

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 13 June 2011 at 7:06pm.

PRESENT

Cllr R L Piper (Chairman)

Cllr G R S Clack

Cllr R J Parry (arrived @ 7:06pm)

S G Raikes (left @ 8:10pm)

Cllr Mrs P C Walshe

Cllr P W Towell

(6)

In Attendance

Town Clerk

Deputy town Clerk

Responsible Finance Officer (RFO)

Committee Clerk

Apologies for Absence

Cllrs J M Canet, A S Clayton, Cllr Mrs A E Dawson, A Eyre and R M C Hogarth

PUBLIC QUESTION TIME

No members of the public were present at the meeting.

51 DECLARATIONS OF INTEREST

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

Cllr R J Parry 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 R J Parry, 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, S G Raikes and P E Towell 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.

Cllr S G Raikes declared a personal interest in Woodside Road Residents association.

52 MINUTES

It was **RESOLVED that** the minutes of the meeting of the Finance & General Purposes Committee held on 18 April 2011 be adopted and signed by the Chairman.

53 TERMS OF REFERENCE

The Terms of Reference for the Finance and General Purposes Committee were received and noted.

It was Recommended that paragraph (d) - "to compile the Best Value Performance Plan" be amended to read "Best Value Performance".

54 SUB COMMITTEES(a) Youth Services Sub Committee

The minutes of the Youth Services Sub Committee meetings held on 11 May and 8 June 2011 were received and noted.

It was RESOLVED that £750 be set aside from Youth Grants to fund a day of activities during the school summer holidays in 2011 and that the Youth Council be requested to match fund.

(b) Youth Council

The minutes of the Youth Council meetings held on 11 May and 8 June 2011 were received and noted.

(c) Sevenoaks Community Centre

i) **It was RESOLVED that** a User Group be formed and comprise the previous members, together with some new hirer representatives.

ii) A report concerning a replacement boiler for heating the main halls was received and noted. **It was RESOLVED that** the Chairman together with the Town Clerk be given executive powers to purchase a boiler from company number two at a maximum price of £4,225 subject to satisfactory references being obtained.

iii) The comments made on the Responsible Finance Officer's Management Report under Agenda Item 6a regarding marketing of the Community Centre were received and noted.

55. FINANCE REPORTS

It was RESOLVED that

(a) Statement of Accounts

The Statement of Accounts together with the Finance Officer's Report from 1 to 31 March 2011 be received and adopted.

(e) IT/Telephony Review

A review of IT/Telephony was received and considered. **It was unanimously RESOLVED that** £5,000 be set aside for the provision of server services for the Town Council.

(f) Nat West Bank Mandate

It was RESOLVED that the Authorised signatories in the current Mandate for the Account detailed in section 2, be changed in accordance with section 5 and the current Mandate will continue as amended.

(g) Utilities Report

An updated report was received from the Responsible Finance Officer, who was congratulated upon the savings made therein.

IT WAS RESOLVED THAT 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.

56. RALEYS DEVELOPMENT

A report of the redevelopment of the Raleys Site was received and noted. **It was RESOLVED that** £35,000 be allocated from the Capital Reserve in addition to the current budget.

The meeting was re-opened to the public.

57. TOWN CENTRE PARTNERSHIP

The report from the Town Clerk and the draft Terms of Reference for the Town Centre Partnership were received and noted.

It was RESOLVED that

- a) the report from the Town Clerk be accepted subject to the following amendments:
 - iii) Cllr S L Arnold be asked to work alongside the Town Clerk on the project
 - vii) Sevenoaks Town Council contributes a budget of £5,000 towards the Town Centre Partnership subject to other involved partners in this project match funding in monetary terms or in kind by offering their services, skills or time to equate to the amount of £5000 over time.
- b) the draft Terms of Reference be accepted subject to the following amendments:
 - Paragraphs 3.2, 3.5, 3.6, 3.7, 3.8, 3.9 and 3.10 form the action points to achieve the objectives
 - Paragraphs 3.1, 3.3 and 3.4 form the actual objectives

Cllr S G Raikes left the meeting at 8:10. The meeting was then inquorate with only five committee members remaining in attendance. All other agenda items be deferred to the next meeting on 27 June 2011 @ 7pm.

The Chairman declared the meeting closed at 8:11 pm.

Signed
Chairman

Dated