

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 28 February 2011 at 8.10pm

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## PRESENT

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

Cllr J M Canet	Cllr R J Parry
Cllr Mrs M E Crabtree	Cllr S G Raikes (ex Officio)
Cllr Mrs A E Dawson	Cllr Mrs P C Walshe
Cllr A Eyre	(9)

### Also Present

Cllr Mrs M A London  
Cllr M G Short

### In Attendance

Six Members of the Public  
Town Clerk  
Responsible Finance Officer (RFO)  
Committee Clerk

### Apologies for Absence

Cllr A Clayton

## PUBLIC QUESTION TIME

No questions were posed by the members of the public who were present. Members of Greatness Residents Association and Sevenoaks Community Theatre attended to assist the Committee should there be any queries with their grant applications.

The Town Clerk advised that Sevenoaks District Council were considering a one-off contribution of £7,233.30 in respect of the grant application from Greatness Residents Association. Ongoing maintenance will be discussed with Sevenoaks Town Council to help safeguard the future and assist with long-term local community involvement.

## 321 DECLARATIONS OF INTEREST

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

Cllrs J F London and R J Parry being Members of Kent County Council, stated they would reconsider matters to be discussed at this meeting at County level, taking into account all relevant evidence and representations at Kent County Council.

Cllrs London and Parry, being members of Kent & Medway Fire & Rescue, stated that they 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.

Cllrs R L Piper and Cllr A Dawson 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 in being members of a Stag Community Arts Centre's user group and a prejudicial interest relating to the Grant Application received from Sevenoaks Community Theatre.

Cllrs J F London and Mrs M E Crabtree declared a personal and prejudicial interest in matters relating to relating to the grant applications received from Sevenoaks Rugby Football Club and Friends of Rheinbach.

Cllr M Canet declared a personal and prejudicial interest in matters relating to relating to the grant application received from Friends of Pontoise.

Cllr Mrs Walshe declared a personal and prejudicial interest in matters relating to relating to the grant applications received from Friends of Rheinbach and the Sevenoaks Summer Festival 2011.

Cllr Eyre declared a personal and prejudicial interest in matters relating to relating to the grant applications received from Sevenoaks Literary Celebration, Greatness Residents Association and Sevenoaks Christian Counselling Service.

322 MINUTES

It was **RESOLVED that** the minutes of the meeting of the Finance & General Purposes Committee held on 17 January 2011 be accepted and signed by the Chairman.

323 SUB COMMITTEES

(a) Community Centre

The minutes of the Community Centre Committee held on 14 February 2011 were received and noted.

**It was RESOLVED that** the consideration be given to creating a Community Centre User Group for liaison and strategic decisions would be considered at the Finance and General Purposes Committee on 11 April 2011.

(b) Youth Council

The minutes of the Youth Council meetings held on 16 February 2011 were received and noted.

(c) Youth Services Sub Committee

The minutes of the Youth Services Sub Committee meeting held on 16 February 2011 were received and noted.

**It was RESOLVED that**

- i) a grant of £300 be awarded to a local Sevenoaks Youth in the Kent under 17 Girls' Fixtures to seek and obtain their level 1 coaching
- ii) a grant of £250 be awarded to Sevenoaks Rugby Club for the Summer 2011 Tag Rugby Festival.

The Chairman requested that the Agenda be altered to consider the Grants item next in consideration of public present.

### 324. GRANT APPLICATIONS

The Committee received and considered applications for grant aid.

It was **RESOLVED that** the following sums be awarded under the Power of Well Being as follows:-

<b>Organisation</b>	<b>Sum of Grant Aid</b>
Relate West and Mid Kent*	£750
Sevenoaks Volunteer Transport Group Reg'd Charity	£500
Sevenoaks Literary Celebration	£600
Sevenoaks & Swanley Citizens Advice Bureau	£1,510
Friends of Pontoise*	£500
Sevenoaks Three Arts Festival	£600
Sevenoaks Home Library Service	£200
Friends of Rheinbach	£600
Sevenoaks Community Theatre	£2,000
Sevenoaks Christian Counselling Service*	£1,800
South East Studios – Sevenoaks Area	£250
Sevenoaks Art Club	£250
Sevenoaks Historical Society	£500
Sevenoaks Summer Festival – Youth Jazz Workshop	£1,000

\* Grant Aid be awarded in the Financial Year 2010/2011

All other Grant Aid be awarded in the Financial Year 2011/2012.

