

**Sevenoaks Town Council**  
**Minutes of Finance & General Purposes Committee held on 1<sup>st</sup> March 2021**  
**Held via Zoom**

**Available to view on YouTube:** [Finance & General Purpose Committee 01/03/21 - YouTube](#)

**Meeting Commenced:** 7.00 p.m.

**Meeting Concluded:** 8.03 p.m.

Present:

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

<b>Substitute</b>	<b>For</b>
Cllr Victoria Granville-Baxter	Cllr Edward Waite

**In attendance:** Cllr Michaelides, Cllr Parry (7.06pm), Cllr Shea (7.20pm), Responsible Finance Officer, Town Clerk and Senior Committee Clerk

**Representations received from Members of the Public:** none

**457. Apologies for Absence:** As noted above.

**458. Dispensations:** There were no requests for Dispensations.

**459. Declarations of Interest**

Councillors Canet and Clayton declared an interest in Agenda Item 8, Grant Applications, on the basis that they were members of the Friends of Pontoise.

Cllr Raikes declared a pecuniary interest in respect of Agenda Item 10, Current Matters, insofar as it related to the Streetlighting update, which was submitted for noting only.

**460. Minutes of the Finance & General Purposes Committee held on 18<sup>th</sup> January 2021**

**RESOLVED:** To receive and sign the Minutes of the Finance & General Purposes Committee held on 18<sup>th</sup> January 2021 as a true record

**461. Finance Reports**

**461.1 Management Accounts 1<sup>st</sup> to 31<sup>st</sup> January 2021**

The Committee received and noted, for the periods 1<sup>st</sup> to 31<sup>st</sup> January 2021, the Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts 1<sup>st</sup> to 31<sup>st</sup> January 2021, balance £80,054.96
- Payroll Accounts 1<sup>st</sup> to 31<sup>st</sup> January 2021, balance £ 79,989.23
- Petty Cash Accounts 1<sup>st</sup> to 31<sup>st</sup> January 2021, balance £ 922.25

It was noted that the year to date position at the end of January 2021 including precept, gave a net deficit of £23,538. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (£37,326 YTD), the position was a surplus of £13,788 against adjusted budget deficit of £1,798 resulting in a year to date net favourable variance of £15,586.

The Committee acknowledged that the Café on the Vine income was under budget mainly due to pandemic restrictions but emphasised the significant social benefit it provided and positive feedback received from the public.

**RESOLVED:**

- 1) To accept the Management Accounts 1<sup>st</sup> to 31<sup>st</sup> January 2021;
- 2) To congratulate the Town Clerk and Responsible Finance Officer on their financial management during the extraordinarily difficult year, which had ensured that the Town Council was very close to budget; and
- 3) To thank the staff of the Café on the Vine for their hard work and dedication during this challenging year.

**461.2 Hospitality and Gifts Register:** None to report.

**461.3 Review of Internal Controls: Risk Assessment 2021/22**

The Committee received and noted the draft Risk Assessment for 2021/22

**RESOLVED:** That a Working Party be formed to review the Risk Assessment comprising the Chairman and Vice-Chairman of the Finance & General Purposes Committee, the Chairman of the Open Spaces & Leisure Committee, Cllr Bonin, the Town Clerk, Responsible Finance Officer and other senior management as required.

**462 Capital Receipts Reserve**

It was noted that £230k earmarked for the 3G rugby pitch at Knole Paddock had been released back into the Capital Receipts Reserve following the dismissal of the planning appeal by the Planning Inspectorate. The unallocated balance was now £460k.

**463. Funding Request from Open Spaces & Leisure Committee**

At its meeting held on 15<sup>th</sup> February 2021 (*Minute 435, OS&L 15.02 21 refers*), the Open Spaces and Leisure Committee requested that the Finance and General Purposes Committee consider allocating CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground and to improve the infrastructure of the sports pitches at Knole Paddock and Raleys Field.

In the light of the transfer of £230k funds back into the Capital Receipts Reserve (as set out at Minute 462 above) it was suggested that £30k be allocated to upgrading

and improving the drainage to the sports pitches. It was noted that independent specialist advice would be obtained prior to any decision about the works to be carried out.

**RESOLVED:**

- 1) That £30k of Capital Reserves be allocated to the upgrading of the sports pitches at Knole Paddock and Raleys Field; and
- 2) That £2k be allocated from CIL funds for the installation of new gates between the Cemetery and Greatness Recreation Ground.

**464. Grant Applications & Reports**

**464.1 Consideration of Grant Applications Received**

The Committee considered grant aid requests received, together with the balance of the Grant Aid Budget.

The Committee commented on the extremely valuable work being undertaken by Sevenoaks Volunteer Transport Group (SVTG) which had continued throughout the pandemic. The financial challenge facing the group because of lost income was noted. It was agreed that SVTG be invited to submit a further grant application for £250.

**RESOLVED:**

- 1) That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
17	West Kent Mediation 1100637	Volunteer training, supervision and expenses. Hall hire costs and publicity.	£800	£800
6	Sevenoaks Three Arts Festival 1031815	Annual Performing Arts Festival, to be held by video this year. Admin costs including insurance, website etc.	£600	£600
5	Friend of Pontoise	To build on and expand links between Sevenoaks and Pontoise; to promote understanding of French life and culture in Sevenoaks and of English life and culture in Pontoise.	£250	£250 Subject to annual exchange visit taking place
2	Sevenoaks Volunteer Transport Group 276663	To support costs 2021/22 so that can continue to support elderly people requiring low cost local transport. Service maintained	£500	£500

		during pandemic at considerable cost, facing deficit without assistance.		
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- 2) That Sevenoaks Volunteer Transport Group be advised that the Committee had agreed in principle to award a further £250, subject to a further grant application being submitted.

**464.2 Reports from Grant Recipients 2020**

**RESOLVED:** to receive and note the reports submitted by recipients of grant awards in 2020.

**465. Consultation on Proposals to Reform Strand 2**

It was noted that The Ministry of Housing, Communities and Local Government was currently consulting on proposals to reform Strand 2 (land owned by a local authority or certain other public bodies) of the Right to Contest under the Local Government, Planning and Land Act 1980 operated by the Ministry of Housing, Communities and Local Government.

The Committee considered the draft consultation response prepared which would be considered at the next meeting of the Planning Committee.

**RESOLVED:**

- 1) That the Planning Committee be advised that this Committee does not believe that the right should be extended to include unused and underused land owned by town and parish councils (Question 4); and that
- 2) It be noted that public open space was identified as an appropriate use of land and therefore not subject to the Right to Contest.

**466. Current Matters**

The Committee received and considered the report on Current Matters, including: Risk Assessment Review; Streetlighting; Business Hub; Bat & Ball Centre; Markets and Wayleaves.

**RESOLVED:** To note and accept the report

**467. Press Release**

**RESOLVED:** Press Release to be issued regarding grant awards.

There being no further business the Chairman closed the Meeting.

Signed .....  
Chairman

Dated .....