

**Sevenoaks Town Council**  
**Minutes of the Town Council Meeting held on 21<sup>st</sup> June 2021**

Available to view on YouTube: <https://youtu.be/irSuu5bbPOg>

**Meeting Commenced:** 7:00 p.m.

**Meeting Concluded:** 7:11 p.m.

Cllr Keith Bonin	Remote Attendance*	Cllr Nicholas Busvine	Present
Cllr Sue Camp	Present	Cllr Dr Marilyn Canet, Mayor	Present
Cllr Tony Clayton	Remote Attendance*	Cllr Andrew Eyre	Remote Attendance*
Cllr Victoria Granville-Baxter	Present	Cllr Roderick Hogarth	Apologies
Cllr Lise Michaelides	Absent	Cllr Tom Morris Brown	Absent
Cllr Rachel Parry, Deputy Mayor	Present	Cllr Richard Parry	Present
Cllr Robert Piper	Present	Cllr Simon Raikes	Present
Cllr Claire Shea	Present	Cllr Edward Waite	Apologies

**In Attendance:**

**In person:** Town Clerk

**Via Zoom:** Cllr Richard Streatfeild (KCC) and Responsible Finance Officer

\*Members attending via Zoom took part in discussion but were not permitted to vote on matters under consideration, legally they do not constitute as being “present” at the meeting.

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

**115. Apologies for Absence**

Apologies for absence were received and noted as shown above.

It was **RESOLVED** to accept the long-term apologies for Cllr Waite for medical reasons and wish him well from everyone at Sevenoaks Town Council.

**116. Requests for Dispensations:** none received.

**117. Declarations of Interest:** none received.

**118. Annual Return for Year Ended 31<sup>st</sup> March 2021**

**118.1 Internal Audit Report for Year End Visit 2020/21**

The Town Council received and noted the Internal Audit Report for the Year End Visit 2020/21.

**118.2 Annual Internal Audit Report 2020/21**

The Town Council received and noted the Annual Internal Audit Report 2020/21.

**118.3 Statement on the System of Internal Control**

The Town Council received and noted the Statement on the System of Internal Control, which had been approved at the meeting of the Finance and General Purposes Committee on 7<sup>th</sup> June 2021 (*Minute 98.2, F&GP 07.06.2021 refers*), subject to the receipt of the final audit inspection report.

**RESOLVED:** That the Statement on the System of Internal Control be approved and signed by the Chairman or Vice-Chairman of the Finance and General Purposes Committee.

**118.4 Annual Governance Statement 2020/21**

The Town Council reviewed and confirmed the following statements:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Agreed
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Agreed
5.	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Agreed

**RESOLVED:** That the Annual Governance Statement 2020/21 be approved and adopted.

**118.5 Accounting Statements 2020/21**

The Town Council reviewed the Accounting Statements 2020/21.

**RESOLVED:** That the Accounting Statements 2020/21 be approved and adopted.

**119. New Post Office Service, Station Parade, Sevenoaks**

The Town Council welcomed the news that a new Post Office would be opening at 2 Station Parade, Sevenoaks, TN13 1DL from Monday 12<sup>th</sup> July 2021 at 13:00.

**120. Press Release**

That a press release be issued regarding the Town Council's return to a face-to-face meeting with Remote Access by Zoom available to councillors not in attendance and livestreamed for the public to view.

There being no further business the Mayor closed the meeting.

Signed .....

Mayor

Dated .....