

24 February 2011

You are requested to attend a meeting of the FINANCE AND GENERAL PURPOSES COMMITTEE to be held in the Council Chamber at the address below on Monday 28 February 2011 following the meeting of the Town Council. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

A G E N D A

Apologies for absence.

1 PUBLIC QUESTION TIME

To enable members of the public to make representation or put questions to the Committee on any Financial or General Purposes matters.

2 DECLARATIONS OF INTEREST

To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.

3 MINUTES

To receive and sign the minutes of the meeting of the Finance & General Purposes Committee held on 17 January 2011 (copy previously circulated).

4 SUB COMMITTEES

(a) Community Centre

To receive and adopt the minutes of the Community Centre Committee meeting held on 14 February 2011 (copy previously circulated).

(b) Youth Council

To receive and adopt the minutes of the Youth Council meetings held on 16 February 2011 (copy to follow).

(c) Youth Services Sub Committee

To receive and adopt the minutes of the Youth Services Sub Committee meeting held on 16 February 2011 (copy previously circulated)

5 FINANCE REPORTS

(a) Statement of Accounts

To receive and consider the Statement of Accounts, together with the Finance Officer's report from 1 to 31 January 2011 (copy to follow)

- (b) Suppliers' Accounts
To authorise payment of the accounts listed in the schedules from 1 to 31 January 2011 (copy to follow)
- (c) Payroll Account
To confirm payments from the account listed in the schedules from 1 to 31 January 2011 (copy to follow)
- (d) Petty Cash Account
To confirm payments from the account listed in the schedules from 1 to 31 January 2011 (copy to follow)
- (e) Investments
To receive and consider banking institutions with higher ratings to possibly change the Town Council's bank (copy to follow)
- (f) Financial Regulations
To receive, consider and approve the updated Financial Regulations (copy to follow)
- (g) Kent County Council Pension Fund
To receive and note a letter dated 21 December 2010 regarding the recent actuarial valuation (copy to follow)
- (h) Annual Internal Control
To receive, consider and approve 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 (copy to follow)
- (i) Hospitality and Gifts Register
To note the Hospitality or Gifts received by the employees of Sevenoaks Town Council staff during the period from 1 to 31 January 2011 (copy to follow)

6 GRANT APPLICATIONS

To note a schedule of grant applications and to receive and consider:

- (a) requests for grant applications for the period April 2010 to March 2011 (copy to follow)
- (b) requests for grant applications for the period April 2011 to March 2012 (copy to follow)
- (c) a request deferred from the Youth Services Sub Committee held on 16 February 2011 to be discussed with a fully costed budget for the Tag Rugby (copy to follow)

7 LOCALISM BILL

To receive and consider a report from NALC.

8 SCHEDULE OF MEETINGS

- (a) Annual Meeting of the Council
To consider moving the annual meeting of the Council to 9 May from 16 May 2011 so that it will be the first meeting following the Local Elections on 5 May 2011. Planning Committee could either follow Council on 9 May or take place on 16 May 2011.
- (b) Saturday 7 May 2011
To note there will be a 'meet and greet' meeting for Councillors at the Town Council Offices at 10:00am on Saturday 7 May 2011 when councillors will be able to sign their Declaration of Office.
If members consider it appropriate, a tour of the Town Council properties could be arranged at 11.00am.
- (c) Schedule of Meetings
To receive and consider draft schedule of meetings for 2011/12 (copy to follow)

- (d) 18 July 2011 – Combined Meetings
To note that Open Spaces and Leisure Committee will follow Planning Committee on 18 July 2011. This is as a result of NALC visiting the Town Council on 11 & 12 July 2011.

- 9 SUMMER CONCERTS ON THE VINE BANDSTAND
To receive and note the bands playing at the vine Bandstand during 2011 in the summer (copy to follow)
- 10 FREE USE OF COUNCIL CHAMBER
To receive and consider the attached email request for free use of the Council Chamber
- 11 CURRENT MATTERS
To receive and note a list of current matters
- 12 PRESS RELEASE
To consider any agenda items, which would be appropriate for a press release.

To resolve 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.

- 13 TOURIST INFORMATION CENTRE
- a) to consider a report from the Town clerk evaluating the provision of service of the Tourist Information Centre (copy to follow, members only)
 - b) to consider a report from the Town Clerk the report received from KCC regarding dilapidations (copy to follow, members only)