

**Sevenoaks Town Council**  
**Minutes of Finance & General Purposes Committee held on 12<sup>th</sup> April 2021**  
**Held via Zoom**

**Livestreamed and available to view on YouTube:** <https://youtu.be/wwk2MbnveE>

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

**Meeting Concluded:** 8.12 p.m.

Present:

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

**In attendance:** Cllr Parry, Cllr Michaelides (7.30pm), Cllr Granville-Baxter (7.30pm), Cllr Shea (7.40 pm), Responsible Finance Officer, Town Clerk and Senior Committee Clerk

**His Royal Highness The Duke of Edinburgh**

At the request of the Mayor, a one-minute silence was observed to pay respect following the death of His Royal Highness The Duke of Edinburgh on 9th April 2021.

**Representations received from Members of the Public**

Andy Bowman attended the Zoom meeting and addressed the Committee on Agenda Item 6: Knole Paddock, Improvement to Sports Pitch and Floodlighting. (See Minute 17 below)

- 12. Apologies for Absence:** As noted above.
- 13. Dispensations:** There were no requests for Dispensations.
- 14. Declarations of Interest:** There were no Declarations of Interests.
- 15. Minutes of the Finance & General Purposes Committee held on 29th March 2021**  
**RESOLVED:** To receive and sign the Minutes of the Finance & General Purposes Committee held on 29th March 2021 as a true record
- 16. Change to Order of Agenda**  
**RESOLVED:** That Agenda Item 6: Knole Paddock, Improvement to Sports Pitch and Floodlighting, be moved forward for the benefit of the member of public in attendance.

## **17. Knole Paddock: Improvement to Sports Pitch and Floodlighting**

### **17.1 Sports Pitch**

Further to the allocation of £30,000 of Capital Reserves for the upgrading of the sports pitches at Knole Paddock and Raleys Field (*Minute 463, F&GP 01.0321 refers*), the Committee considered the independent report received providing a specification of improvements to the First Team Rugby Pitch, estimated at a cost of £28,000.

**RESOLVED** that:

- 1) Sevenoaks Town Council obtain quotations for the pitch improvements to be carried out as identified in the independent report; and
- 2) Subject to being within the allocated £30,000 budget, the decision to accept a quotation be delegated to the Chairman of the Finance & General Purposes Committee, the Chairman of the Open Spaces & Leisure Committee, The Open Spaces Manager, and the Town Clerk.

### **17.2 Floodlighting Provision**

Consideration was given at the Open Spaces & Leisure Committee (*Minute 290, OS&L 09.11.2020 refers*) to a request from Sevenoaks Rugby Football Club to improve the floodlighting coverage at Knole Paddock by the installation of 3-4 portable towers. The proposal was supported in principle and decision delegated to the Open Spaces Manager and Town Clerk subject to them being satisfied that the impact on neighbours would be minimal, security issues were addressed and any relevant planning permission in place.

It was noted that concerns had been raised by residents, including at the Annual Town meeting held on 15<sup>th</sup> March 2021. The Committee noted that the existing flood lighting was old and did not provide enough pitch coverage to maximise the number of people able to play. It was considered that a review of the whole floodlighting scheme was required and that a more modern system might reduce the impact on neighbours and be within the Town Council's Climate Change ambitions. Options, including costings, would be submitted to a future meeting of this Committee.

**RESOLVED:** That Sevenoaks Town Council explores options for a replacement floodlighting scheme at Knole Paddock which will be modern, efficient, and environmentally friendly, and that the options be discussed with Sevenoaks Rugby Football Club. Report to be provided to a future meeting.

## **18. Finance Reports**

### **18.1 Management Accounts 1<sup>st</sup> to 28<sup>th</sup> February 2021**

The Committee received and noted, for the periods 1<sup>st</sup> to 28<sup>th</sup> February 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 28<sup>th</sup> February 2021, balance £162,854.92
- Payroll Accounts 1<sup>st</sup> to 28<sup>th</sup> February 2021, balance £ 78,402.18
- Petty Cash Accounts 1<sup>st</sup> to 28<sup>th</sup> February 2021, balance £922.25

It was noted that the year-to-date position at the end of February 2021 including precept, gave a net surplus of £39,721. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (£38,146 YTD), the position was a surplus of £77,867 against adjusted budget surplus of £11,972 resulting in a year-to-date net favourable variance of £65,895.

The Committee noted the recommendation of the Responsible Finance Officer that, subject to the final full year position, the unspent contingency (£26,000) and virements from other unspent budgets be used to fund the initial grant of £65,000 to The Stag and repay the General Reserves (originally drawn on to fund the grant).

It was noted that during the current financial year staff had not received merit rises (1%) and had their cost of living pay rise (2%) delayed and not paid during April – August 2020. As the Town Council's financial position was now better than originally predicted and therefore had the funds to pay the 2% for April – August 2020, and the expenditure had previously been agreed in the 2019/2020 budget, the pay rise for April to August 2020 had now been paid. This had been endorsed by the Personnel Committee (*Minute 528, Personnel 29.03.2021 refers*).

The Committee congratulated the Town Clerk and Responsible Finance Officer on their excellent financial management during this difficult year, acknowledging the hard work in achieving the current financial position.

**RESOLVED:**

- 1) To accept the Management Accounts 1<sup>st</sup> to 28<sup>th</sup> February 2021; and
- 2) That a report on pensions and deficit be provided to a future meeting.

**18.2 Renewal of Insurance**

Committee members noted the Town Council's 2021/2022 insurance renewal with Zurich Municipal at a premium of £15,308.19. It was noted that this was the final year of an agreement with Zurich and next year the Responsible Financial Officer would be able to look at other options.

It was noted that there was an error in the schedule where Zurich had attributed the Bat & Ball Centre equipment assets to the Bat & Ball Station. This was being corrected and the amended schedule would be sent to Councillors.

It was noted that a full updated valuation of assets would be completed this year.

**RESOLVED:** That the Town Council's Insurance Policy Schedule for 2021/2022 be received and noted.

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

**19. Press Release**

**RESOLVED:** That a Press Release be issued regarding the proposed pitch improvements at Knole Paddock.

There being no further business the Chairman closed the Meeting.

Signed .....  
Chairman

Dated .....