

## Sevenoaks Town Council

### Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 5<sup>th</sup> March 2018

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

**Meeting Concluded:** 8.38 p.m.

|                            |           |  |   |           |
|----------------------------|-----------|--|---|-----------|
| Cllr S G Raikes, Chairman  | Present   |  | Cllr R J Parry  | Present   |
| Cllr N J L Busvine OBE     | Present   |  | Cllr E Parson   | Present   |
| Cllr J M Canet             | Present   |  | Cllr R L Piper  | Present   |
| Cllr A S Clayton           | Apologies |  | Cllr S L Arnold<br><i>as substitute for Cllr Towell</i> | Present   |
| Cllr A Eyre, Vice Chairman | Present   |  | Cllr P E Towell   | Apologies |
| Cllr R M C Hogarth         | Apologies |  | Cllr Mrs P C Walshe                                     | Present   |

[9]

**Also in attendance:**

Linda Larter MBE, Town Clerk

Michèle MacDonald, Committee Clerk

**512 APOLOGIES FOR ABSENCE**

**RESOLVED to accept** the apologies for absence as received from Cllr A S Clayton, Cllr R M C Hogarth, Cllr Towell and Ade Ogun, The Responsible Finance Officer.

**513 DECLARATIONS OF INTEREST**

Declarations of Interests were received from:

- a) 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.
- b) Cllr A Eyre declared a non-pecuniary interest in the Grant Application submitted by Sevenoaks Three Arts Festival and did not vote on this.

**514 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations.

**515 MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> JANUARY 2018**

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

- (a) Minute Number 431 b) to read to levy a Precept on Sevenoaks District Council of £1,088,593 for 2018/2019 and not as previously stated £1,088,477.

**516 SUB COMMITTEES**

**RESOLVED:** To receive and note the following minutes:

- a) Youth Council held on 31<sup>st</sup> January 2018
  - b) Youth Services Committee held on 31<sup>st</sup> January 2018
- as a true record of the meetings.

**517 FINANCE REPORTS**

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

a) Statement of Accounts

- i. 1<sup>st</sup> to 31<sup>st</sup> December 2017
- ii. 1<sup>st</sup> to 31<sup>st</sup> January 2018

and the Responsible Financial Officer's reports relating to Variance Analyses.

The Finance & General Purposes Committee congratulated and thanked:

- i. the Town Council staff for taking on the cleaning of the WC facilities in the town whilst a new contractor was resourced.
- ii. the Town Council staff for obtaining grants and those who have awarded grants to the Town Council to ensure the HOUSE in the Basement Youth Café remained open since the KCC Commissioning Team's funding was not renewed.

b) Suppliers Accounts

- i. 1<sup>st</sup> to 31<sup>st</sup> December 2017 - £51,551.83
- ii. 1<sup>st</sup> to 31<sup>st</sup> January 2018 - £87,202.12

c) Payroll Account

Payments listed in the schedules

- i. 1<sup>st</sup> to 31<sup>st</sup> December 2017 - £65,359.42
- ii. 1<sup>st</sup> to 31<sup>st</sup> January 2018 - £60,896.42

d) Petty Cash Account

Payments from the account listed in the schedules

- i. 1<sup>st</sup> to 31<sup>st</sup> December 2017 - £468.98
- ii. 1<sup>st</sup> to 31<sup>st</sup> January 2018 - £534.68

e) Internal Audit and statement of Financial Controlsi. **The 2017-2018 Policies:**A. Risk Assessment.

**RESOLVED** to receive and adopt the Risk Assessment noting that discussions with insurers regarding Legal Recovery Costs were taking place regarding the WW1 Bomb disposal. The Town Clerk and Responsible Finance Officer to progress.

B. Investment Policy

**RESOLVED** to receive and adopt the tabled Investment Strategy.

C. Reserves Policy

**RESOLVED** to receive and adopt the existing Reserves Policy.

ii. **The 2018-2019 policies:**A. Internal Auditors

**RESOLVED** to formally reappoint the KCC Internal Audit for the Finance year 2018/2019 and agree the proposed fee of £480 per visit.

- B. Proposed Audit Plan  
**RESOLVED** to agree the scope of the internal audit for 2018/2019
- C. Reserves Policy  
**RESOLVED to** adopt the Reserves Policy for 2018/2019 and to accept that although the current general reserves level would not cover the required six-month precept expenditure, it was agreed to be adequate within the Town Council's medium term strategic plan.
- D. Investment Strategy  
**RESOLVED to** adopt the revised strategy document to meet the additional requirements for published information stipulated in the updated guidance.
- E. Risk Assessment  
**RESOLVED to** adopt the Risk Assessment for 2018/2019.
- f) Hospitality and Gifts Register  
**RESOLVED:** to receive and note that no hospitality or gifts were received by employees during the period from 1<sup>st</sup> to 31<sup>st</sup> January 2018.

