

Sevenoaks Town Council
Minutes of the Finance & General Purposes Committee
held on 28th February 2022 in the Council Chamber

Livestreamed on You Tube: <https://youtu.be/f09XDBnny2g>

Cllr Edward Waite

Prior to the commencement of the Meeting the Mayor provided the following statement in dedication to Cllr Edward Waite.

“Edward Waite grew up in Southampton and moved to Sevenoaks with his parents in about 1991 - and he represented the area of our town in which some of his family still live, Eastern Ward.

He won his Batchelor of Science - in Economics - at Bath University and worked for a while in Japan returning to the UK in 2002, before qualifying as a solicitor in 2008.

His early experience of the Health Service led him to give something back to the NHS, and he was elected for two terms as a Patient Governor of the Harefield Hospital Trust, a role he served in until 2022. He took on the task of chair of its Membership Committee, charged with the job of involving the public and staff in the work of the trust to ensure its governance was anchored in the community.

When he came back to live in Sevenoaks with his wife Yuko, and later his daughter Megumi who was born in Pembury and lives in Sevenoaks, he decided he would like to give something back to our community too, as a member of this Council. He was elected to Sevenoaks Town Council in May 2015, and served on most of its committees, as well as on the Stag Trustee Board. His legal training and his experience in a nationally renowned Trust gave him valuable grounding in how publicly accountable organisations should be run.

To his fellow ward councillors Ed was an unfailingly conscientious colleague, clear in his convictions that everyone has the right to be heard. All of us in this council, members, and officers, knew him as someone determined to do his best for Sevenoaks, a really good councillor, modest, always considerate and a lovely person to know.

Our thoughts are with his family, and we will all miss him. Sevenoaks has lost, far too early, someone who wanted to make a real difference.

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.30 p.m.

Present:

Cllr Tony Clayton (Chairman)	Present	Cllr Roderick Hogarth	Present
Cllr Keith Bonin (Vice Chairman)	Present	Cllr Tom Morris Brown	Apologies
Cllr Sue Camp	Present	Cllr Robert Piper	Apologies
Cllr Dr Marilyn Canet (ex officio)	Present	Cllr Simon Raikes	Present
Cllr Andrew Eyre	Apologies		
Cllr Victoria Granville Baxter	Present		

Substitutes

Cllr Nicholas Busvine, OBE	For Cllr Andrew Eyre
Cllr Richard Parry	For Cllr Robert Piper

In Attendance: Town Clerk, Responsible Financial Officer (via zoom), Committee Clerk, Cllr Streatfeild, 2 members of public.

Public Question Time: There were no public questions

539. Apologies for Absence

RESOLVED: To accept apologies for absence from Cllr Andrew Eyre, Cllr Morris Brown and Cllr Piper

540. Requests for Dispensations

There were no requests for dispensations.

541. Declaration of Interests

There following declaration of interests were made:

Cllr Granville Baxter relating to Sevenoaks Society

Cllr Simon Raikes relating to Streetlighting

542. Notes of the Finance & General Purposes Committee held on 17th January 2022.

RESOLVED: To receive and sign the Notes and accept the actions delegated to the Town Clerk as a true record of the previous meeting.

543. Finance Reports

i) Statement of Accounts for 1st to 31st January 2022.

ii) Suppliers Accounts

1st to 31st January 2022 £161,257.40

iii) Payroll Account

1st to 31st January 2022 £73,260.77

iv) Petty Cash Account

1st to 31st January £895.45

v) Hospitality and Gift Register report

To note the receipt on one box of chocolates to a member of staff.

RESOLVED: The Committee accept all the presented and reviewed Financial Reports.

544. Knole Paddock and Raleys Field Sports Pitches

At its meeting held on 15th February 2021 (*Minute 435, OS&L 15.2.21 refers*) the Open Spaces and Leisure Committee requested that the Finance and General Purposes Committee consider allocating CIL funds to improve the infrastructure of the sports pitches at Knole Paddock and Raleys Field.

