

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 13 September 2010 at 7.00pm

PRESENT

Cllr R L Piper (Chairman)
Cllr J F London (Vice Chairman)

Cllr J M Canet	Cllr R M C Hogarth
Cllr Mrs M E Crabtree	Cllr S G Raikes (ex Officio)
Cllr A Eyre	Cllr Mrs P C Walshe (8)

Also Present

Cllr Mrs M A London

In Attendance

Town Clerk
Deputy Town Clerk
Responsible Finance Officer (RFO)
Committee Clerk

Apologies for absence were received from Cllr A S Clayton, Mrs A E Dawson and Cllr R J Parry.

PUBLIC QUESTION TIME

No members of the public were present.

132 DECLARATIONS OF INTEREST

The following disclosures of interest from Members in respect of items of business included on the agenda were received:-

Cllr Mrs M E Crabtree declared a personal and prejudicial interest in the Grant Application received from the SSAFA-FH tabled at this meeting.

Cllr J F London being a Member of Kent County Council, stated he would reconsider matters to be discussed at this meeting at County level, taking into account all relevant evidence and representations at Kent County Council.

Cllr J F London being a member of Kent & Medway Fire & Rescue, stated that he would reconsider matters to be discussed at this meeting at the Authority, taking into account all relevant evidence and representations at Kent and Medway Fire and Rescue Authority.

Cllr J F London declared a personal interest in the Sevenoaks Almshouse Charity as a Trustee.

Cllr R L Piper being a Member of Sevenoaks District Council, stated he would reconsider matters to be discussed at this meeting at District level, taking into account all relevant evidence and representations at Sevenoaks District Council

Cllr R L Piper declared a personal interest in the Citizens Advice Bureau as a member of Advisory Board.

Cllr S G Raikes declared a personal interest in agenda item number 8 - Street Lighting

Cllrs Mrs P C Walshe and S G Raikes declared a personal interest being members of the Stag Community Arts Centre user groups.

133 MINUTES

It was **RESOLVED that** the minutes of the meeting of the Finance & General Purposes Committee held on 28 June 2010 be received and signed subject to the following amendments:

Minute 48	should read Cllr R L Piper.
Minute 54	should read "officers be removed from the cheque signing mandate".

134 SUB COMMITTEE
Youth Council

The report of the Meeting held on 14th July 2010 was received and adopted.

The Chairman congratulated the Youth Council on behalf of the Finance & General Purposes Committee on their Try Angle Award received in the Citizenship and Environment section.

135 FINANCE REPORTS

It was RESOLVED that:

(a) Statement of Accounts

The Statement of Accounts together with the Finance Officer's Report from 1 April to 31 July 2010 be received and adopted.

The RFO and the Finance Manager at the Stag were congratulated on their team work in negotiations with HMRC and the positive result achieved.

Attempts be made to absorb the additional unbudgeted costs out of the existing precept from any savings made in the year.

(b) Supplier's Accounts

The accounts listed in the schedules 1 June to 31 August 2010 (£25,224.03) having been inspected and compared with the schedules were unanimously authorised for payment.

- (c) Payroll Account
The payments from the Payroll account from 1 April to 31 August 2010 having been inspected and compared with the schedules were confirmed.

It was RESOLVED that:

- The schedule to be anonymised
- Full time equivalent figures would be calculated on a monthly basis in future.

- (d) Petty Cash Account
The payments from the Petty Cash account from 1 May to 31 August 2010 (£2,057.02) having been inspected and compared with the schedules were confirmed.

It was RESOLVED that the limit for Petty Cash held at the Town Council offices remain at £300.

- (e) Hospitality and Gifts Register
The Committee noted gifts received by members of staff @ the Stag Community Arts Centre during the period 1 June to 31 August 2010. No gifts were received by members of the Town Council staff.

- (f) Internal Audit Letter
The Committee received and noted the letter from the Audit Commission signed and dated 28 June 2010.

- (g) Audit Commission Annual Return for the year ended 31 March 2010

It was RESOLVED that the amended Annual Return be received and approved.

- (h) Santander Bank Mandate

It was RESOLVED that the following Santander Corporate Banking Mandate be approved and adopted.

1. Sevenoaks Town Council (STC) appoints Santander Corporate Banking (Santander) as its bankers from the date of this mandate and applies for the accounts and services as indicated in the Application Form.
2. STC authorises Santander to act in accordance with the payment instructions given by STC from any account held with Santander in the name of STC. Santander will only make the payment if the instruction has been signed by at least the agreed number of signatories.
3. STC confirms that the list of Councillors and officials of STC who are authorised to sign instructions on its behalf as set out in the Application Form is accurate. STC must notify Santander Corporate

Banking of any changes to the signatories or otherwise relevant to the operation of the account in writing, signed by the correct people in paragraph 4 of the Application Form.

4. Any notice must be in writing and signed by any two signatories.
5. STC agrees to inform Santander if it creates any fixed charge over its book debts.
6. The above resolutions of STC shall be communicated to Santander and shall be STC's Mandate to Santander. This Mandate shall remain in force and Santander may act upon it until STC notifies Santander that it is to end or to be changed.
7. STC has read and understood and consents to the Declaration contained in the Application Form.

(i) Investment Strategy

It was RESOLVED that

Discussion on the Investment Strategy be deferred to the following meeting to allow for further information to be gathered on credit ratings. In the interim, the credit rating within the Investment Strategy be amended to not less than A- so that it is in line with the current ratings as supplied by Fitch Ratings.

136 GRANT AID

It was RESOLVED that the following grants be awarded

Grant Request Received from:	Sum of Grant Aid/Conditions
Sevenoaks Almhouse Charity	£750 in full subject to report being submitted within 6 months
Sevenoaks Three Arts Festival	£500 in full subject to report being submitted within 6 months
West Kent Mediation	£900 in full subject to report being submitted within 6 months
Soldiers, Sailors & Airmen, & Family Association – Forces Help	<i>Cllr Mrs M E Crabtree left the room for this discussion.</i> £200 in full subject to report being submitted within 6 months

(Resolved under the Power of Wellbeing)

It was RESOLVED that the following grant application be deferred:

Grant Request Received from:	Sum of Grant Aid/Conditions
Sevenoaks & Swanley CAB for grant of £4,500	A request to be made that the CAB to re-submit their application with further information

136 CHRISTMAS LIGHTS AND FREE PARKING

The notes of the Christmas Lights meeting held on 19 August 2010 for the event on 26 November 2010 were received and noted.

137 STREET LIGHTING

The report from the Deputy Town Clerk on Street Lighting in unadopted roads within Sevenoaks Town and its recommendation was received and adopted.

It was RESOLVED that:

- The Town Council contacts the Kent County Council (KCC) with regard to taking over responsibility for street lighting in unadopted roads within Sevenoaks Town
- Residents associations are informed that the cost of maintenance and repairs will be charged out in future.

138 CURRENT MATTERS

The Committee received and noted the list of current matters.

139 POLICY CONSULTATION LOCAL REFERENDUMS

The Committee received and noted the policy consultation issued by NALC dated 2 August 2010

140 PRESS RELEASE

The Committee agreed for press releases to be issued on the following items:

- Sevenoaks Town Council's Grant donations
- the Sevenoaks Community Centre – facility to hire
- the new location of the TIC and WC facilities at the Stag Community Arts Centre.

The meeting closed at 9:16pm

THE CHAIRMAN