

**Sevenoaks Town Council**  
**Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE**  
**Held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks**  
**On Monday 10<sup>th</sup> June 2019**

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

**Meeting Concluded:** 8.25 p.m.

Cllr Simon Raikes, Chairman	Present		Cllr Tony Clayton, Vice Chairman	Present
Cllr Keith Bonin	Present		Cllr Sue Camp	Present
<i>Cllr Nicholas Busvine, OBE [ex officio]</i>	<i>Present</i>		Cllr Dr Marilyn Canet	Present
Cllr Andrew Eyre	Present		Cllr Tom Morris Brown	Apologies
Cllr Roderick Hogarth	Apologies		Cllr Edward Waite	Present <i>[arrived 7:28pm]</i>
Cllr Robert Piper	Present			[10]

**In Attendance:**

Cllr Victoria Granville-Baxter, Cllr Claire Shea *[arrived 7:50pm]*, Linda Larter MBE, Town Clerk, Christine Franklin, Responsible Finance Officer and Michèle MacDonald, Committee Clerk

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

The Town Clerk advised that Town and Parish Councils had a legal duty to publish all expenditure over £500. The Town Council took the decision to publish all expenditures on its website. The software used by the Town Council is specific for Town and Parish Councils to ensure all are legally compliant.

**103. APOLOGIES FOR ABSENCE**

**RESOLVED** to accept apology of absence received from Cllrs Roderick Hogarth and Tom Morris Brown.

**104. REQUESTS FOR DISPENSATIONS**

There were no requests for Dispensations

**105. DECLARATION OF INTERESTS**

There were no Declarations of Interest

**106. MINUTES OF THE MEETING HELD ON 29<sup>TH</sup> MARCH 2019**

**RESOLVED:** to receive and sign the Minutes, which were **resolved** to be a true record of the meeting at the Annual Council Meeting held on 13<sup>th</sup> May 2019 *[Minute 58 refers]*.

**107. SUB COMMITTEES**

- a) Youth Council Meeting held on 22<sup>nd</sup> May 2019 – **RESOLVED** to note the Minutes of the meeting.
- b) Youth Services Sub Committee Meeting held on 22<sup>nd</sup> May 2019 – **RESOLVED** to adopt the minutes of the meeting.

**108. FINANCE REPORTS**

**RESOLVED:** that the Responsible Finance Officer provide a written report relating to agreed CIL allocation and the Committee adopt the following reports:

a) Statement of Accounts

The Committee received and considered the management accounts for the period 1<sup>st</sup> to 30<sup>th</sup> April 2019.

It was noted that the Town Council receives its Precept twice annually from the District Council which is allocated monthly [£95,116] to the management accounts.

The Chairman elaborated on the accounting system for the benefit of the newly elected members.

b) Suppliers Accounts

The payment of the accounts listed in the periods:

- i. 1<sup>st</sup> to 31<sup>st</sup> March 2019 of £189,874.75
- ii. 1<sup>st</sup> to 30<sup>th</sup> April 2019 of £87,647.51

c) Payroll Account

The payment from the accounts listed in the schedule for the periods:

- i. 1<sup>st</sup> to 31<sup>st</sup> March 2019 of £67,939.93
- ii. 1<sup>st</sup> to 30<sup>th</sup> April 2019 of £71,654.68

d) Petty Cash Account

The payment from the account listed in the schedule for the periods:

- i. 1<sup>st</sup> to 31<sup>st</sup> March 2019 of £1,054.40
- ii. 1<sup>st</sup> to 30<sup>th</sup> April 2019 of £1,056.28

e) Hospitality and Gift Register

To receive and note that no hospitality or gifts were received by employees for the period 1<sup>st</sup> to 30<sup>th</sup> April 2019.

