

Sevenoaks Town Council
Minutes of the Finance & General Purposes Committee
held on 16th September 2019 in the Council Chamber

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.45 p.m.

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Apologies		Cllr Tom Morris Brown	Present
Cllr Sue Camp	Present		Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Present		Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice Chairman	Present		Cllr Edward Waite (7.20pm)	Present
Cllr Andrew Eyre	Present			

In Attendance: Town Clerk, Responsible Financial Officer, Committee Clerk.

Public Question Time: There was one member of the public present.

The meeting was not recorded.

272. Apologies for Absence

RESOLVED: To accept apologies for absence from Cllr Nicholas Busvine.

273. Requests for Dispensations

There were no requests for dispensations.

274. Declaration of Interests

Declarations of Interests were declared by:

- Councillor Eyre, in respect of the grant applications by the Stag Theatre (Agenda Item 9b), the Stag Youth Theatre (Agenda Item 9e) and Sevenoaks Three Arts Festival (Agenda Item 9f);
- Councillor Clayton, in respect of the grant application by Sevenoaks Counselling (Agenda Item 9d); and
- Councillor Raikes declared a pecuniary interest in respect of the Street Lighting Update (Agenda Item 7);

The Councillors took no part in the discussion on those items and did not vote thereon. Councillor Clayton took the chair for the Street Lighting Update at Agenda Item 7.

275. Minutes of the Finance & General Purposes Committee held on 19th August 2019.

RESOLVED: To receive and sign the Minutes as a true record of the previous meeting.

The Town Clerk advised that the auditors had accepted the revisions to the Section 2 - Accounting Statements, approved at the meeting of this Committee held on 19th August 2019, and would be issuing an unqualified audit report.

276. Finance Reports

i) Statement of Accounts for 1st to 31st July 2019.

The Committee received and noted the management accounts for the period 1st to 31st July 2019.

It was agreed that a separate note of the Public Works Loan Board (PWLB) loan, payments and balance be presented going forward.

ii) Suppliers Accounts

1st to 31st July 2019 **£131,708.14**

iii) Payroll Account

1st to 31st July 2019 **£76005.43**

iv) Petty Cash Account

1st to 31st July 2019 **£873.34**

v) Hospitality and Gift Register report

No matters to report.

RESOLVED: The Committee accepted all the presented and reviewed Financial Reports.

277. CCLA

The Committee reviewed documents relating to the investment fund and considered how it complied with the Town Council's Investment Strategy.

RESOLVED: To invest funds for the short term in CCLA in order to reduce the risk of not placing more than 40% in one financial institution.

278. Change to Order of Agenda

RESOLVED: That the order of agenda be amended to facilitate consideration of Agenda Item 9(b) Grant Application Stag Theatre early, for the benefit of the member of public in attendance.

279. Grant Application: Stag Theatre

The Committee considered a grant aid request submitted by the Stag Theatre together with the Grant Aid Balance.

RESOLVED: That grant request 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	Grant Application	Grant Approved
	Stag Theatre	On nine-hundredth anniversary of Textus Roffensis of 1120 (in which Sevenoaks was first mentioned), to produce digital archive of all retail shop fronts and owners/staff in Sevenoaks High Street, London Road, Upper High Street and roads in between.	£500	£500

280. Street Lighting Update

Councillor Clayton in the chair for this item.

The Committee considered a request for an extension to the consultation period on streetlighting with residents in the following unadopted roads: Woodside Road, Coombe Avenue, Heathfield Road and Lyle Park and Pineneedle Lane.

RESOLVED:

- i) That residents of Woodside Road, Coombe Avenue and Heathfield Road be advised that the decision whether to pay for the street lights, together with payment, was required by 31st October 2019 latest or the Town Council would proceed to removal of the lights;
- ii) That residents of Lyle Park and Pineneedle Lane be advised that the response date to request to pay for the lights be extended to 30th November 2019; and
- iii) The Responsible Financial Officer recirculate to Town Councillors documents relating to charges for maintenance and upgrade to street lights.

281. Sevenoaks Town Partnership

RESOLVED: To note the Minutes of the Sevenoaks Town Partnership held on 4th September 2019 and that some amendments were needed and would be addressed at the Partnership's next meeting.

282. Grant Applications

The Committee considered grant aid requests received together with the Grant Aid Balance.

It was noted that under its new Terms of Reference, the Youth Services Committee was authorised to allocate funds from the Youth Outreach Budget of £4,656, and to make recommendations to this Committee regarding other grant applications. At its meeting held on 11th September 2019, the Youth Services Committee resolved that

grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
	Stag Youth Theatre	To tour production on climate change to primary schools	£2000	£2000
	Sevenoaks Three Arts Festival	First prize in Sevenoaks Young Musician of the Year competition	£1000	£600
	The Children's Workshop	Outdoor learning training for 9 staff members	£720	£720

The Youth Services Committee had referred the application by Sevenoaks Swimming Club to the Finance and General Purposes Committee for consideration.

RESOLVED: That grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved	Reason for Refusal
	Hi Kent	To run free hearing aid users support clinics in Hollybush Day Centre.	£1000	£1000	
	PS Breastfeeding CIC	Additional management and supervision of trained volunteers; also to pay volunteer expenses and 3 enrichment sessions.	£1401	£1401	
	Sevenoaks Counselling	Supplement bursary fund	£1500	£1500	

		which assists clients who cannot afford full cost of counselling.			
	Sevenoaks Swimming Club	Purchase of 6 new starting blocks and backstroke wedges to be based permanently in Sevenoaks Leisure Centre.	£11,538		Not appropriate use of charitable fund; feel could work with Sencio to improve facilities.

283. Allotment Rates**RESOLVED:**

- 1) That allotment rents increase to £4.00 per rod with effect from 1st October 2019; and
- 2) That allotment rents increase by 3% for 2020-21, in line with other Town Council fees and charges, to £4.15 per rod.

284. Community Infrastructure Levy (CIL)**RESOLVED:**

- i) That £50,000 from the October 2019 CIL income be contributed towards the Business Hub project; and
- ii) To adopt the Sevenoaks Town Council Community Infrastructure Policy.

285. Current Matters and Priorities

RESOLVED: To note the contents of the reports relating to Current Matters and Priorities.

The Committee offered congratulations to all involved on Sevenoaks Town Council being awarded gold again in the South and South East in Bloom competition.

286. Press Release

RESOLVED: That a press release be distributed in relation to grants awarded.

There being no further business the Chairman of the Committee closed the Meeting.

Signed

Chairman

Dated