

14 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 18 April 2011 no earlier than 8.00pm **for agenda items not discussed on 11 April 2011**. This meeting follows a meeting of the Planning Committee. 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.

### Committee Members:

Cllr R L Piper (Chairman)  
Cllr J F London (Vice Chairman)  
Cllr J M Canet  
Cllrs Mrs M E Crabtree  
Cllr A S Clayton

Cllr Mrs A Dawson  
Cllr A Eyre  
Cllr R M C Hogarth  
Cllr R J Parry  
Cllr Mrs P C Walshe

## 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 11 April 2011 (copy previously circulated).

### **To consider and make decisions on deferred Agenda Items from the Finance & General Purposes Committee meeting held on 11 April 2011\***

\*Agenda Item

### 4 SUB COMMITTEES

#### (a) Youth Council

To receive and adopt the minutes of the Youth Council meetings held on 30 March 2011 (copy previously circulated).

#### (b) Community Centre

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

- \*Agenda Item 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 previously circulated)
  - (b) Suppliers' Accounts  
To authorise payment of the accounts listed in the schedules from 1-28 February 2011 (copy previously circulated)
  - (c) Payroll Account  
To confirm payments from the account listed in the schedules from 1-28 February 2011 (copy previously circulated)
  - (d) Petty Cash Account  
To confirm payments from the account listed in the schedules from 1-28 February 2011 (copy previously circulated)
  - (e) Irrevocable VAT  
To receive a report on irrevocable VAT incurred this year (copy previously circulated)
  - (f) Utilities Review  
To receive a report in relation to services renewed on savings made this year (copy previously circulated)
  - (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 previously circulated)
    - ii) to receive and note attached report concerning the Stag Community Arts Centre (copy previously circulated)
  - (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.
- \*Agenda Item 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 previously circulated).
- \*Agenda Item 7 LOCALISM BILL  
To receive and consider a report from NALC deferred from the Committee Meeting dated 30 March 2011 (copy previously circulated).
- \*Agenda Item 9 TOWN CENTRE PARTNERSHIP  
To receive and consider a report from the Town Clerk in the formation of a Town Centre Partnership (copy previously circulated).
- \*Agenda Item 10 CURRENT MATTERS  
To receive and note a list of current matters (copy previously circulated).
- \*Agenda Item 11 PRESS RELEASE  
To consider any agenda items, which would be appropriate for a press release.