

23.06.2011

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 27 June 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.

Deputy Town Clerk

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

AGENDA

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 13 June 2011 (copy previously circulated).
- 4 ANNUAL RETURN FOR THE YEAR ENDED 31 March 2011
To receive and approve the:
 - a) Statement of Accounts
 - b) Annual Governance Statementfor submission to the Audit Commission (copies attached).

To consider and make decisions on deferred Agenda Items (with the same numbers) from the Finance & General Purposes Committee meeting held on 13 June 2011*

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| *Agenda Item | 5 | <u>FINANCE REPORTS</u> |
| | (a) | <u>Statement of Accounts</u>
To receive and consider the Statement of Accounts, together with the Finance Officer's report from 1 – 30 April 2011 (copy previously circulated) |
| *Agenda Item | (b) | <u>Suppliers' Accounts</u>
To confirm payment of the accounts listed in the schedules from 1 March to 30 April 2011 (copy previously circulated) |

- *Agenda Item (c) Payroll Account
To confirm payments from the account listed in the schedules from 1 March to 20 April 2011 (copy previously circulated)
- *Agenda Item (d) Petty Cash Account
To confirm payments from the account listed in the schedules from 1 March to 20 April 2011 (copy previously circulated)
- *Agenda Item (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 previously circulated)

6 GRANT
To receive and consider a grant application from the School Partnership (copy attached).

7 COMMUNITY CENTRE ROOF
To receive and consider a report on the Community Centre's roof and the Town Clerk's recommendation (copy attached).

*Agenda Item 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.

*Agenda Item 9 CURRENT MATTERS
To receive and note a list of current matters (copy previously circulated).

*Agenda Item 10 PRESS RELEASE
To consider any agenda items 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 SEVENOAKS RUGBY FOOTBALL CLUB
To receive a verbal update from the Town Clerk regarding the Sevenoaks Rugby Football Club.