## 518 GRANTS

The Grant Aid requests and the Grant Aid Balance were received, considered and noted

- a) **RESOLVED:** Grant Requests be awarded under the General Power of Competence [Localism Act 2011 Sections 1-8 refers] as follows

| Grant Ref No | Organisation Name & Charity Reg No If Applicable     | Purpose Of award   | 2017/2018 Grant Application £ | Grant Approved |
|--------------|--|--|-------------------------------|----------------|
| 02           | Sevenoaks Volunteer Transport Group – Charity 276663 | To build a website - £1000   | £500                          | £500           |
| 03           | Sevenoaks Literary Festival                          | Hire a speaker for free event for local primary schools                                  | £350                          | £350           |
| 06           | Sevenoaks Three Arts Festival                        | Hiring of pianos and performing space for competitive classes and prize winners concert. | £600                          | £600           |

| Grant Ref No | Organisation Name & Charity Reg No If Applicable | Purpose Of award   | 2017/2018 Grant Application £   | Grant Approved |
|--------------|--|--|---|----------------|
| 09           | Friends of Rheinbach                             | Funds for Tax Year 2018/2019<br><br>Production and distribution of hard copy and internet publicity materials. Hire of premises and related expenses incurred within the town council area for promotional and recruitment purposes. | <i>Also receives Free bookings of the Council Chamber totalling £206.42 [to 5.3.2018]</i><br><br>£250 | £250           |
| 13           | Sevenoaks Art Club                               | Towards the £300 cost of 5000 glossy flyers-/brochures.  | £200  | £200           |
| 23           | Kent Youth Jazz Orchestra [KYJO]                 | Towards £730 cost of Annual Youth Jazz workshop on 26.06.2018 at a local school. Free to musicians to participate in the workshop.   | £500  | £500           |
| 43           | D'Vine Singers                                   | Grant to enable a hardship fund or no subs at all, to benefit with their mental health issues.   | £1,000  | £300           |
| 52           | Sevenoaks Air Cadets                             | Towards the cost of training weekends in the UK ready to send 8 cadets & 3 staff to the Italian Dolomites to attend Exercise Partisan Show.  | £1,100  | £700           |

| Grant Ref No | Organisation Name & Charity Reg No If Applicable | Purpose Of award   | 2017/2018 Grant Application £ | Grant Approved |
|--------------|--|--|-------------------------------|----------------|
| 54           | A member of 2158 (Sevenoaks) Squadron ACO        | YSSC form used. Town Clerk advised to go to F&GP as limit is £250.<br><br>Towards the cost of £1,065 for ex Mayor's Cadet to attend Exercise Partisan Show in the Italian Dolomites. | £350                          | £100           |

It was agreed that terms and conditions of the grant be outlined to the above organisations including concerns of Grant Aid Requests for areas outside the remit of Sevenoaks Town Council and its wards.

b) the Grant reports be received and noted

#### 519 GENERAL DATA PROTECTION REGULATIONS

**RESOLVED** that the February 2018 NALC GDPR Toolkit of local councils be received and noted and that Town Councillors attend a training session. The Town Clerk to progress.

#### 520 SEVENOAKS MARKETS

**NOTED** that the Town Council was awarded the contract for running the Sevenoaks Wednesday and Saturday Markets for a further five years. The Town Clerk was congratulated on a successful bid by the committee.

#### 521 CURRENT MATTERS AND PRIORITIES

**RESOLVED** to receive and note the  
a) current matters

| Item | Minute No                       |                         | Status  | Latest update   |
|------|---------------------------------|-------------------------|---|---|
| 1    | 268 – Town Council – 17.11.2014 | Council Priorities list | Ongoing working document attached – agenda item 16b | Updated following Blue Skies. 2014 priorities updated by Council. Further Blue Skies meeting held 19.09.2015. Priorities updated to reflect new priorities. |
| 2    |                                 | Wall at Rear of Chamber | Ongoing   | Wall monitored in January 2018 and continues to be less than 2° off true.   |

| Item | Minute No   |                       | Status   | Latest update   |
|------|---|-----------------------|--|---|
| 3    | 08 – F&GP<br>03.04.2017<br><br>18.09.2017                               | Street<br>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 [Minute 263 refers].<br>Pruning of trees around streetlights was completed in November as per service inspection report from contractor.<br>Residents of the Glade have agreed to take over maintaining streetlights on their road. An agreement and charges will follow.   |
| 4    | 350 F&GP (c)<br>(5)<br>13.11.2018<br><br>CIC Minute<br>No<br>08.01.2018 | Bat & Ball<br>Station | Lease negotiation<br><br>Capital Project<br><br>CIL<br><br>Grant Awarded | 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.<br>Planning application approved.<br>HLF bid round two submitted 29 <sup>th</sup> 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.<br><br>Allocated £78,810.63 for the Bat & Ball project.<br><br>HLP awarded full grant of £755,600. Start up Process begins January 2018. |
| 5    | 203 CIC<br>07.08.2017   | Red Cross             | Reverts to STC<br>17.09.2017   | Tenders requested for repairs to review compared to demolition.<br><br>To be reviewed in relation to development of other STC Capital Assets.   |
| 6    | Minute No<br>CIC 416 (ii)<br>8.1.2018                                   | Bat & Ball<br>Centre  |  | Design to be placed to tender prior to applying for planning permission<br>Feasibility of options taking place.   |
| 7    | Minute No<br>CIC 414 (ii)<br>8.1.2018                                   | Cemetery<br>Lodge     | <i>On going</i>  | On the market for sale.   |

| Item | Minute No |            | Status   | Latest update  |
|------|-----------|------------|----------|--|
| 9    |           | 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) priorities  
of the Town Council, be received and noted.

#### 522 PRESS RELEASE

**It was RESOLVED that** a press release be issued relating to the Town Council operating the markets in Sevenoaks for a further five years.

There being no further business the Chairman closed the meeting at 8.38 p.m.

Signed .....

Chairman

Dated .....