

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 12 September 2011 at 7:00pm.

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**PRESENT**

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

Cllr J M Canet  
Cllr G R S Clack  
Cllr Mrs A E Dawson (arrived 7:21pm)  
Cllr R M C Hogarth  
Cllr R J Parry (arrived 7:05pm)  
Cllr S G Raikes  
Cllr P E Towell (9)

In Attendance

Mr Neil Key, Primary Schools Sports Partnership  
Town Clerk  
Responsible Finance Officer (RFO)  
Committee Clerk  
Raleys Gym Co-ordinator

Apologies for Absence

Cllrs A S Clayton and Mrs P C Walshe

PUBLIC QUESTION TIME

No members of the public were present at the meeting.

Mr Neil Key reported on the benefits regarding the grant of £500 recently awarded by Sevenoaks Town Council to the Primary Schools Sports Partnership.

Mr Neil Key advised that a further article will be published by the Sevenoaks Chronicle to update all that the Primary Schools Sports Partnership is an ongoing programme for local primary schools.

The Members thanked Mr Key for his update and considered the work being done by the Primary Schools Sports Partnership to be of extreme value and of great benefit to the local primary school children in Sevenoaks town and advised that the Mayor would be happy to attend events such as prize giving.

152 DECLARATIONS OF INTEREST

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

Cllr R J Parry 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 R J Parry, 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.

Cllrs Mrs A E Dawson, 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 Mrs A E Dawson, A Eyre, R M C Hogarth, R L Piper, S G Raikes and P E Towell declared a personal interest being members of a Stag Community Arts Centre's user group.

Cllr R L Piper declared a previous interest regarding West Kent Mediation when he was a trustee for a brief time, which has now ceased.

All Members present declared a personal interest in VAWK.

Cllr Mrs A E Dawson declared a personal interest in Sevenoaks Day Nursery.

153 MINUTES

It was **RESOLVED that** the minutes of the meeting of the Finance & General Purposes Committee held on 27 June 2011 be adopted and signed by the Chairman.

154 SUB COMMITTEES

a) Youth Council

It was **RESOLVED that:**

- i) the minutes of the Youth Council meeting held on 13 July 2011 be received and approved and attendance levels at Youth Council meetings be monitored.

b) Sevenoaks Community Centre

It was **RESOLVED that:**

- i) the User Group comprise of 4 or 5 Members together with some new hirer representatives [Minute 54 c refers]. Cllrs R L Piper and S G Raikes were nominated and seconded to join this User Group
- ii) the Town Clerk approach other Committees for an additional 2 or 3 Members to join and represent this User Group
- iii) the provisional dates were received and noted but will need to be reviewed and amended once the User Group is formed.
- iv) the updated report from the Sevenoaks Community Centre Administrator be received. **It was RESOLVED that** the Chairman together with the Town Clerk be given executive powers to purchase a cost effective boiler and that the advertising leaflets be posted onto the council's website

155 RALEYS GYM

The Members welcomed and thanked Serena Philpot, Gym Coordinator for attending and giving an overview of events and courses being run at Raleys Gym and noted that attendance figures are improving.

156 FINANCE REPORTS**It was RESOLVED that**

- (a) Statement of Accounts  
The Statement of Accounts together with the Finance Officer's Report from 1 May to 31 July 2011 be received and adopted.
- (b) Suppliers' accounts  
The accounts listed in the schedules from 1 May to 31 July 2011 (£78,570.21) having been inspected and compared with the schedules were unanimously authorised for payment.
- (c) Payroll Account  
The payments from the Payroll account from 1 May to 31 July 2011 having been inspected and compared with the schedules be confirmed.
- (d) Petty Cash Account  
The payments from the Petty Cash account from 1 May to 31 July 2011 (£2,308.51) having been inspected and compared with the schedules, be confirmed
- (e) Internal Audit  
The Internal Auditor letter dated 2 August 2011 was received and noted.
- (f) Clydesdale Bank Mandate  
The adoption of the resolution in respect of the Clydesdale Banking Mandate was noted. **It was RESOLVED that** the resolution be adopted, subject to our usual signing procedures in accordance with the Financial Regulations.
- (g) RBS BACS Service  
The adoption of the resolution in respect of the RBS BACS Service was noted. **It was RESOLVED that** the resolution be adopted, to allow the Responsible Finance Officer (currently Christine Parvin) and Finance Assistant (currently Esther Collens) to open the BAC's payment account with Moorepay, subject to our signing procedures in accordance with the Financial Regulations.
- (h) Nat west Streamline  
**It was RESEOLVED that** the adoption of the resolution in respect of the Nat West Streamline Banking Mandate be deferred to a future meeting of the Finance and General Purposes Committee.
- (i) Stag Community Arts Centre  
A letter from Sevenoaks Town Council to the Stag Community Arts Centre regarding the grant from Sevenoaks District Council was received and noted.
- (j) Hospitality and Gifts Register  
It was noted that no gifts were received by employees of Sevenoaks Town Council during the period 1 June to 31 August 2011.