It was resolved to allocate £30,000 funding for the project from Capital Reserves (*minute 463, F&GP 01.03.21 refers*). Final quotations have been received and the chosen contractor quotation exceeds the budget arranged.

RESOLVED: To allocate a further £9,000 from CIL for the project and to proceed with works during May / June 2022.

545. Sevenoaks Clarendon Lawn Tennis Club Lease

Sevenoaks Clarendon Lawn Tennis Club pay annual ground rent for the lease of land at Lower Raleys Field to Sevenoaks Town Council.

The annual ground rent was £412 and was last reviewed in March 2014. The lease was signed in 1988 and referred to 7 yearly rent reviews and expires in 2044. The rent review was due in 2021, however this was delayed due to COVID-19. Based on inflation since March 2014, the equivalent rent would be £477.

RESOLVED: that the Sevenoaks Clarendon Lawn Tennis Club annual rent be increased by CPI inflation since March 2014.

546. Review of Wednesday and Saturday Market Rents

Sevenoaks Town Council has a Licence from Sevenoaks District Council to hold weekly markets on Wednesdays in Buckhurst Lane car park and Saturdays in the High Street.

Sevenoaks Town Council pays Sevenoaks District Council as per Licence to hold the market which increases annually in line with inflation.

The contract with Sevenoaks District Council for the operational management of the markets in Sevenoaks town started on 1st April 2019 and run until 31st March 2023, with an option to extend until 31st March 2024.

The weekly charges for 2021 / 22 are

- Wednesday, Buckhurst Lane market £510.45
- Saturday High St market £280.45

The 2022 / new charges in line with CPI will be sent to the Town Council in April.

Sevenoaks Town Council charges weekly rent to market traders depending on size of the pitch. The rents for some traders have not changed since they started trading with the Town Council and none have increased since 2018. Inflation since April 2018 was 8.78%.

RESOLVED: That the Chairman, Vice Chairman and Town Clerk review further information including notice period for Licence, SDC plans for the Wednesday market and report back to the next Finance & General Purposes Committee meeting.

547. Grants2021 / 2022 Grant

Reports from grant recipients were circulated with the agenda.

RESOLVED: To note the grant recipients reports.

2022 / 23 Grant Applications

Grant applications were circulated with the Agenda.

RESOLVED: To suspend the meeting to enable presentations from representatives of Sevenoaks Summer Festival and Kent Youth Jazz Orchestra.

The meeting was reconvened.

RESOLVED: To provide the following grants to voluntary organisations:

Organisation	Purpose	Amount
Sevenoaks Summer Festival	2022 Summer Festival	£5,000
Sevenoaks Society	Funding towards exhibition	£500
Sevenoaks Samaritans	Training for volunteers <i>Grant applications to other organisations outside Sevenoaks to be encouraged noting the area of activity taking place.</i>	£1,000
Sevenoaks Volunteer Transport Group	Volunteer Transport	£750
West Kent Mediation	Volunteer costs	£750
Baby Umbrella	Develop & Deliver volunteer sessions	£500
Friends of Rheinbach	Twinning activities	£250
Friends of Pontoise	Twinning activities	£250
Sevenoaks Repair Café	Launch and set up of new project	£1,620
Sevenoaks Three Arts Festival	Hire of piano and performance space	£600
Kent Youth Jazz Orchestra	Youth Jazz Workshop <i>note youth grant budget</i>	£500
Art in June	Publication of guides	£250
Sevenoaks Literary Festival	Schools Literary Event	£500
Total		£12,470

548. Sevenoaks Town Team

RESOLVED: To note the Minutes of the Sevenoaks Town Partnership held on 23rd February 2022 and that 50% Welcome Back Funding had been achieved for the first stage of surveys for the Wayfinding Street Signs project and Sevenoaks Town Council to pay the remaining 50%.

