

12 January 2012

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 16 January 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 19 December 2011 (copy previously circulated).

4 SUB COMMITTEES

- (a) Youth Services Sub Committee  
To receive and adopt the minutes of the Youth Services Sub Committee meeting held on 4 January 2011 (copy attached).
- (b) Youth Council  
To receive and adopt the minutes of the Youth Council meeting held on 4 January 2011 (copy attached).

5 FINANCE REPORTS

- (a) Statement of Accounts  
To receive and consider the Statement of Accounts, together with the Finance Officer's report from 1 October to 30 November 2011 (copy attached)
- (b) Suppliers' Accounts  
To authorise payment of the accounts listed in the schedules from 1 October to 30 November 2011 (copy attached)
- (c) Payroll Account  
To confirm payments from the account listed in the schedules from 1 October to 30 November 2011 (copy attached)
- (d) Petty Cash Account  
To confirm payments from the account listed in the schedules from 1 October to 30 November 2011 (copy attached)
- (e) Internal audit  
To receive and note a letter dated 20 December 2011 from Kent County Council on the above matter (copy attached)
- (f) External audit  
To receive and note the Audit Report from the Audit Commission for the Town Council's Annual Return for the year ended 31 March 2011 (copy attached)
- (g) Hospitality and Gifts Register  
Sevenoaks Town Council staff during the period from 1 October to 31 December 2011 (copy attached)

6 DRAFT REVENUE ESTIMATES 2012/13 & ROLLING CAPITAL PROGRAMME

- (a) 2012/13 Draft Revenue Estimates  
To receive and consider the Revenue Estimates for 2012/2013 and to recommend that the Council levy a Precept of £719,300 (Minute 292 refers) for the financial year 2012/13. This would be equivalent to a zero percentage increase on B and D Council tax payers [£77.49] (copy attached).
- (b) Rolling Capital Programme  
To receive and consider the Rolling Capital Programme for 2012/2013 to 2013/2014 (copy attached).

7 THE MILLPOND

To receive and consider a report concerning The Millpond. [min 293 19/12/2011 refers] (copy attached).

8 TOWN PARTNERSHIP

To receive and note the minutes of the Town Partnership meeting held on 24 November 2011 (copy attached).

9 YOUTH CAFÉ UPDATE

To receive and consider a verbal update from Town Clerk on Youth Café.

10 SEVENOAKS CYCLE FORUM

To receive and consider a letter requesting the Town Council to consider installing secure cycle parking at its sites at a cost of £30 each (copy attached).

11 PRESS RELEASE

To consider any agenda items, which would be appropriate for a press release.