**109. REVIEW OF FINANCIAL MATTERS IN ACCORDANCE WITH THE TOWN COUNCIL'S STANDING ORDERS**

**RESOLVED:** To receive and note the following financial matters in accordance with the Town Council's Standing Orders, adopted at Annual Council Meeting on 13<sup>th</sup> May 2019 [Minute 62 refers]:

<p>a) <u>Inventory</u> - A review of land and assets, including buildings and office equipment.</p> <p>b)</p>	<p><b>RESOLVED:</b> to defer to 2020 when next valuation was due.</p>
<p>The Town Clerk advised that a professional valuation is undertaken every five years and presented to the committee.</p>	

c) <u>Insurance Cover – 2019/2020</u>	<b>RESOLVED:</b> to note it had been arranged for the 2019/2020 year [2019 04 29 - Minute number 44a refers]
It was noted that a contract for 3 years had been arranged with annual premium reviews.	

*Cllr Waite arrived at 7:28pm and confirmed he had no Declarations of Interest to declare.*

d) <u>Complaints Procedure</u>	<b>RESOLVED:</b> to receive and re-adopt the current complaints procedure.
e) <u>Freedom of Information</u>	<b>RESOLVED:</b> to receive and re-adopt the current Town Council's procedure for handling requests made under the Freedom of Information Act 2000
f) <u>Press/Media Policy</u>	<b>RESOLVED:</b> to defer review of policy to next meeting.

#### **110. REVIEW OF INTERNAL CONTROLS**

**RESOLVED:** unanimously to adopt the following:

- a) Internal Audit Report for the year end Visit – the Committee congratulated the Responsible Finance Officer and the Finance team for a clean audit.
- b) Annual Review of Internal Audit
- c) Statement of the System of Internal Control – which was **agreed** to be signed in approval of the statement of the system of internal control.

#### **111. ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2019**

**RESOLVED:** unanimously to adopt the following:

- a) Annual Governance Statement – The Town Clerk read out each governance statement receiving approval from the Councillors to confirm governance arrangements were in place.
- b) Statement of Annual Accounts to 31<sup>st</sup> March 2019
- c) Supporting papers for submission to the External Auditors be signed by the Chairman and Town Clerk.

#### **112. PUBLIC WORKS**

A Progress Report relating to Public Works Loan Board application was received and noted.

**RESOLVED unanimously** that the Responsible Financial Officer and Chief Executive proceed with the arrangements to borrow a fixed repayment annuity loan of £1.4m over a 25-year period from the Public Works Loan Board for the rebuilding and refurbishment of the Bat & Ball Centre (previously known as Sevenoaks Community Centre).

The Town Clerk advised the committee that the Town Council's Investment Policy would be adhered to following receipt of the £1.4m.

**113. GRANT**

It was **agreed** that pages 201 to 204 of the agenda be ignored due to distribution error.

**RESOLVED:** in accordance with the General Power of Competence [Localism Act 2011 Sections 1-8 refers], the Kent Painters Group were awarded £436.00 to pay for the printing of 2000 coloured brochures [20 pages] subject to the Town Council’s usual grant terms and conditions.

**114. SEVENOAKS MARKETS**

The Committee Clerk’s report was received and considered.

a) Wednesday Market:

**RESOLVED:** unanimously to proceed with Option iii: to pursue legal avenues for Sevenoaks Town Council to operate a ‘charter’ market on the High Street without permission or payment to Sevenoaks District Council.

b) Bligh’s Saturday Market:

**RESOLVED:** unanimously to continue to use the 5 green and white units and 5 traders’ gazebos.

**115. SEVENOAKS TOWN PARTNERSHIP MEETING HELD ON 29<sup>TH</sup> MAY 2019**

**RESOLVED:** to receive and accept the minutes.

**116. CURRENT MATTERS AND PRIORITIES**

The Committee received and considered the reports relating to current matters and the Town Council priorities.

It was noted that the new Town Council would review its priorities at the Blue Skies Day on Saturday 7<sup>th</sup> September 2019.

**RESOLVED:** To receive and accept the reports.

**117. PRESS RELEASE**

It was agreed not to issue a press release.

There being no further business the Chairman closed the Meeting.

Signed .....  
Chairman

Dated .....