157 FINANCIAL RISK ASSESSMENT

The reviewed Financial Risk Assessment was received and considered. **It was RESOLVED that** this assessment be adopted subject to the following amendments:

- Page 1, paragraph 2 "headed by a responsible finance officer", be amended to read "by the responsible finance officer"
- Page 3, paragraph 5, "reference to the Community Centre Management Committee" be removed".

Councillor R M C Hogarth left the meeting at 8:30pm.

158 BUSINESS RATES

**It was unanimously RESOLVED that** the Town Clerk make representation to government for

- a) a percentage of the business rates to be returned to parish and town councils
- b) town and parish councils' premises to be exempt from the payment of business rate as per charities

in line with the "Government Consultations on Local Planning Regulations, Draft National Planning Policy Framework and Local Government Resource Review".

159 QUEEN'S DIAMOND JUBILEE

- a) A report from the Queen's Diamond Jubilee Working Party was received. It was noted that events are being planned by Sevenoaks Town Council for 3 and 4 June 2012.
- b) A Schedule of estimated costs was received and noted.

160 CHRISTMAS LIGHTS

A report from the Christmas Lights Working Party held on 26 July 2011 and 6 September 2011 was received and noted. **It was RESOLVED that** Councillors visit local traders to request that they remain open late for Christmas Lights on Friday 25 November 2011.

161 IT STRATEGY REPORT

A report from the IT Working Party was received and noted. **It was unanimously RESOLVED that** Company B quotation be accepted.

162 GRANTS

- a) The Committee received and considered applications for Grant Aid. **It was RESOLVED that** the following sums be awarded under the Local Government (Miscellaneous Provisions) Act 1976 (19) (3) as follows:  
It was **AGREED that** Conditions of the grant be outlined to the organisations.
- b) Reports and photos from grant recipients were received. The Members extended a thank you to all recipients and the officers for all their hard work and were pleased that the Sevenoaks Community has benefited.
- c) A current schedule of Grant applicants and sums awarded to date was received and noted.

£ amount awarded	Organisations	Purpose of Grant
500.00	Sevenoaks Three Arts Festival	Young Musician of the Year Competition
750.00	West Kent Mediation	Professional impartial confidential community mediation service for local residents.
660.00	Voluntary Action Within Kent – Dial 2 Drive	To train 24 drivers in Sevenoaks Town for the Dial 2 Drive Community Public Transport Scheme.
1,000.00	Sevenoaks Day Nursery Trust <i>Cllr Mrs A E Dawson left the room whilst this application was discussed.</i>	To part fund the replacement of a ramp to their main entrance.

163 BRIBERY ACT

The new legal briefing from the National Association of Local Councils introducing the Bribery Act 2010, which came into force on 1 July 2011 was received and noted.

164 CURRENT MATTERS

A report of the current matters was received and considered. Cllr S G Raikes left the room whilst Street Lighting in unadopted roads was discussed.

165 PRESS RELEASE

The Committee agreed to issue a press release

- requesting ideas from the public for celebrating the Queens Diamond Jubilee in 2012
- regarding Job centre Plus visiting Sevenoaks Job Club on Monday 26 September 2011
- regarding Christmas Lights 2011

Recording Officers left the meeting at 9:30pm.

**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.**

166 RALEYS REDEVELOPMENT

A report from the Town Clerk was received and noted.

Signed .....  
Chairman

Dated .....