

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 18 April 2011 at 8.19pm

PRESENT

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

Cllr J M Canet	Cllr A Eyre
Cllr A S Clayton	Cllr S G Raikes (ex Officio)
Cllr Mrs M E Crabtree	Cllr Mrs P C Walshe
Cllr Mrs A E Dawson	(9)

Also Present

Cllr Mrs M A London

In Attendance

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

Apologies for Absence

Cllrs R M C Hogarth and R J Parry

PUBLIC QUESTION TIME

No members of the public were present at the meeting.

382 DECLARATIONS OF INTEREST

The following disclosures of interest from Members in respect of items of business included on the agenda were received:-

Cllr J F London being a Member of Kent County Council, stated he would reconsider matters to be discussed at this meeting at County level, taking into account all relevant evidence and representations at Kent County Council.

Cllr London, being a member of Kent & Medway Fire & Rescue, stated that he would reconsider matters to be discussed at this meeting at the Authority, taking into account all relevant evidence and representations at Kent and Medway Fire and Rescue Authority.

Cllrs R L Piper and Cllr A Dawson 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 S G Raikes and Mrs P C Walshe declared a personal interest in being members of a Stag Community Arts Centre's user group.

383 MINUTES

It was **RESOLVED that** the minutes of the meeting of the Finance & General Purposes Committee held on 11 April 2011 be accepted and signed by the Chairman subject to the following amendments:

- Apologies for Absence – “S R Raikes” to read “S G Raikes”
- Minute 369 replace “it was **UNANIMOUSLY RESOLVED that**” to read “it was **UNANIMOUSLY RESOLVED**”

384 SUB COMMITTEES(a) Youth Council

The minutes of the Youth Council meeting held on 30 March 2011 were received and noted.

(b) Community Centre Management

It was Recommended that the Community Centre Management sub Committee be dissolved and that a User Group to discuss operational matters be set up and Strategic decisions to be referred to the Finance and General Purposes Committee.

385 FINANCE REPORTS**It was RESOLVED that**(a) Statement of Accounts

The Statement of Accounts together with the Finance Officer's Report from 1 to 28 February 2011 be received and adopted.

It was agreed that:

- a report of the Town Council's potential investments in line with the Council's Investment Policy
 - a review of IT/Telephony
 - the Community Centre's marketing strategy
- be reported to the next meeting of the Finance and General Purposes Committee

and that:

- the hiring and letting of the Town Council's facilities and the charges be reviewed by the Town Clerk

(b) Supplier's Accounts

The accounts listed in the schedules 1 to 28 February 2011 (£36,395.91) 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 28 February 2011 having been inspected and compared with the schedules, be confirmed.

(d) Petty Cash Account

The payments from the Petty Cash account from 1 to 28 February 2011 (£1,109.23) having been inspected and compared with the schedules, be confirmed.

(e) Irrecoverable VAT

A report from the Finance Officer on the irrecoverable VAT was received and noted.

(f) Utilities Review

A report from the Responsible Finance Officer on Utilities was received and noted. The Finance and General Purposes Committee commended the Responsible Finance Officer and the Town Council's staff for the savings of £21,511 achieved.

(g) Internal Audit

(a) The Internal Audit Plan for 2011/2012 and letter from the Internal Auditor dated 28 March 2011 were received and noted.

(b) A report concerning the Stag Community Arts Centre was received and noted.

(h) Hospitality and Gifts Register

It was noted that no gifts or hospitality were received by the employees of Sevenoaks Town Council staff during the period 1 – 28 February 2011.

386 ACCOUNTS AND AUDIT REGULATIONS 2011

A letter dated 22 March 2011 from the Communities and Local Government Department was received and noted.

387 LOCALISM BILL

The report received from NALC was received and noted. **It was RESOLVED that** an agenda item regarding the Localism Bill be included on further agendas of the Finance and General Purposes Committee law.

388 TOWN CENTRE PARTNERSHIP

A report from the Town Clerk was received and noted. **It was RESOLVED that** the recommendation to create a Town Centre Partnership to promote and market the town of Sevenoaks be adopted and that a further meeting be held by 30 May 2011.

389 CURRENT MATTERS

A report of the current matters was received and considered.

390 PRESS RELEASE

The Committee agreed to issue a Press Release on the £21,511 savings made following a review of Utility Costs and the formation of a Sevenoaks Town Centre Partnership.

The meeting closed at 09.40 pm

Signed
Chairman

Dated