

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 8 November 2010 at 7.00pm

PRESENT

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

Cllr J M Canet
Cllr Mrs A E Dawson
Cllr A Eyre
Cllr R M C Hogarth

Cllr R J Parry
Cllr S G Raikes (ex Officio)
Cllr Mrs P C Walshe
(9)

Also Present

Cllr Mrs M A London and Cllr P E Towell

In Attendance

Town Clerk
Deputy Town Clerk
Responsible Finance Officer (RFO)
Committee Clerk

Apologies for absence were received from Cllrs A S Clayton and Mrs M E Crabtree.

PUBLIC QUESTION TIME

No members of the public were present.

208 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 J F London and R J Parry declared an interest in any agenda items concerning the Kent & Medway Fire & Rescue Authority.

Cllrs Mrs A E Dawson and J F London declared an interest in the KCC Pension Fund.

Cllrs Mrs A E Dawson and R L Piper 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 P C Walshe and S G Raikes declared a personal interest as users of the Stag Community Arts Centre.

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

209 MINUTES

It was **RESOLVED that** the minutes of the meeting of the Finance & General Purposes Committee held on 13 September 2010 be received and signed subject to the following amendments:

Minute 135 (e) should read - Audit Commission signed and dated 28 June 2010.

210 SUB COMMITTEES

It was RESOLVED that:

- (a) Youth Services Sub Committee
The minutes of the Youth Services Sub Committee meeting held on 22 September 2010 was received and adopted.
- (b) Youth Council
The minutes of the Youth Council meetings held on 22 September and 13 October 2010 were received and adopted.
- (c) Community Centre
The minutes of the Community Centre Sub Committee meeting held on 11 October 2010 was received and adopted.

211 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 2010 be received and adopted.
- (b) Supplier's Accounts
The accounts listed in the schedules 1 to 30 September 2010 (£18,593.88) 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 30 September 2010 having been inspected and compared with the schedules be confirmed.
- (d) Petty Cash Account
The payments from the Petty Cash account from 1 to 30 September 2010 (£1,873.71) having been inspected and compared with the schedules be confirmed.

- (e) External Auditor's Certificate and Opinion
The Committee received and noted the report from the Audit Commission signed and dated 30 September 2010.

The Finance Team was congratulated on their work and achieving an excellent report from the Audit Commission.
- (f) Interim Internal Audit of Sevenoaks Town Council 2010/11
The Kent Audit letter dated 1 October 2010 was received and noted.
- (g) Kent County Council Pension Fund
The response to the Town Council's letter of 26 August 2010 was received and noted. **It was RESOLVED that** a report be brought to the next meeting of the Finance & General Purposes Committee.
- (h) Hospitality and Gifts Register
The Committee noted that there were no gifts received by employees of Sevenoaks Town Council during the period 1 to 30 September 2010.

212 Draft Revenue Estimates 2011/2012 & Rolling Capital Programme

- (a) 2011/12 Draft Revenue Estimates
It was RESOLVED that the draft Revenue Estimates for 2011/2012 together with the Finance Officer's report in the sum of £716,691 be accepted.

The Councillors thanked and congratulated the Chief Executive for her fortitude and skill in her current dual role as Chief Executive and Town Clerk and for continuing in these capacities until April 2012.
- (b) Draft Rolling Capital Programme
It was RESOLVED that the draft Rolling Capital Programme for 2011/12 to 2012/13 be deferred to the next meeting of the Finance & General Purposes Committee.
- (c) Property Maintenance Programme
It was RESOLVED that the Future Property Maintenance Programme be deferred to the next meeting of the Finance & General Purposes Committee.
- (d) Review of Charges
The current charges were received. **It was RESOLVED that** the proposed changes be deferred to the next meeting of the Finance & General Purposes Committee.

213 Current Matters

A report of the current matters was received and considered.

214 Photocopier Review

It was RESOLVED that Cllrs A Eyre, R J Parry and S G Raikes meet separately to carry out further research and proceed with their outcome under Chairman's action.

215 Christmas Lights Update

The updated plans by the Chief Executive concerning the Christmas Lights 2010 was received and noted. The High Street is to be closed at 5:30pm, entertainment to start at 6pm, the Christmas Lights being turned on at 7pm with shops remaining open for late night shopping. The Editor of the Sevenoaks Chronicle has agreed to compere the event on stage.

It was RESOLVED that the press be asked to report a list of shops remaining open for late night shopping on 26 November 2010.

216 Sevenoaks Summer Festival

A report on the 2010 Summer Festival and an invitation to attend the AGM on 11 November 2010 was received and noted.

It was RESOLVED that thanks to both John Levett, as Organiser and Nick Thorne, as Treasurer be formally extended and recorded on behalf of Sevenoaks Town Council in recognition of their work for the Summer Festival.

217 Press Release

No item was considered appropriate for a Press Release.

EXEMPT ITEM

It was RESOLVED under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following items by reason of the confidential nature of the business.

218 Tourist Information Centre

The report from the Tourist Information Centre was received and noted.

It was RESOLVED that a report be compiled by the Town Clerk evaluating the provision of service to be presented to the next meeting.

The meeting closed at 9.30 pm

THE CHAIRMAN