

## Sevenoaks Town Council

### Minutes of the meeting of the Finance & General Purposes Committee Held on 18<sup>th</sup> July 2022 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube: <https://youtu.be/pD1dNkdcQ6U>

Meeting commenced: 7.00 pm

Meeting Concluded: 7.41pm

#### Present:

Cllr Tony Clayton, <b>Chairman</b>	Remote attendance	Cllr Victoria Granville-Baxter	Present
Cllr Keith Bonin, <b>Vice-Chairman</b>	Present	Cllr Roderick Hogarth	Present
Cllr Libby Ancrum	Present	Cllr Mrs Rachel Parry, Mayor (ex-officio)	Present
Cllr Sue Camp	Apologies	Cllr Richard Parry	Present
Cllr Dr Marilyn Canet	Present	Cllr Simon Raikes	Apologies
Cllr Andrew Eyre	Present		

#### Substitution:

Cllr Clare Shea	Cllr Sue Camp
Cllr Rachel Parry	Cllr Simon Raikes
Cllr Lise Michaelides	Cllr Tony Clayton

**In attendance:** Town Clerk, Responsible Finance Officer, Planning Committee Clerk, KCC Cllr Streatfield

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

#### 218. Apologies for Absence

As noted above.

#### 219. Dispensations

There were no requests for dispensations.

#### 220. Declaration of Interest

There were no Declarations of Interest

#### 221. Minutes of the Finance & General Purposes Committee on 6<sup>th</sup> June 2022

**RESOLVED:** to receive and sign the Minutes of the Finance and General Purposes Committee held on 6<sup>th</sup> June 2022 as a true record.

#### 222. Finance Reports

##### 222.1 Management Accounts to June 2022

The Committee received and noted, for the period ended 30<sup>th</sup> June 2022, the Responsible Finance Officer's Report with Variance Analysis and noting positive reports for Café on the Vine and the Business Hub; Income and Expenditure,

## Sevenoaks Town Council

Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds, together with the:

### Suppliers Accounts for:

- 1<sup>st</sup> to 30<sup>th</sup> April 2022, total invoices £57,517.59
- 1<sup>st</sup> to 31<sup>st</sup> May 2022, total invoices £76,104.56
- 1<sup>st</sup> to 30<sup>th</sup> June 2022, total invoices £75,024.30

### List of Payments for period 1<sup>st</sup> April to 30<sup>th</sup> June 2022:

- Sevenoaks Town Council Nat West Account, total £533,901.96
- Mayor's Charity Account, total £160.

### Payroll Accounts for:

- 1<sup>st</sup> to 30<sup>th</sup> April 2022, payments £85,609.51
- 1<sup>st</sup> to 31<sup>st</sup> May 2022, payments £83,990.87
- 1<sup>st</sup> to 30<sup>th</sup> June 2022, payments £82,956.68

### Petty Cash Accounts for:

- 1<sup>st</sup> to 30<sup>th</sup> April 2022, payments £412.48
- 1<sup>st</sup> to 31<sup>st</sup> May 2022, payments £530.67
- 1<sup>st</sup> to 30<sup>th</sup> June 2022, payments £682.03

It was noted that the year-to-date position at the end of June 2022 gave a revenue surplus of £12,441. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (YTD deficit of £21,978 to be actioned at year end), the position was an adjusted surplus of £34,419.

Consideration was given to investing in a 95-day notice account with Virgin Money, offering 1.05% interest.

### RESOLVED that:

- 1) the Management Accounts for the period ended 30<sup>th</sup> June 2022 be received and accepted.
- 2) £500,000 be invested in a 95-day notice account with Virgin Money

**222.2 Hospitality and Gifts Register:** None received.

### **223. Sevenoaks Town Council Risk Assessment: Annual Review**

The Town Council reviewed the updated Risk Assessment. Noted that there were two identifiable risks 1) Cyber Security and that the Town Council was working towards Cyber Essentials accreditation 2) Markets requiring annual review of rents. It was also noted that financial risks relating to utility costs should be identified alongside potential mitigations from the report expected indicating how the Town Council could reduce its energy consumption and carbon footprint.

## Sevenoaks Town Council

**RESOLVED:** That the Sevenoaks Town Council Risk Assessment 2022/23 be approved and adopted.

### 224. Review of Allotment Rents

The Committee considered the recommendation from the Open Spaces & Leisure Committee [*Minute 197.2, OSL 04.07.22 refers*] regarding allotment rents.

**RESOLVED:** That allotment rents be increased by no more than 10%, i.e., to 21.8p per square metre, slightly more than the current rate of inflation, with effect from 1<sup>st</sup> October 2023

### 225. Review of Wednesday and Saturday Markets

The Committee reviewed the position with the Wednesday Buckhurst Lane Market and Saturday High Street Market. The Town Council has held a licence from Sevenoaks District Council (SDC) to run these markets since 2013. The current 5-year licence would expire in March 2023, with an option to extend for a year.

Consideration was given to the performance of the two markets.

**RESOLVED:** that

- 1) Sevenoaks Town Council does not take the option to automatically renew the licence from SDC for an additional year when the current agreement ceases (31 March 2023) and provides relevant notice to SDC
- 2) Sevenoaks Town Council intends to re-tender for both the Saturday High Street and Wednesday Markets at a more reasonable rate. Tender to be based on achieving a breakeven position over 5 years, considering current market conditions, costs relating to the markets, and enabling competitive rates for market traders to maintain a vibrant market.
- 3) An annual review of market stall rents be established, in line with any new lease signed, with new rents to be charged with effect from 1<sup>st</sup> April 2023
- 4) Sevenoaks Town Council explore with SDC the location of the Wednesday Market

### 226. Sevenoaks Day Nursery: Request to Review Club Room Rent

The Town Council leases part of the Bat & Ball Centre site to Sevenoaks Day Nursery on a 25-year peppercorn lease. Part of the agreement was that the old club room should be used by a local children's organisation: during the rebuild of the Centre this was used by Montessori at a very favourable rate agreed by the Town Council. The Committee considered a request from the Nursery to increase the fee charged to Hollybush Montessori.

**RESOLVED:** That the request by Sevenoaks Day Nursery to increase the rent charged for the Club Room to £10 per hour, with effect from September 2022, be approved.

**Sevenoaks Town Council**

**227. Minutes of Town Team Meeting 15<sup>th</sup> June 2022**

The following errors were noted:

- Cllr Avril Hunter – spelling of surname and that she was a Sevenoaks District Councillor.

**RESOLVED:** That subject to the above amendments the minutes of the meeting of the Town Team held on 15<sup>th</sup> June 2022 be received and noted.

**228. Current Matters and Sevenoaks Town Council Priorities**

The Responsible Financial Officer was complimented on progress to date relating to Streetlighting matters.

**RESOLVED:** that the updates on the following be received and noted:

- 1) Current Matters, including the progress reports to June 2022 on the Sevenoaks Town Council Green Community Investment Plan and the Bat & Ball Station Action Plan
- 2) Sevenoaks Town Council Priorities

**229. Press Release**

No topics for Press Release.

There being no further business the Chairman closed the Meeting.

Signed .....

Dated .....

Chairman