549. Notes of Meeting held to discuss HM Queen Platinum Jubilee Celebrations in Sevenoaks

RESOLVED: To note the Minutes of the meeting held on 8th February 2022 and that Cllr Parry was in attendance, also that funding applications were being made towards the agreed activities but may require some funding from Sevenoaks Town Council to be brought back to Committee if needed.

550. Current Matters and Priorities

RESOLVED: To note the contents of the reports relating to Current Matters.

551. Sports Facilities Charges for 2022 / 2023

It was noted that there had been an administrative error in the approval of the sports facility's charges for 2022 / 2023.

RESOLVED: To approve the sports facility's charges as indicated in green on the attached document.

552. Press Release

RESOLVED: To issue a Press Release relating to Grants awarded.

There being no further business the Chairman of the Committee closed the Meeting.

Signed
Chairman

Dated

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Sports Facilities Charges AMENDED 23.05.2022 to 31.03.2023

SPORTS FEES

FEES & CHARGES FROM 23 May 2022

Amendment to Sports Fees and charges for Financial Year 2022-2023

The Sports fees and charges presented to and approved at OSL committee 08/11/2021 had been based on the previous year's charges instead of the current year. The draft figures presented at OSL committee on 13/09/2021 had been correctly based on the current year's figures.

The below proposed fees and charges for 2022/23 (in green) are based on the current year charges (in black). The approved charges (OSL minute 351 08/11/21 and F&GP minute 380.4 22/11/21) are shown in red.

These would be with effect from 23rd May 2022, being 6 months from when the council approved the charges at F&GP on 22nd November 2021.

As per the intention of the OSL committee, these charges in general represent an uplift of 3% on the current year's charges. The uplift for pavilion use is now consistent across sports and sessions, with small reductions to encourage junior sports.

CRICKET (Summer Sport)	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m. (£)
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	107 105 108.00	96 95 93.00	81 81 77.00
Weekday games - Juniors	63 63 72.00	58 57 62.00	45 44 52.00
Weekend games - Adults	133 131 129.00	112 110 113.00	96 95 88.00
Weekend games - Juniors	84 83 82.00	68 67 67.00	57 56 57.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	74 72 72.00	63 62 62.00	48 48 47.00
Weekday games - Juniors	48 48 47.00	43 42 42.00	30 29 29.00
Weekend games - Adults	100 98 98.00	79 77 77.00	63 62 62.00
Weekend games - Juniors	69 67 67.00	53 52 52.00	42 41 41.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	91 90 82.00
Weekday games - Juniors	48 47 46.00
Weekend games - Adults	112 108 103.00
Weekend games - Juniors	54 53 57.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	58 57 57.00
Weekday games - Juniors	33 32 32.00
Weekend games - Adults	79 77 77.00
Weekend games - Juniors	39 38 38.00

Sports Facilities Charges AMENDED 23.05.2022 to 31.03.2023

SPORTS FEES

FEES & CHARGES FROM 23 May 2022

Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	112 110 113.00
Weekday games - Juniors	63 61 67.00
Weekend games - Adults	133 131 139.00
Weekend games - Juniors	84 82 88.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	79 77 77.00
Weekday games - Juniors	48 46 46.00
Weekend games - Adults	100 98 98.00
Weekend games - Juniors	69 67 67.00
Mini Tournaments	152 150 149.00
Junior Training Areas	42 41 41.00
Adult Training per hour	34 33 33.00
Outside Rugby clubs-normal fee plus	34 33 33.00

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	33 33 33.00
Per hour - Juniors	15 15 23.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	24 23 23.00
Per hour - Juniors	12 12 18.00
Daily rates (7 hours)	
For Sevenoaks organisations	124 118 118.00
For non-Sevenoaks organisations	151 144 144.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	425 417 417.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	225 221 221.00
Junior Sports Meetings (7 hours)	
Restricted Area	115 113 113.00
One field and Pavilion	193 190 211.00
One field	178 175 175.00
Athletics Track by arrangement	