

Sevenoaks Town Council
Minutes of Finance & General Purposes Committee held on 29th March 2021
Held via Zoom

Livestreamed and available to view on YouTube: https://youtu.be/uz_DxxrNvO4

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.38 p.m.

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Apologies
Cllr Nicholas Busvine, OBE	Present		Cllr Tom Morris Brown	Present
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			

Substitute	For
Cllr Victoria Granville-Baxter	Cllr Sue Camp

In attendance: Cllr Parry, Cllr Shea (7.10 pm), Responsible Finance Officer, Town Clerk and Senior Committee Clerk

Representations received from Members of the Public: none

514. Apologies for Absence: As noted above.

515. Dispensations: There were no requests for Dispensations.

516. Declarations of Interest: There were no Declarations of Interests.

517. Minutes of the Finance & General Purposes Committee held on 1st March 2021

It was agreed that Minute 461.1 be amended to clarify that Bat & Ball referred to the Station and not the Centre, as follows:

“Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (£37,326 YTD)”

RESOLVED: Subject to the above amendment, to receive and sign the Minutes of the Finance & General Purposes Committee held on 1st March 2021 as a true record

518. Sevenoaks Business Hub

518.1 Capital Budget

The Committee noted the following issues identified in the final construction stages of the Business Hub:

- Considerable damage to the drains under the Town Council site car park which needed to be replaced at a cost of £22,845; and

- The UKPN connection and upgrade to the site needed to be further up the road than originally expected at a cost of £45,202.24.

The Committee noted the unfortunate increase in costs but agreed that the works had to be carried out. The upgrades would also benefit the Town Council offices on the same site.

RESOLVED: That £65,000 of the March 2021 CIL payment be allocated to the additional costs for the Business Hub/Sevenoaks Town Council Offices site.

518.2 SLA Agreement with the Chamber of Commerce

The Committee considered the proposed Service Level Agreement with the Sevenoaks Chamber of Commerce for the handling of the booking administration at the Business Hub. It was noted that the Chamber of Commerce would also be renting an office at the Business Hub and was suggested that this be separated from the Service Level Agreement. It was also noted that the Chamber would receive 10% of bookings income.

RESOLVED: That a Service level Agreement be entered into with the Sevenoaks Chamber of Commerce for the handling of bookings administration at the Business hub, as outlined in the following Heads of Terms:

- i) 1 year rolling agreement
- ii) Private lockable office with 2 desks
- iii) Able to use on a flexible basis, i.e., not necessarily in the office every day
- iv) Parking spaces in line with Business Hub policy
- v) Availability to use meeting room to host Chamber events.
- vi) Rent is £400 + Vat per month.
- vii) One-month free rent from 1st May
- viii) Able to move in from 1st May but official arrival date 1st June
- ix) The Chamber will help to promote the space at the Hub
- x) Chamber will be responsible for administration of Business Hub bookings and will promote booking link on website (new booking system to be installed) and will be given 10% of bookings income.

519. Provision of Outdoor Trading Space, including Parklet, May and June 2021

Further to the offer by Sevenoaks District Council for the use of Buckhurst Car Park 1 on a full-time basis (including Wednesday market), the Committee considered a proposal to provide an Outdoor Trading Space, including a parklet, during May and June 2021. Space would be provided for outdoor market traders, pop up businesses, a leisure area for people to have refreshments and social time outside, and potentially buskers and entertainment. It was noted that the capital investment items would be reusable elsewhere after the event.

The Committee welcomed the proposal which would provide a boost to the town and to the recovery of local businesses.

RESOLVED: That the Town Council accepts the offer from Sevenoaks District Council to use the Buckhurst Car Park 1 to provide an Outdoor Trading Space area, including parklet, during May and June 2021.

520. Press Release

RESOLVED: That a Press Release be issued regarding the Outdoor Trading Space area, including parklet, during May and June 2021 at the Buckhurst Car Park 1.

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated