

Sevenoaks Town Council
Notes of Finance & General Purposes Committee Working Party*
Held via Zoom on 7th June 2021

Livestreamed and available to view on YouTube: https://youtu.be/UOW-6qy_VS0

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.56 p.m.

Present:

Cllr Tony Clayton, Chairman	Present		Cllr Roderick Hogarth	Present
Cllr Keith Bonin, Vice-Chairman	Present		Cllr Tom Morris Brown	Absent
Cllr Sue Camp	Present		Cllr Robert Piper	Apologies
Cllr Dr Merylyn Canet	Present		Cllr Simon Raikes	Present
Cllr Andrew Eyre	Present		Cllr Edward Waite	Apologies
Cllr Victoria Granville-Baxter	Present			

Substitute	For
Cllr Richard Parry	Cllr Robert Piper
Cllr Claire Shea	Cllr Edward Waite

In attendance: Cllr Nick Busvine, Town Clerk, Responsible Finance Officer and Senior Committee Clerk

Representations received from Members of the Public: None

93. Chairman and Vice-Chairman

Noted that at the Annual Council Meeting held on 4th May 2021, the following appointments were made:

- a) Chairman – Cllr Tony Clayton
- b) Vice-Chairman – Cllr Keith Bonin

94. Apologies for Absence: As noted above.

95. Dispensations: There were no requests for Dispensations.

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

97. Minutes of the Finance & General Purposes Committee held on 12th April 2021
RESOLVED: To receive and note the Minutes of the Finance & General Purposes Committee held on 12th April 2021 as a true record

98. Finance Reports Year End

98.1 Management Accounts Year Ended 31st March 2021

The Committee received and noted, for the year ended 31st March 2021, the Responsible Finance Officer's Report with Variance Analysis, Income and Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds, together with the:

- Suppliers Accounts for year ended 31st March 2021, balance £179,066.00

- Payroll Accounts for year ended 31st March 2021, balance £95,761.44
- Petty Cash Accounts for year ended 31st March 2021, balance £861.34

The write-off of irrecoverable debts of £885.30 relating to prior years was noted; the net impact had been covered by a release from general reserves. At future meetings irrecoverable debts would become a standard agenda item.

It was noted that the year-end position at the end of March 2021 gave a revenue surplus of £4,569 and a capital deficit of £1,966, giving a combined overall surplus of £2,604.

As expected at the end of February, there had been sufficient revenue surplus to allow the return to reserves of the £65k which had been released to cover the first tranche of grant funding given to the Stag theatre. The surplus of £2,604 was net of this transfer.

The 2020/21 budget had been expected to deliver a deficit of £6,000, meaning that the Town Council was £8,604 favourable to budget full year.

It was noted that the working capital net current assets had decreased by £2.183m during the financial year to a year-end balance of £1,770,526. Revenue reserves had increased by £34,000.

The Committee congratulated the Town Clerk and Responsible Finance Officer, and their support teams, on all their hard work during the year to achieve this result, which had not been anticipated considering the challenges of the pandemic.

RESOLVED: That the Management Accounts for the Year Ended 31st March 2021 be received and accepted.

98.2 Review of Internal Controls and Annual Return for the Year Ended 31st March 2021

It was noted that the Internal Audit Report for the Year-end Visit had not yet been received but was anticipated shortly. Once received, a face-to-face meeting of the full Council would be arranged to formally sign off the:

- Internal Audit Report for Year End Visit 2020/21
- Annual Internal Audit Report 2020/21
- Statement on the System of Internal Control
- Annual Governance and Accountability Return 2020/21, including the Annual Governance Statement, Statement of Accounts to 31st March 2021, and supporting papers for submission to the External Auditors

RESOLVED: That, subject to the receipt of the final audit inspection report:

- 1) The Statement on the System of Internal Control be approved and signed by the Chairman or Vice-Chairman of the Committee; and

- 2) The following reports be accepted and **RECOMMENDED** to the full Council for approval: Annual Governance and Accountability Return 2020/21, including the Annual Governance Statement, Statement of Accounts to 31st March 2021, and supporting papers for submission to the External Auditors.

99 Finance Reports to 30th April

99.1 Management Accounts 1st to 30th April 2021

The Committee received and noted, for the period 1st to 30th April 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 1st to 30th April 2021, balance £180,537.24
- Payroll Accounts 1st to 30th April 2021, balance £87,511.33
- Petty Cash Accounts 1st to 30th April 2021, balance £690.03

It was noted that the year-to-date position at the end of April 2021 gave a revenue surplus of £24,122. Within this surplus was the Bat & Ball Station deficit of £1,581, to be covered by a release from the Bat & Ball Station Management & Maintenance Reserve, leaving an adjusted surplus of £25,703.

RESOLVED: To accept the Management Accounts 1st to 30th April 2021.

99.2 Hospitality and Gifts Register: Noted, nothing to report.

100. Review of Financial Matters in accordance with the Town Council's Standing Orders

The Committee received and noted the following financial matters in accordance with the Town Council's Standing Orders, adopted at the Annual Council Meeting on 4th May 2021 (Minute 57, 04.05.21 refers):

- Insurance Cover 2021/2022
- Complaints Procedure
- Freedom of Information Procedure
- Social Media and Electronic Communications Policy

It was noted that the Responsible Finance officer would be undertaking an insurance procurement round for the following year, including a new valuation of all Town Council buildings.

RESOLVED that:

- 1) The Town Council's Insurance Policy with Zurich Municipal for 2021/2022 be received and noted;
- 2) The following be received and re-adopted:
 - Complaints Procedure
 - Social Media & Electronic Communication Policy;
- 3) That the Town Council adopts the NALC Guidance LTN37 as the basis of its Freedom of Information Procedure; and
- 4) That the Freedom of Information Publication Schedule be re-adopted.

101. Sevenoaks Town Council Risk Assessment

It was noted that LCRS Risk Management Software had been purchased. A detailed risk management report had been circulated to the Risk Assessment Working Party members for review.

RESOLVED: That the purchase of LCRS Risk management software and the progress to date on the Town Council’s risk assessment review be noted; and the full document to be reviewed at a future meeting.

102. Community Infrastructure Levy

The Committee noted receipt of £98,162.13 in March 2021 for its portion of the Community Infrastructure Payment (CIL).

Following the previously agreed allocation of £65,000 of the funds towards the upgrade of electrics and drainage to the Town Council site, the total unallocated sum to be used for capital projects was £42,874.37.

103. Sevenoaks Neighbourhood Development Plan (NDP) Budget

The Sevenoaks Neighbourhood Development Plan was reaching towards its conclusion, with a referendum planned for the Autumn of 2021. It was noted that, due largely to additional work undertaken to prepare the Northern Sevenoaks Masterplan, the original budget was depleted, and an additional sum of £8,000 required to complete the project.

RESOLVED: That Sevenoaks Town Council allocates a further £8,000 from its Capital Reserves for the final stages of the Sevenoaks Neighbourhood Development Plan.

104. New Carpets for Council Chamber

It was noted that the carpets in the Town Council Chamber and foyer needed replacing. There was an opportunity to carry out this work whilst the Chamber was not in use, due to pandemic restrictions. Three quotations had been obtained from local suppliers.

RESOLVED that:

- 1) Quotation C is accepted at £10,926.77 and progressed as soon as possible; and
- 2) £8,000 is used from the Earmarked Reserve for the Town Council offices, and £2,926.77 used from contingency.

105. Press Release

RESOLVED: To distribute a press release relating to additional funding to progress the Neighbourhood Development Plan.

There being no further business the Chairman closed the Meeting.

Signed

Chairman

Dated