

Sevenoaks Town Council
Minutes of Finance & General Purposes Committee held on 18th January 2021.
Held via zoom.

Livestreamed on You Tube <https://www.youtube.com/watch?v=tv2wGzOlon0>

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.09 p.m.

Committee

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine, OBE	Present		Cllr Tom Morris Brown	Absent
Cllr Sue Camp	Apologies		Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Present		Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice Chairman	Present		Cllr Edward Waite	Present
Cllr Andrew Eyre	Present			

In attendance: Cllr Granville Baxter, Cllr Michaelides, Cllr Mrs Parry, Cllr Parry, Cllr Shea, Responsible Finance Officer and Town Clerk

Representations received from Members of the Public: none

370. Apologies for Absence

Received from Cllr Camp

371. Dispensations

There were no requests for Dispensations.

372. Declarations of Interest

Cllr Raikes declared a pecuniary interest in respect of the Current Matters report (Agenda Item 11.1), insofar as it related to the Streetlighting update, which was submitted for noting only.

373. Minutes of the Finance & General Purposes Committee held on 23rd November 2020.

RESOLVED: To receive and sign the Minutes of the Finance & General Purposes Committee held on 23rd November 2020 as a true record.

374. Finance Reports 1st to 30th November 2020 and 1st to 31st December 2020

i) Statement of Accounts

The current financial budget for the financial year was favourable by £13,897 the predicted balance for the end of the financial year was a negative £25,000.

The financial year continued to be challenging due to the pandemic and the budget had been impacted by the following.

- Loss of budgeted income from cafes, markets, hall hire and sports facilities.

- Increased costs (£25k to date) due to COVID-19
- Supporting community organisations – Stag £120k and other voluntary groups

The costs had been partly addressed by

- Obtaining furlough payments
- Obtaining business grants
- Reduction to staff pay increases.
- Using Capital Receipts Reserve for half of the PWLB loan

ii) Suppliers Accounts £410,214.85

iii) Payroll Accounts £82,218.17

iv) Petty Cash Accounts £866.50

v) Hospitality and Gifts Register – none to report.

RESOLVED: To accept the Finance Reports 1st to 30th November 2020 and 1st to 31st December 2020

375. Internal Audit First Visit Report

The report was circulated with the agenda.

RESOLVED: That the Internal Audit First Visit Report be received and noted.

376. Review of Internal Audit Plan 2021 / 22

RESOLVED: To adopt the proposed internal audit plan as circulated with the agenda and for KCC to remain as the internal auditors.

377. Update on the Bat & Ball Centre Capital Project and Capital Receipts Reserve

A report from the Responsible Finance Officer was circulated with the agenda and the following key points noted.

i) Bat & Ball Centre

The Bat & Ball Centre spend at project completion was expected to be £2,916,825 (subject to final account) against a budget of £3,078,805.

The project had included the following uplifts to the original specification:

- Solar Panels
- Higher Specification external wood paneling
- Additional insulation

- Sprung floor
- AV equipment
- Safety wet pour surface outside small hall
- Hard landscaping
- Soft landscaping
- Resurfaced car park
- MUGA
- New kitchen equipment
- Curtains and blinds
- Furniture
- Demolition of old Sevenoaks Day Nursery

It was noted that external funding towards the project had been achieved £1.2m from SDC and £2.5k from KCC. The external funding reduced the cost to the Town Council to approximate £1.8m as per the original Community Investment Plan 2014.

It was also noted that due to the pandemic the facility could not be used for its intended purposes however was providing a much-needed Symptom Free Testing facility.

ii) Capital Receipts Reserve

The Capital Receipts Reserve balance previously reported in October 2020 £395k had some historic expenditure missing, this was expected to be mitigated by the predicted underspend of the Bat & Ball Centre and would leave the balance of the Capital Receipts Reserve at £231k.

RESOLVED: To note the finance reports relating to the Bat & Ball Centre project and Capital Receipts Reserve balance.

378. Request from KCC for Sevenoaks Town Council to provide a CIL (Community Infrastructure Levy) contribution towards Schools Sports Provision

RESOLVED: To confirm to KCC that the Town Council were not able to provide a CIL contribution to the project and recommend that they liaise with SDC to be able to use the Town Council's £150k s.106 contribution towards indoor cricket provision in Sevenoaks. KCC to also be requested to provide the Town Council with details of the sports provision proposed.

379. Review of Internal Controls

- i) Finance Regulations 2021/2022
- ii) Investment Strategy Policy 2021/2022
- iii) Reserves Policy 2021/2022

RESOLVED:

- i) To adopt the updated Finance Regulations 2021 / 2022.

- ii) To adopt the existing Investment Strategy Policy noting investment in the CCLA Public Sector Deposit Fund would continue into 2021 /2022.
- iii) To adopt the Reserves Policy 2021/2022 with the amendment 'The current policy of Sevenoaks Town Council is to work towards a general reserves fund *up to* 6 months of the current precept.'

380. Revenue Estimates and Precept Proposal 2021 / 2022

i) Revenue Estimates 2021/2022

The Committee noted the following recommendation from the previous meeting.

Minute 317.2
RESOLVED: That the Draft Revenue Estimates 2021/ 2 be approved in principle, subject to further review at the meeting of the Committee to be held on 18th January 2021.

ii) Draft Capital Programme 2021/2022

It was noted that the Capital Programme had been agreed in principle at the meeting on 23rd November 2020.

iii) Draft Property Maintenance Programme

It was noted that due to the current unusual work commitments the item was deferred to a future meeting.

iv) Band D Reductions

The Committee received and considered the Band D calculations provided by Sevenoaks District Council and the impact on the Town Council's precept.

v) Precept 2021/2022

The Committee considered the Recommended Precept for 2021/2022 Financial Year of £1,239,898.

RESOLVED:

- i) To note and accept the Revenue Estimates 2021/2022, Draft Capital Programme 2021/2022
- ii) To note and accept the Report on Band D Reductions which changed the proposed Precept increase on previous year per Band D from 2% to 2.47%.
- iii) To note that the draft Property Maintenance Programme would be presented to a future meeting.
- iv) It was unanimously agreed for the Precept for 2021/2022, being a 2% increase in total on the previous year to be set at £1,239,898, this equates to a Band D

equivalent of £128.50 per annum, which is approximately £2.47 per week an increase of 6p per week.

381. Sevenoaks Town Team

RESOLVED: to note the Notes of the Meeting of the Sevenoaks Town Team held on 16th December 2020.

382. Current Matters

The Committee received and considered the report on the following Current Matters

- i) Risk Assessment Review
- ii) Streetlighting
- iii) Business Hub
- iv) Bat & Ball Centre
- v) Markets
- vi) Wayleaves

RESOLVED: To note and accept the report

383. Sevenoaks Town Council Priorities

The Committee received and considered the report on the updates on the Town Council's priorities

RESOLVED: To note and accept the report

384. Press Release

RESOLVED: For an information leaflet to be produced relating to the Precept to be distributed to public and press. The Mayor to write a public letter relating to the use of the Bat & Ball Centre as a COVID-19 Symptom Free Test Centre.

There being no further business the Chairman closed the Meeting.

Signed

Chairman

Dated