

9 June 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 13 June at 7.00pm. 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 R M C Hogarth

Cllr A Eyre (Vice Chairman)

Cllr R J Parry

Cllr J M Canet

Cllr S G Raikes

Cllr G R S Clack

Cllr P W Towell

Cllrs A S Clayton

Cllr Mrs P C Walshe

Cllr Mrs A E Dawson

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 18 April 2011 (copies previously circulated).

4 TERMS OF REFERENCE

To receive and consider revision of the Finance Committee's Terms of Reference (copy attached).

5 SUB COMMITTEES

- (a) Youth Services Sub Committee
To receive and adopt the minutes of the Youth Services Sub Committee meeting held on 11 May 2011 (copy previously circulated) and 8 June 2011 (copy to be tabled).
- (b) Youth Council
To receive and adopt the minutes of the Youth Council meetings held on 11 May 2011 (copy previously circulated) and 8 June 2011 (copy to be tabled).
- (c) Sevenoaks Community Centre
 - i) to discuss the formation of a User Group
 - ii) to receive and consider a report concerning a replacement boiler for heating main halls (copy attached)
 - iii) Marketing – see comments made on the Responsible Finance Officer's Management Report under Agenda Item 6a

6 FINANCE REPORTS

- (a) Statement of Accounts
To receive and consider the Statement of Accounts, together with the Finance Officer's report from
 - i) 1 – 31 March 2011
 - ii) 1 – 30 April 2011(copies attached).
- (b) Suppliers' Accounts
To confirm payment of the accounts listed in the schedules from 1 March to 30 April 2011 (copy attached).
- (c) Payroll Account
To confirm payments from the account listed in the schedules from 1 March to 30 April 2011 (copy attached).
- (d) Petty Cash Account
To confirm payments from the account listed in the schedules from 1 March to 30 April 2011 (copy attached).
- (e) IT/Telephony Review
To receive and consider a review of IT/Telephony (copy attached).
- (f) Nat West Bank Mandate
To receive and consider the adoption of the resolution in respect of the NatWest Banking mandate (copy attached).
- (g) Utilities report
To receive an updated report from the Responsible Finance Officer (copy attached).
- (h) Hospitality and Gifts Register
To note the Hospitality or Gifts received by the employees of Sevenoaks Town Council staff during the period from 1 March to 31 May 2011 (copy attached).

7 TOWN CENTRE PARTNERSHIP

To receive and consider the Town Clerk's report and the draft Terms of Reference for the Town Centre Partnership (copy attached).

- 8 QUEENS DIAMOND JUBILEE
To consider the formation of a working party to consider events for the Queen's Diamond Jubilee in 2012 which will be held 2 to 5 June 2012 and report back to September 2011 meeting.
- 9 CURRENT MATTERS
To receive and note a list of current matters (copy attached).
- 10 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.

- 11 RALEYS REDEVELOPMENT
To receive and consider a report on the redevelopment of Raleys Site (copy attached).