests were received from Cllr J M Canet declared a non-pecuniary interest in the Grant Application submitted by the Friends of Pontoise and did not vote on this.

**36 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations.

**37 MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> MARCH 2018**

**RESOLVED:** to receive, accept and sign the Minutes as a true record of the meeting.

**38 SUB COMMITTEES**

**RESOLVED:** To receive and

- a) note that the Youth Council meeting due to have been held on 21<sup>st</sup> March 2018 was Inquorate.
- b) adopt the minutes of the Youth Services Committee meeting held on 21<sup>st</sup> March 2018 being a true record.

### 39 FINANCE REPORTS

**RESOLVED:** It was unanimously agreed to accept the following financial reports: -

- a) Statement of Accounts for the period 1<sup>st</sup> to 28<sup>th</sup> February 2018 and the Responsible Financial Officer's reports.

The Finance and General Purposes Committee noted that the Responsible Finance Officer had resigned and thanked her for service and wished her well in her consultancy role.

The Finance & General Purposes Committee congratulated and thanked the Town Clerk for securing £51,000 from KCC towards the provision of the No 8 Bus for the next three years, which equated to approximately 50% of the revenue costs.

- b) Suppliers Accounts for the period 1<sup>st</sup> to 28<sup>th</sup> February 2018 - £54,385.95

- c) Payroll Account for the period 1<sup>st</sup> to 28<sup>th</sup> February 2018 - £64,955.72

- d) Petty Cash Account for the period 1<sup>st</sup> to 28<sup>th</sup> February 2018 - £288.93

- e) Internal Audit and statement of Financial Controls

**RESOLVED:** to receive and note the Internal Auditors Report for Visit Three. The Finance Committee congratulated the Responsible Finance Officer for receiving another clear audit.

- f) Annual Return 2017/2018

**RESOLVED:** to receive and note the timetable for the year end audit for 2017/2018.

- g) Hospitality and Gifts Register

**RESOLVED:** to receive and note that no hospitality or gifts were received by employees during the period 1<sup>st</sup> to 28<sup>th</sup> February 2018

### 40 SEVENOAKS TOWN PARTNERSHIP

**RESOLVED:** to receive and note the minutes of the meeting held on 7<sup>th</sup> March 2018.

### 41 COMMUNITY INFRASTRUCTURE LEVY [CIL] RECEIPTS AND ALLOCATION OF EXPENDITURE

Sevenoaks District Council (SDC) adopted the Community Infrastructure Levy (CIL) Charging Schedule. As a result:

- if any development commences in the Town and money is received from the developer between 1<sup>st</sup> April and 30<sup>th</sup> September, money will be transferred to the Town Council by SDC by 28<sup>th</sup> October of that year.

- if any development commences in the Town and money is received from the developer between 1<sup>st</sup> October and 31<sup>st</sup> March, money will be transferred to the Town Council by SDC by 28<sup>th</sup> April of that year.

Sevenoaks Town Council previously stated that CIL funds would be spent on the following and had a duty to keep a separate account of this:-

1. New Community / Conference centre at Bat & Ball
2. Replacement of Raleys Gym
3. Replacement of Indoor Cricket School
4. New Play Area at the Environmental Park (Buckhurst Lane Play Area)
5. Greatness Community Facility
6. Multi Use Games Area – MUGA
7. 'Free' Recreational Facilities
8. Sports Strategy
9. Neighbourhood Development Plan
10. Stag Community Arts Centre
11. Bat & Ball Station Building
12. Vine Pavilion
13. Greatness Recreation Public Toilet
14. Cemetery Workshop / Mess Room

In April 2018 Sevenoaks Town Council received £312,089.06.

**RESOLVED:** to

- a) accept the recommendation to allocate the £312,089.06 as below:

A	Business Hub (Red Cross)	£25,000
B	Vine Pavilion Windows	£35,000
C	Greatness Public Toilet (additional requirements)	£5,000
D	Bat & Ball Station Store & Waste Storage (tender to be confirmed)	£37,000
E	Bat & Ball Station Building	£110,000
F	Bat & Ball Centre	£100,000

- b) Prioritise future CIL payments for Bat & Ball Centre

Below shows details of CIL payments received to date and relevant expenditure.

