

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 7 November 2011 at 7:00pm.

PRESENT

Cllr R L Piper (Chairman)
Cllr A Eyre (Vice Chairman)

Cllr J M Canet
Cllr G R S Clack (arrived 7:11pm)
Cllr A S Clayton (arrived 7:21pm)
Cllr R M C Hogarth
Cllr S G Raikes
Cllr P E Towell
Cllr Mrs P C Walshe (9)

Also Present

Cllr J F London, Freeman of Sevenoaks Town (arrived 7:26pm)

In Attendance

Town Clerk
Deputy Town Clerk
Responsible Finance Officer
Committee Clerk

Apologies for Absence

Cllrs S L Arnold, Mrs A E Dawson and R J Parry

PUBLIC QUESTION TIME

No members of the public were present at the meeting.

214 DECLARATIONS OF INTEREST

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

Cllrs A Eyre, R M C Hogarth, R L Piper, S G Raikes and P E Towell being Members of Sevenoaks District Council stated that they would reconsider matters to be discussed at this meeting at District level, taking into account all relevant evidence and representations at Sevenoaks District Council.

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

Cllr R L Piper declared a personal interest in Probus, a hirer of the Community Centre, Agenda Item No 4 (c).

Cllr S G Raikes declared a personal interest in Agenda Item No 13 "Street Lighting in Private Roads".

215 MINUTES

It was **RESOLVED that** the minutes of the meeting of the Finance & General Purposes Committee held on 12 September 2011 be signed by the Chairman.

216 SUB COMMITTEESa) Youth Council

It was **RESOLVED that** the

i) minutes of the Youth Council pre-meeting and meeting held on 21 September 2011 be received and adopted.

ii) notes of the inquorate meeting on 19 October 2011 were noted.

b) Youth Services Sub Committee

It was **RESOLVED that** the minutes of the Youth Services Sub Committee meeting held on 21 September 2011 be received and adopted.

c) Sevenoaks Community Centre

It was **RESOLVED that** the Officer's recommendation to increase all the Community Centre pricing tariffs by 3% and to approve the pricing structure for week-end hire of the halls be adopted.

Cllr G R S Clack arrived at 7:11pm

217 FINANCE REPORTS

It was RESOLVED that

(a) Statement of Accounts

The Statement of Accounts together with the Finance Officer's Report from 1 August to 30 September 2011 be received and adopted.

Cllr A S Clayton arrived at 7:21pm

(b) Suppliers' accounts

The accounts listed in the schedules from 1 August to 30 September 2011 (£68,026.44) having been inspected and compared with the schedules were unanimously authorised for payment.

Cllr J F London arrived at 7:26pm

(c) Payroll Account

The payments from the Payroll account from 1 August to 30 September 2011 having been inspected and compared with the schedules be confirmed.

(d) Petty Cash Account

The payments from the Petty Cash account from 1 August to 30 September 2011 (£1,190.74) having been inspected and compared with the schedules, be confirmed.

(e) Investment Strategy

(i) The Investment Strategy Policy for 2011/2012 be adopted subject to:

- review quarterly and report to committee
- investments to be made with banks with a credit rating of A and above
- no unnecessary transaction costs to be incurred

(ii) The current investments with financial institutions be noted.

- (f) NatWest Streamline
It was RESOLVED that the adoption of the resolution in respect of the NatWest Streamline Banking Mandate be noted and adopted.

- (g) Hospitality and Gifts Register
 The gifts received by employees of Sevenoaks Town Council during the period 1 June to 30 September 2011 be noted.

218 DRAFT REVENUE ESTIMATES 201/2012 & ROLLING CAPITAL PROGRAMME

The Town Clerk addressed the committee in relation to proposed additional budget saving. **It was RESOLVED that**

- (a) 2012/2013 Draft Revenue Estimates

- i) The estimates be deferred to a meeting of the Finance & General Purposes Committee to be convened in December 2011.
 ii) Officers to review the figures and aim to reduce the budget by 5% to 10%. Cutbacks are to be made from backroom, no frontline services, including events to be cut back.

The Town Clerk referred to the fact that considerable savings had been made during the current year and officers had delivered a budget with a 0% increase. Whilst it was appreciated that there may be a need for a second review and a trim of figures, this would be difficult.

