

13 January 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 17 January 2011 at 7.00pm to be followed by a 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.

### **Proper Officer**

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 8 November 2010 (copy previously circulated).

4 SUB COMMITTEES

(a) Youth Services Sub Committee

To receive and adopt the minutes of the Youth Services Sub Committee meeting held on 17 November 2010 (copy attached)

(b) Youth Council

To receive and adopt the minutes of the Youth Council meetings held on 17 November 2010 and 5 January 2011 (copies attached)

## 5 FINANCE REPORTS

- (a) Statement of Accounts  
To receive and consider the Statement of Accounts, together with the Finance Officer's report from 1 October to 31 December 2010 (copy attached)
- (b) Suppliers' Accounts  
To authorise payment of the accounts listed in the schedules from 1 October to 31 December 2010 (copy attached)
- (c) Payroll Account  
To confirm payments from the account listed in the schedules from 1 October to 31 December 2010 (copy attached)
- (d) Petty Cash Account  
To confirm payments from the account listed in the schedules from 1 October to 31 December 2010 (copy attached)
- (e) Interim Internal Audit of Sevenoaks Town Council 2010/11  
To receive and note a letter dated 06 January 2011 on the above matter (copy attached) .
- (f) Nat West Bank Mandate  
To receive and consider
  - i) the adoption of the resolution (copy attached) in respect of the NatWest Banking mandate
  - ii) a Facsimile Indemnity (copy attached)
- (g) Hospitality and Gifts Register  
To note the Hospitality or Gifts received by the employees of Sevenoaks Town Council staff during the period from 1 October to 30 December 2010 (copy attached)

## 6 REVISED DRAFT REVENUE ESTIMATES 2011/12 & ROLLING CAPITAL PROGRAMME

- (a) 2011/12 Final Revenue Estimates  
To receive and consider the Final Revenue Estimates for 2011/2012 and to recommend that the Council levy a Precept of £716,691(Minute 212a refers) for the financial year 2011/12. This would be equivalent to a zero percentage increase on Band D Council tax payers.
- (b) Rolling Capital Programme  
To receive and consider the Rolling Capital Programme for 2011/2012 to 2012/2013 (copy attached).
- (c) Review of Charges  
To receive and note the revised current charges, deferred from the Finance & General Purposes Meeting dated 8 November 2010 (copy attached).

7 PHOTOCOPIER REVIEW

To receive and consider a report from the working party (copy attached).

8 SEVENOAKS SUMMER FESTIVAL

To receive and consider a grant application from Sevenoaks Summer Festival (copy attached).

9 CURRENT MATTERS

To receive and note a list of current matters.

10 PRESS RELEASE

To consider any agenda items, which would be appropriate for a press release.