

4 November 2010

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 8 November 2010 at 7.00 pm. 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.

Deputy 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.

AGENDA

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 13 September 2010 (copy previously circulated).
- 4 SUB COMMITTEES
 - i) Youth Services Sub Committee
To receive the minutes of the Youth Services Sub Committee meeting held on 22 September 2010 (copy previously circulated).
 - ii) Youth Council
To receive the minutes of the Youth Council meetings held on 22 September and 13 October 2010 (copies previously circulated)
 - ii) Community Centre Sub Committee
To receive the minutes of the Community Centre Sub Committee meeting held on 11 October 2010 (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 August to 30 September 2010. (copy attached)
- (b) Suppliers' Accounts
To authorise payment of the accounts listed in the schedules 1 to 30 September 2010 (copy attached).
- (c) Payroll Account
To confirm payments from the account listed in the schedules 1 to 30 September 2010 (copy attached).
- (d) Petty Cash Account
To confirm payments from the account listed in the schedules from 1 to 30 September 2010 (copy attached).
- (e) External Auditor's Certificate and Opinion
To receive and note a report from the Audit Commission dated 30 September 2010. (copy attached)
- (f) Interim Internal Audit of Sevenoaks Town Council 2010/11
To receive and note a letter dated 1 October 2010 on the above matter. (copy attached)
- (g) Kent County Council Pension Fund
To receive and note a response to the Town Council's letter of 26 August 2010. (copy attached)
- (h) Hospitality and Gifts Register
To note there was no Hospitality or Gifts received by the employees of Sevenoaks Town Council staff during the period 1 September to 30 September 2010.

6 DRAFT REVENUE ESTIMATES 2011/2012 & ROLLING CAPITAL PROGRAMME

- i) 2011/12 Draft Revenue Estimates
To receive and consider the draft Revenue Estimates together with the Finance Officer's report thereon for 2011/2012. (copy attached)
- ii) Draft Rolling Capital Programme
To consider the draft Rolling Capital Programme for 2011/12 to 2012/13 (copy attached). This document takes into account the Annual Maintenance Survey undertaken (copy available on request).
- iii) Property Maintenance Programme
To receive and consider the Future Property Maintenance Programme. (copy attached – OS&L min 191ii) refers)
- iv) Review of Charges
To receive and consider the current charges. (copy attached)

- 7 CURRENT MATTERS
To receive and consider a report of current matters. (copy attached)
- 8 PHOTOCOPIER REVIEW
To receive and consider estimates for the replacement of the office photocopier.
(copy attached)
- 9 CHRISTMAS LIGHTS UPDATE
To receive and note the updated plans by the Chief Executive concerning the
2010 Christmas Lights. (copy attached).
- 10 SEVENOAKS SUMMER FESTIVAL
To receive and note a report on the 2010 Summer Festival. (copy attached)
- 11 PRESS RELEASE
To consider any agenda items, which, would be appropriate for a press release.

EXEMPT ITEM

**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.**

- 12 TOURIST INFORMATION CENTRE
To consider a report from the Tourist Information Centre.