

Sevenoaks Town Council
Minutes of Finance & General Purposes Committee held on 2nd August 2021
At the Bat & Ball Centre, Crampton's Road, Sevenoaks

Livestreamed on YouTube

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.07 p.m.

Present:

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

Substitute	For
Cllr Richard Parry	Cllr Robert Piper

*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.

In attendance: Town Clerk, Responsible Finance Officer, Social Media & Events Officer, Cllr Busvine, Cllr Mrs Parry, KCC Cllr Streatfeild

Representations received from Members of the Public: None

186. Apologies for Absence: As noted above.

187. Dispensations: There were no requests for Dispensations.

188. Declarations of Interest

Cllr Raikes declared an interest in Streetlighting.

Cllr Eyre provided a reminder about his Declaration of Pecuniary Interest in the Stag.

189. Notes of the Finance & General Purposes Committee Working Party held on 7th June 2021

RESOLVED: To receive and sign the Notes of the Finance & General Purposes Committee Working Party held on 7th June 2021 as a true record

190. Finance Reports

190.1 Management Accounts to 30th June 2021

The Committee received and noted, for the period to 30th June 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 31st May 2021, balance £76,605.58
- Suppliers Accounts 1st to 30th June 2021, balance £85,695.02
- Payroll Accounts 1st to 31st May 2021, balance £84,457.10
- Payroll Accounts 1st to 30th June 2021, balance £83,545.65
- Petty Cash Accounts 1st to 31st May 2021, balance £886.59
- Petty Cash Accounts 1st to 30th June 2021, balance £905.20

There was some discussion about the grant provided to the Summer Festival and its use during the pandemic. It was noted that the Summer Festival Committee would be requested to provide a report for 2021 activities and this would be taken into consideration with any future grant applications.

Consideration was given to proposed use of earmarked funds for expenditure incurred year to date:

RESOLVED: That the release of the following earmarked funds be approved:

- £1,885 Staff training reserve for Open Spaces and Leisure training
- £5,795 CRF reserve for Pop-Up Market
- £449 CRF budget virement for Pop-Up Market

RESOLVED:

To accept the Management Accounts 1st to 31st May 2021 and 1st to 30th June 2021

190.2 Hospitality and Gifts Register

The Committee noted the following hospitality received (but not used) in the period 1st May to 30th June 2021.

Town Clerk	- 2 x tickets to Reuthe's Gardens BBQ 7 th July 2021, accepted 29 th June 2021 (Not used)
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190.3 Sevenoaks Town Council Risk Assessment

The Committee received and considered the detailed risk assessment for the Town Council 2021. It was noted that it had been reviewed by internal audit and following a recommendation a new addition was included relating to Cyber Security.

RESOLVED:

- i) That the Sevenoaks Town Council Risk Assessment 2021 be approved and adopted.
- ii) The Town Clerk distribute a report to Town Councillors providing a reminder about current Cyber Security measures.

- iii) The Town Clerk distribute a further report to Town Councillors following the annual review of Cyber Security due to take place in August and highlight the new arrangements that Councillors will need to be involved in, noting that appropriate training would also be arranged.

191. Pension Scheme Deficit

The Committee noted that the actuarial valuation of the Kent County Council Pension Fund dated 31st March 2019 had provided the following secondary employer pension contribution figures:

2021/2021	£77k
2021/2022	£80k
2022/2023	£83k

A copy of the 31 March 2020 report had been requested.

RESOLVED: to place the Pension Scheme Deficit on a future agenda to consider the 31 March 2020 report.

192. Review of Allotment Rents

The Committee noted the report of the Allotment's Manager regarding the proposed increase in allotment rents.

RESOLVED that:

- i) Allotment rents be increased above the rate of inflation with effect from 1st October 2022 to reflect the cost of administering the allotments.
- ii) The setting of the rent be delegated to the Chairman and Vice Chairman of Open Spaces & Leisure Committee and Finance & General Purposes Committee, Town Clerk, and appropriate officers.
- iii) The increase be communicated to the tenants in September along with their renewal letter and invoice.

193. Streetlighting Update Report

The Committee received and noted an update report on Streetlighting.

RESOLVED: The residents of Woodside Road be asked to communicate their intentions about the streetlighting in the private road by the end of September. If no agreement can be reached the Town Council would remove the streetlights as communicated over the past six years.

194. Play Areas Capital Investment Programme

The Committee noted the programme of capital investment in play areas agreed in principle at the Open Spaces & Leisure Committee (*Minute 157, 05.07.2021 refers*), subject to the availability of funds.

195. Friends of Rheinbach Fundraising Appeal

The Committee noted the fundraising appeal launched by the Friends of Rheinbach in response to the recent devastating flooding in the twin town. It was noted that the Town Council had agreed to allow the Just Giving page to be linked to a Town Council bank account. The responsible Finance officer would ensure that there was a clear audit trail regarding the income received and its transfer to the Friends of Rheinbach and onward to the appropriate body in Rheinbach itself.

196. Minutes of Sevenoaks Town Team Meetings

The Minutes of the Town Team meetings held on 7th April and 16th June 2021 were received and noted.

197. Current Matters and Priorities

The updates provided on the Current Matters and progress against the Town Council's Priorities were noted.

198. Press Release

RESOLVED: To provide a press release on the following two matters:

- i) Friends of Rheinbach Fundraising Appeal
- ii) Play Area Capital Investment Programme

There being no further business the Chairman closed the Meeting.

Signed

Chairman

Dated