

7 April 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 11 April 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 28 February 2011 (copy previously circulated).

4 SUB COMMITTEES

(a) Youth Council

To receive and adopt the minutes of the Youth Council meetings held on 30 March 2011 (copy to be tabled)

(b) Community Centre

i) to consider a User Group to discuss operational matters. Strategic decisions be referred to the Finance and General Purposes Committee

ii) to receive and consider quotes for:

- a) rolling painting programme
- b) resealing floor
- c) tennis/netball court lighting

deferred from the Community Centre Management Sub Committee meeting dated 14 February 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 1-28 February 2011 (copy attached).
 - (b) Suppliers' Accounts
To authorise payment of the accounts listed in the schedules from 1-28 February 2011 (copy attached)
 - (c) Payroll Account
To confirm payments from the account listed in the schedules from 1-28 February 2011 (copy attached)
 - (d) Petty Cash Account
To confirm payments from the account listed in the schedules from 1-28 February 2011 (copy attached)
 - (e) Irrevocable VAT
To receive a report on irrevocable VAT incurred this year (copy attached).
 - (f) Utilities Review
To receive a report in relation to services renewed on savings made this year (copy attached).
 - (g) Internal Audit
 - i) to receive and consider the Internal Audit Plan for 2011/2012 and to receive and note a letter from the Internal Auditor dated 28 March 2011 (copy attached).
 - ii) to receive and note attached report concerning the SCAC (copy attached).
 - (h) Hospitality and Gifts Register
To note that no Hospitality or Gifts were received by the employees of Sevenoaks Town Council staff during the period from 1 – 28 February 2011.

6 ACCOUNTS AND AUDIT REGULATIONS 2011
To receive and consider a letter dated 22 March 2011 from the Department for Communities and Local Government (copy attached).

7 LOCALISM BILL
To receive and consider a report from NALC deferred from the Committee Meeting dated 30 March 2011 (copy attached).

8 KRAFTMEIER MAUSOLEUM
To receive and consider a report from the Town Clerk (copy attached).

9 TOWN CENTRE PARTNERSHIP
To receive and consider a report from the Town Clerk in the formation of a Town Centre Partnership (copy attached).

10 CURRENT MATTERS
To receive and note a list of current matters (copy attached).

11 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.

12 TOURIST INFORMATION CENTRE
To consider a report from the Town clerk evaluating the provision of service of the Tourist Information Centre (copy previously circulated, members only).