

Sevenoaks Town Council
Minutes of Finance & General Purposes Committee
Held on 13th September 2021
At the Bat & Ball Centre, Crampton's Road, Sevenoaks

Livestreamed on YouTube

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.17 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	Apologies	Cllr Robert Piper	Present
Cllr Andrew Eyre	Apologies	Cllr Simon Raikes	Present
Cllr Victoria Granville-Baxter	Present	Cllr Edward Waite	Apologies

Substitute	For
Cllr Dr Merylyn Canet	Cllr Sue Camp
Cllr Claire Shea	Cllr Edward Waite

In attendance: Town Clerk, Responsible Finance Officer, Senior Committee Clerk, Social Media & Events Officer, Cllr Richard Parry, KCC Cllr Richard Streatfeild.

Representations received from Members of the Public

256. Apologies for Absence: As noted above.

257. Dispensations

It was noted that all the Town Councillors except Cllr Eyre, who were Trustees of the Stag Community Arts Centre, had been granted a dispensation (in accordance with S31 & S.33 of the Localism Act 2011) to enable their participation in discussion and voting on Agenda Item 6.1 insofar as it related to the grant application from the Stag Community Arts Centre, on the following grounds:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; and
- ii. granting the dispensation is in the interests of persons living in the Council's area.

258. Declarations of Interest

Cllr Clayton declared an interest in Agenda Item 6.1 insofar as it related to the grant application from Sevenoaks Counselling Services and withdrew from the meeting during consideration thereof. Cllr Bonin took the chair for consideration of this matter.

259. Minutes of the Finance & General Purposes Committee held on 2nd August 2021

RESOLVED: To receive and sign the Minutes of the Finance & General Purposes Committee held on 2nd August 2021 as a true record.

260. Finance Reports

260.1 Management Accounts to 31st July 2021

The Committee received and noted, for the period to 31st July 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 July 2021, balance £66,076.73
- Payroll Accounts 1st to 31st July 2021, balance £76,911.59
- Petty Cash Accounts 1st to 31st July 2021, balance £649.77

It was noted that the year-to-date position at the end of July 2021 gave a revenue deficit of £9,075. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (£6,120 YTD to be adjusted at year end) and Bat & Ball Centre opening costs to date of £4,382 (included in Bat & Ball Centre project budget to be adjusted in August), the position was an adjusted surplus of £1,427.

The Responsible Finance Officer informed the Committee that energy costs were set to increase year on year with carbon, coal and oil consistently rising. Future energy contract options were being investigated.

It was noted that the Town Council's 5 Year Financial Review process was commencing.

RESOLVED: To accept the Management Accounts 1st to 31st July 2021.

260.2 Hospitality and Gifts Register

The Committee noted the following hospitality received in the period 1st to 31st July 2021: 13 servings of biryani for STC staff from hirers of room at Bat & Ball Centre (value approximately £26).

260.3. Kent County Council Pension Fund

The Committee noted the Kent County Council Pension Fund Actuarial Valuation as at 31st March 2019 (published 31st March 2020).

It was suggested that a meeting be requested with KCC to clarify the assumptions underlying the secondary contributions made by the Town Council.

261. Grant Reports

261.1 Grant Applications

The Committee noted the budget for grants to local voluntary organisations for 2021/22 and the balance to date.

Grant considered by the Youth Services Committee

It was noted that, at its meeting held on 8th September 2021, the Youth Services Committee had RESOLVED to award the following grant under the General Power of Competence (Localism Act 2011 Sections 1-8 refers):

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
6	Sevenoaks Three Arts Festival	First prize offered in Young Musician of the Year Competition 2022	£1000	£1000

Consideration of Grant Applications Received

The Committee considered grant aid requests received.

RESOLVED: That grant requests be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation & Charity Reg No if applicable	Purpose of Award	Grant Application	Grant Approved
3	Sevenoaks Literary Festival 2021	To ameliorate potential losses if the plans for a return to a physical festival are disrupted or cannot go ahead.	£1,500	£500
64	Citizens Advice in North & West Kent	To train and support a team of 3 volunteers in Sevenoaks Town Advice Centre to support vulnerable clients to complete official forms. Additional costs of supervisor and benefits specialist trainer.	£500	£500
45	Hi Kent	To run free hearing aid users support clinics in Sevenoaks for another year.	£1,000	£1,000
11	Sevenoaks Counselling*	To supplement the Bursary Fund which assists clients who cannot afford the recommended contribution.	£1,500	£1,500
68	Baby Umbrella	To continue services provided in Sevenoaks at Otford Village Hall. To pay for 12 weeks of rent and fees for breastfeeding counsellor.	£1,200	£500

57	PS Breastfeeding CIC	To purchase more breastmilk collections kits (single user item) for use with breast pumps that are loaned out, and to create new promotional materials to share new service venues.	£450	£450
12	South East Open Studios	To create new promotional materials specific to Sevenoaks Town and surrounding area (in 25 th anniversary year)	£2,360	£250
10	Stag Community Arts Centre	Following success of post-pandemic Summer Arts Festival, to repeat and extend that success into 2022, bringing more life back into Sevenoaks Town.	£5,000	Agreed in principle, subject to the provision of more detailed information on proposed events
			Total	£9,700

* Cllr Bonin in the chair during consideration of the grant application from Sevenoaks Counselling.

261.2 Grant Subsidies – Room Hire

The Committee noted the 2021/22 budget for grant subsidies on room hire at the Town Council venues to local organisations and for activities benefiting the local community and considered a request from Sevenoaks Samaritans.

RESOLVED that:

- 1) the following groups be approved to continue to receive free room hire:
 - Friends of Rheinbach
 - Friends of Pontoise
 - Neighbourhood Watch Meetings
 - Citizens Advice Bureau
 - The Sevenoaks Society – Local List Project & meetings with residents associations free of charge
 - Sevenoaks Greensands Commons
 - Tea Dances at Bat & Ball Centre
 - Dorothy Parrott Trust
- 2) Sevenoaks Samaritans be added to the approved list.

262. Local Government Association (LGA): Local Service Delivery & Place Shaping: A Framework to Support Parish & Town Councils

The Committee noted the LGA document presenting a framework for principal councils looking to support parish and town councils to play an increased role in local service delivery and place-shaping.

RESOLVED that:

- 1) the Sevenoaks branch of the Kent Association of Local Councils (KALC) be asked to consider and support the LGA's Local Service Delivery & Place Shaping: A Framework to Support Parish & Town Councils; and
- 2) the paper be raised for discussion at the forthcoming annual liaison meeting of the Town Council with Sevenoaks District Council.

263. Minutes of Sevenoaks Town Team Meeting

The Minutes of the Town Team meeting held on 18th August were received and noted.

264. Press Release

RESOLVED: To issue press releases on the success of the Friends of Rheinbach appeal and the allocation of grants.

There being no further business the Chairman closed the Meeting.

Signed

Chairman

Dated