It was **AGREED that**

Conditions of the grant be outlined to the organisations.

### 325. FINANCE REPORTS

#### Statement of Accounts

(a) The Statement of Accounts together with the Finance Officer's Report from 1 to 31 January 2011 be received and adopted.

**It was RESOLVED that:**

- the current investment with Santander continue with deposits to be invested on a running two monthly contract
- investments be discussed at each meeting of the Finance and General Purposes Committee
- the Town Council's contributions be 3.8% payable to Oakhill Road Sevenoaks Limited and that the £4,146 be withheld whilst clamping and parking restrictions are investigated by the Responsible Finance Officer
- the Town Clerk investigate holding a fire work display to celebrate the Royal Wedding

- (b) Supplier's Accounts  
The accounts listed in the schedules 1 to 31 January 2011 (£46,387.94) having been inspected and compared with the schedules be unanimously authorised for payment.
- (c) Payroll Account  
The payments from the Payroll account from 1 to 31 January 2011 having been inspected and compared with the schedules be confirmed.
- (d) Petty Cash Account  
The payments from the Petty Cash account from 1 to 31 January 2011 (£463.79) having been inspected and compared with the schedules be confirmed.
- (e) Investments  
A report to consider banking institutions with higher ratings was received and considered.  
**It was RESOLVED** that the banking business of the Town Council be transferred to NatWest.
- (f) Financial Regulations  
The updated Financial Regulations for the Town Council were received and considered  
**It was RESOLVED** that the Financial Regulations be recommended to the Annual General Meeting subject to:-  
i) 3.9 include the wording "...shall, within 24 hours, bring..."  
ii) 8.2 and 9.1 advice be sought from NALC to ensure wording is comparative  
iii) Amendments were indicated on report
- (g) Kent County Council Pension Fund  
A letter dated 21 December 2010 regarding the recent actuarial valuation was received and noted.
- (h) Annual Internal Control  
The annual statement on the system of internal control together with the annual review of the effectiveness of the Council's system of internal audit was received, approved and signed by the Chairman.
- (i) Hospitality and Gifts Register  
The gifts received by employees of Sevenoaks Town Council during the period 1 to 31 January 2011 be noted.

326. LOCALISM BILL  
The report received from NALC was deferred to a future meeting of the Finance and General Purposes Committee.

327 SCHEDULE OF MEETINGS

(a) Annual Meeting of the Council

**It was RESOLVED** that the Annual General Meeting of the Town Council be moved to 9 May 2011 to be the first meeting following the Local Elections on 5 May 2011.

(b) Saturday 7 May 2011

**It was RESOLVED** that there be a “meet and greet” meeting for Councillors at the Town Council Offices at 10am on Saturday 7 May 2011 when they may sign their Declaration of Office, followed by a tour of the Town Council properties at 11am.

(c) Schedule of Meetings

The schedule of meetings for 2011/2012 was received and noted.

(c) 18 July 2011 – Combined Meetings

It was noted that the Open Spaces & Leisure Committee will follow Planning Committee on 18 July 2011 as a result of NALC visiting the Town Council on 11 & 12 July 2011.

328 SUMMER CONCERTS ON THE VINE BANDSTAND

A list of bands playing at the Vine Bandstand during the summer of 2011 was received and noted.

329 FREE USE OF THE COUNCIL CHAMBER

A request for free use of the Council Chamber for a School Youth Event was received and considered. **It was RESOLVED** that the Council Chamber be made available at no charge for one School Youth event.

330 CURRENT MATTERS

A report of the current matters was received and considered.

331 PRESS RELEASE

The Committee agreed to issue a Press Release on the Grant awards.

332 TOURIST INFORMATION CENTRE

This item was deferred to a future meeting.

The meeting closed at 10.30 pm

Signed .....  
**Chairman**

Dated .....