

Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 11th June 2018

Meeting Commenced: 7.00 pm

Meeting Concluded: 7:52 pm

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 P E Towell	Apologies
Cllr A S Clayton	Apologies	Cllr Mrs P C Walshe	Present
Cllr A Eyre, Vice Chairman	Present	Cllr S L Arnold <i>as substitute for Cllr R J Parry</i>	Present
Cllr R M C Hogarth - left at 7:21pm	Present	Cllr E T Waite [arrived 7:34 pm] <i>as substitute for Cllr A S Clayton</i>	Present
Cllr R J Parry	Apologies	Cllr M A Chakowa	Not Present

[10]

Also in attendance:

Linda Larter MBE, Town Clerk

Ade Ogun, Responsible Finance Officer

Michèle MacDonald, Committee Clerk

Public Question Time

The Mayoress was present but posed no questions.

90 APOLOGIES FOR ABSENCE

RESOLVED to accept the apologies for absence as received from Cllr A S Clayton, Cllr R J Parry and Cllr Towell.

91 DECLARATIONS OF INTEREST

No Declarations of Interests were received.

92 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

93 MINUTES OF THE MEETING HELD ON 30TH APRIL 2018

RESOLVED: to receive, accept and sign the Minutes as a true record of the meeting, noting that Cllr E T Waite was not a substitute for Cllr A S Clayton at the April meeting.

94 SUB COMMITTEES

RESOLVED: To receive and

a) note that the Youth Council meeting due to have been held on 9th May 2018 did not take place

b) note that the Youth Services Committee meeting due to have been held on 9th May 2018 did not take place

Both meetings had been cancelled.

95 FINANCE REPORTS

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

a) Statement of Accounts for the period 1st to 31st March 2018 and 1st to 31st April 2018 and the Responsible Financial Officer's reports.

It was noted that:

- i. there was a surplus at year end of £10,872 partly due to Sevenoaks Community Centre and the Cemetery receiving higher than forecasted revenue. The Committee congratulated the:
 - Community Centre Administrator for the increase in revenue of the Sevenoaks Community Centre
 - The Town Clerk and Open Spaces Staff for reducing the Cemetery's loss of £60,000 ten years ago to a near breakeven point.
- ii. a balance of £150,000 remains in escrow account with Brachers LLP towards replacement cricket facilities within the town of Sevenoaks.
- iii. a receipt of net £463,770 regarding the sale of The Lodge will be noted in the May statement of Accounts.

The Mayor, Cllr R M C Hogarth, left at 7:21pm.

- b) Supplier's Accounts – for the period:
 - i. 1st – 31st March 2018 - £145,736.20
 - ii. 1st to 30th April 2018 - £116,439.43
- c) Payroll Account for the period:
 - iii. 1st – 31st March 2018 – £63,329.35
 - iv. 1st to 30th April 2018 - £65,290.08
- d) Petty Cash Account for the period:
 - v. 1st – 31st March 2018 – £920.00
 - vi. 1st to 30th April 2018 - £928.62

RESOLVED to receive and note the Hospitality and gifts received by employees during the period 1st to 31st April 2018, noting that the Town Clerk's gift was a bottle of champagne, which was subsequently donated to the Mayor's charity.

96 REVIEW OF INTERNAL CONTROLS

The Committee congratulated the Finance Team on receiving such a good internal Audit Report.

RESOLVED: to receive and adopt the following reports:

- a) Internal Audit Report for the year end visit
- b) Annual Review of Internal Audit
- c) Statement of the System of Internal Control and **agreed** that the Chairman of the Finance and General Purposes Committee sign the Town Council's Approval of Statement on the system of Internal Control.

97 ANNUAL RETURN FOR THE YEAR END 31 MARCH 2018

RESOLVED to receive and adopt the following:

- a) Annual Governance Statement. The Town Clerk read each governance statement receiving approval from Councillors to confirm governance arrangements in place.
- b) Statement of Annual Accounts to 31 March 2018
- c) Supporting papers for submission to the External Auditors be signed by the Chairman and Town Clerk.

Cllr E T Waite arrived at 7:34 as substitute for Cllr A S Clayton and confirmed he had no Declarations of Interest to declare.

98 SEVENOAKS COMMEMORATING WWI IN 2018

RESOLVED: to receive and note the Town Clerk's report of how WWI will be commemorated in Sevenoaks Town in 2018. The committee congratulated the Town Clerk on what has been achieved with over 100 townsfolk in attendance at the Vine Gardens fixing the 2000 poppies knitted by volunteers including a lady aged 101 who had knitted 101 poppies.

99 SEVENOAKS TOWN PARTNERSHIP

RESOLVED: to receive and note the minutes of the meeting held on 16th May 2018, noting that Cllr S G Raikes had also been in attendance.

100 CURRENT MATTERS AND PRIORITIES

RESOLVED to receive and note the

- a) current matters as below:

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 th April 2017. No further changes since 18 th September 2017. Invoices were sent prior to the financial year end.
2		Bat & Ball Station	Lease negotiation	South Eastern have confirmed amendments to Heads of Terms for lease to include sub-

Item	Minute No		Status	Latest update
	350 - F&GP (c) (5) 13.11.2018		Capital Project	letting of café if needed. Currently being reviewed by Network Rail lawyers. Planning application approved. HLF bid round two submitted 29 th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail. Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017.
	33 - CIC 23.4.2018		CIL	Allocated £78,810.63 for the Bat & Ball project.
	416 (i) - CIC 8.1.2018		CIL	See Financial Report - Agenda Item No 8
			Grant Awarded	HLF awarded full grant of £755,600. Start up Process begins January 2018. <i>Heritage Engagement Officer started 21st May 2018</i>
4	203 - CIC 7.8.2017	Red Cross	Reverts 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	Bat & Ball Centre		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place.
	536 - CIC 12.3.2018			Agreed to proceed with refurbishment and extension of current facility – one storey.
	33(i) – CIC 23.4.2018	<i>Sevenoaks Day Nursery</i>		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	Cemetery Lodge	<i>On going</i>	On the market for sale.
	32 - CIC 23.4.2018		<i>Contracts Exchanged</i>	Contracts for sale had been completed and due to be exchanged. <i>Exchanged 22.05.2018 Completion 30.05.2018</i>

Item	Minute No		Status	Latest update
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.
8		Sevenoaks Fund		<i>The first year of the Sevenoaks Fund had ended. It had been successful in achieving its aim of creating an internal on line ‘crowdfunding’ system and the building of the £450,000 Football 3G Pitch, at Greatness.</i> <i>The Sevenoaks Fund would be renamed The Sevenoaks Mayor’s Fund, which this year will support:</i> <ul style="list-style-type: none"> • <i>Sevenoaks Powerchair Football</i> • <i>Sevenoaks Day Nursery</i> • <i>Stag Community Arts Centre</i> • <i>Sevenoaks Rugby Football Club 3G pitch</i>

- b) to receive and note the priorities of the Town Council. It was **noted** that work on the Bat & Ball Stations would start on 18th June 2018.
- c) it was **noted** that Sevenoaks Town Council would erect a plaque outside the Vine Pavilion providing details of its restoration work to the listed building.

101 PRESS RELEASE

It was **RESOLVED** that a press release be issued on the programme to commemorate WWI.

There being no further business the Chairman closed the meeting at 7:53 pm.

Signed

Chairman

Dated