- iii) Olympics 2012

- i) to support in principle the Olympic Torch event in Sevenoaks
 ii) Involve as many other groups – schools, sports clubs, Sencio as possible to reduce the load on Sevenoaks Town Council staff
 iii) Sevenoaks Town Council expenditure to be £5k net
 iv) Hold an event on the Vine on the day of the Torch relay
 v) Create a working party to discuss the project.

There was also a suggestion that we should try to obtain second hand bunting from towns where the torch had already passed through.

- (b) Draft rolling Capital Programme

The draft rolling Capital Programme for 2012/2013 to 2013/2014 be noted. It was agreed that the tender process be discussed and reviewed at the next appropriate meeting. **It was AGREED that** details of the tender process as set out in Standing Orders be brought to an appropriate meeting for review.

- (c) Property Maintenance Programme

The future Property Maintenance Programme be noted.

- (d) Review of the Town Council Charges

The charges for the hire of the Council Chamber from January 2012 be increased by 3% as recommended. **It was AGREED that** further marketing be undertaken.

- (e) Cost of Living recommendation to be reviewed by the Personnel Committee

- (f) Review RPI in January 2012.

Cllr J F London, left at 8:50pm

219 LOCALISM BILL**It was RESOLVED that**

- (a) the update from NALC dated 6 October 2011 on the Localism Bill was noted
- (b) having considered the letter from Sevenoaks District Council dated 13 October 2011, the form should be returned to the District Council asking for details of the fixed charges before the Town Council could make a decision
- (c) the update from NALC dated 1 November 2011 on the future Standards of Conduct of Members of Local Authorities in England was received and noted.

220 IT STRATEGY REVIEW UPDATE

It was RESOLVED that the recommendation by the Responsible Finance Officer, approved by the IT Strategy Review team, to proceed with Option 1 in the sum of £50,218.24 be approved.

221 ELECTIONS

An email from Sevenoaks District Council concerning the revisions to Polling Stations was received and noted.

222 CHRISTMAS LIGHTS UPDATE

A verbal update from the Town Clerk concerning the progress of the 2011 Christmas Lights was noted. In particular, feedback from the public in 2010 concerning sound levels had been addressed with an audio system being supplied along the High Street to improve the quality of the event. Copies of the notes of meetings and budgets to be circulated as soon as possible.

223 QUEENS DIAMOND JUBILEE

The minutes of the Queens Diamond Jubilee Working Party meeting held on 27 September 2011 be noted and adopted. **It was RESOLVED that** the maximum spend by the Town Council be limited to £10,000 in total and further details be submitted to the meeting in December.

224 TOWN CENTRE PARTNERSHIP**It was RESOLVED that**

- (a) the minutes of the meeting held on 13 October 2011 be noted and approved.
- (b) £2,500 be released to the Town Centre Partnership budget to establish the Partnership website with the proviso that the Town Council becomes the legal owner of it and retains all rights to it. **It was AGREED that** no further funds be released by the Town Council until cash funding by the Partnership without equivalent cash match funding.

Cllr S G Raikes left the room.

225 STREET LIGHTING IN PRIVATE ROADS

A report on street lighting in private and unadopted roads was received and noted. **It was RESOLVED that** the RECOMMENDATIONS be agreed to take the relevant actions.

Cllr S G Raikes re-entered the room.

226 TOURIST INFORMATION CENTRE

| **It was RESOLVED that** the update report concerning the Tourist Information Centre be noted and approved.

227 CURRENT MATTERS

The list of current matters was received and noted.

228 PRESS RELEASE

| **It was RESOLVED that** the following be worthy of a press release:

- (a) Queens Diamond Jubilee
- (b) Olympics 2012

IT WAS RESOLVED THAT under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

229 RALEYS RE-DEVELOPMENT

| An update report from the Town Clerk was received and noted. **It was RESOLVED that** the Chairman of Finance, the Chairman of Open Spaces and Leisure together with the Chief Executive/Town Clerk be given executive power to have authority to negotiate terms of the legal agreement and instruct Brachers accordingly.

The meeting closed at 10:30pm

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Chairman's signature

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Date