	Date	CIL Payment	Community Infrastructure project expenditure
1	October 2015	£22,667.50	£7,365 Buckhurst Play Area Equipment £15,302.50 Stag
2	April 2016	£7,171.88	Surfacing of Buckhurst Lane Play Area
3	October 2016	£60,783.44	£33,000 Vine Pavilion Roof (subject to clarification for infrastructure spending). £27,783 Greatness Rec. Public Toilets

	Date	CIL Payment	Community Infrastructure project expenditure
4	April 2017	£27,351.56	Cemetery Workshop / Mess Room
5	October 2017	£78,810.63	Bat & Ball Station Building
	Total	£196.785.01	

#### 42 TWIN TOWNS

**RESOLVED:** to receive and note the Town Clerk's report in relation to the background to Twin Towns.

#### 43 GRANT APPLICATION

**RESOLVED:**

- a) to award the Friends of Pontoise a grant of £250 to further and foster twinning relations
- b) that the Committee Clerk write to both twinning organisations to advise that future application for grant requests, should focus on and would be judged by the Finance and General Purposes Committee on the following criteria:
  - fostering school, choir, orchestra exchanges, relations and social grouping with groups of similar interests in both Pontoise [France] and Rheinbach [Germany]

#### 44 CURRENT MATTERS AND PRIORITIES

**RESOLVED to** receive and note the

- a) current matters

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017  263 – F&GP 18.9.2017	Street Lighting	Ongoing	Farnaby Drive Residents have since signed an agreement with STC effective 27 <sup>th</sup> April 2017. No further changes since 18 <sup>th</sup> September 2017. Pruning of trees around streetlights was completed in November as per service inspection report from contractor. Residents of the Glade have agreed to take over maintaining streetlights on their road. An agreement and charges will follow.
2		Bat & Ball Station	Lease negotiation  Capital Project	South Eastern have confirmed amendments to Heads of Terms for lease to include sub-letting of café if needed. Currently being reviewed by Network Rail lawyers. Planning application approved. HLF bid round two submitted 29 <sup>th</sup> August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail.

Item	Minute No		Status	Latest update
	350 - F&GP (c) (5) 13.11.2018		CIL	Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017. Allocated £78,810.63 for the Bat & Ball project.
	33 - CIC 23.4.2018		CIL	See Financial Report - Agenda Item No 8
	416 (i) - CIC 8.1.2018		Grant Awarded	HLP awarded full grant of £755,600. Start up Process begins January 2018.
4	203 - CIC 7.8.2017	Red Cross	Reverted to STC 17.09.2017	Tenders requested for repairs to review compared to demolition.  To be reviewed in relation to development of other STC Capital Assets. Long term as Business Hub. Short term as temporary accommodation if needed for Community Centre users.
5	416 (ii) - CIC 8.1.2018  536 - CIC 12.3.2018  33(i) – CIC 23.4.2018	Bat & Ball Centre		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place.  Agreed to proceed with refurbishment and extension of current facility – one storey.  First draft plans prepared and consultation taken place for Community Centre User. Sevenoaks Day Nursery were proceeding with their plans for a new facility.
6	414 (ii) - CIC 8.1.2018  32 - CIC 23.4.2018	Cemetery Lodge	On going	On the market for sale.  Contracts for sale had been completed and due to be exchanged.
7		Vine Waste	On going	2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38 For permission to use as temporary car park.

- b) to receive and note the priorities of the Town Council. Following further discussion regarding Priority One 3 following an incident relating to a dog injuring a member of the public in Greatness Recreation Ground on 22<sup>nd</sup> April 2018, it was **RESOLVED** to:

- i. Put in place all practical measures to ensure public safety at the recreation ground.
- ii. Lobby the police for further action.
- iii. Start a consultation process relating to potential Dogs on Lead Byelaw.
- iv. Place as an Agenda Item for next Open Spaces & Leisure Committee meeting

**45 PRESS RELEASE**

**It was RESOLVED that** there was no item worth of a press release.

There being no further business the Chairman closed the meeting at 8.15 p.m.

Signed .....

Chairman

Dated .....