

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 24th July 2023 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

<https://youtube.com/live/8UIZPugmFE0?feature=share>

Meeting commenced: 7:38pm

Meeting Concluded: 8:16pm

Present:

Cllr Tony Clayton (Chair)	Apologies	Cllr Victoria Granville	Present
Cllr Nigel Wightman (Vice-Chair)	Present	Cllr Chloe Gustard	Apologies
Cllr Libby Ancrum	Present	Cllr Claire Shea, Mayor (ex-officio)	Present
Cllr Dr Marilyn Canet	Present	Cllr David Skinner OBE	Present
Cllr Peter Dixon	Present		

Substitute	For
Cllr Nick Varley	Cllr Chloe Gustard

In attendance: Cllr Gareth Willis, Town Clerk and Senior Committee Clerk.

Representations received from Member of the Public: None

249 Apologies for Absence: As noted above.

250 Dispensations: There were no requests for dispensations.

251 Declarations of Interest: There were no declarations of interest.

252 Minutes of the Finance & General Purposes Committee on 12th June 2023
RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 12th June 2023 as a true record.

253 Finance Reports to 31st May 2023

253.1 Management Accounts to 31st March 2023

The Committee received and noted the following accounts to 31st May 2023:

- Income & Expenditure by Cost Centre
- Variance Analysis
- Working Capital Summary
- Statement of Fund Balances
- Capital Expenditure & Funds

It was suggested that Cllr Wightman and Cllr Dixon meet with the new Responsible Finance Officer once she was in post (September 28th) to review the current investment of funds to seek an increase in returns.

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253.2 The Committee received and noted the following:

Suppliers Accounts

- 1st to 31st May 2023, total gross invoices £66,033.14

List of Payments for Town Council's Nat West Account

- 1st to 31st May 2023, total £156,256.68

List of Payments for Mayor's Charity Account

- 1st to 31st May 2023, total -£80.00

Payroll Accounts

- 1st to 31st May 2023, total £91,299.13

Petty Cash Accounts

- 1st to 31st May 2023, total payments £609.98

RESOLVED that:

- 1) the Management Accounts for the Year Ended 31st May 2023 be received and accepted; and
- 2) Cllr Wightman and Cllr Dixon meet with the new Responsible Finance Officer, once in post, to review the current investment of funds to seek an increase in returns.

253.3 Hospitality and Gifts Register

The Committee noted the following hospitality/gifts received during the period 1st to 31st May 2023:

Received by	Date	Item	From Whom	Value
Town Clerk	04.05.23	Flowers	Sevenoaks Climate Action Network (SCAN)	£15
Open Spaces Manager	04.05.23	Bottle of wine	Sevenoaks Climate Action Network (SCAN)	£10
Climate Project Officer	04.05.23	Bottle of wine	Sevenoaks Climate Action Network (SCAN)	£10

253.4 Internal Audit Fees 2023/24 and Internal Audit 2023/24 Work Programme

RESOLVED that:

- 1) the Internal Audit Fees for 2023/24 be received and noted; and
- 2) the Internal Audit 2023/24 Work Programme be approved.

254 Recommendations from Open Spaces & Leisure Committee

The Committee considered recommendations received from the Open Spaces & Leisure Committee held on 10th July 2023.

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254.1 Review of Allotment Rents

The Committee considered the recommendation from the Open Spaces & Leisure Committee [*Minute 208.1, OSL 10.07.23 refers*] regarding allotment rents.

RESOLVED that:

- 1) allotment rents for Quakers Hall Allotments be increased by no more than 10% i.e., to 23p per square metre, slightly more than the rate of inflation, with effect from 1st October 2024; and
- 2) that allotment rents for Bradbourne Vale Allotments be increased by 0.2p to round up to 22p per square metre, with effect from 1st October 2024.

254.2 Sevenoaks Greensands Common Project

The Committee considered the recommendation from the Open Spaces & Leisure Committee [*Minute 206.2, OSL 10.07.23 refers*] regarding the continuation of the Sevenoaks Greensands Common Project for a further four years.

RESOLVED: that it be agreed in principle that funding of £5,000 per annum for the Sevenoaks Greensands Common Project be considered as part of the budget setting process.

255 Recommendation from Youth Services Committee – Skateboard Park

The Committee considered a recommendation received from the Youth Services Committee [*Minute 185, YSC 28.06.23 refers*] regarding refurbishment options for the Skateboard Park at Greatness Recreation Ground.

RESOLVED that:

- 1) Option 1 set out in the report (replace all existing boards and resurface, retaining and strengthening existing frames) as recommended by the Youth Services Committee be approved; and
- 2) £40,000 of CIL funding be allocated to this project.

256 Minutes of Town Team Meeting held on 21st June 2023

RESOLVED: That the minutes of the meeting of the Town Team held on 21st June 2023 be received and noted.

257 Sevenoaks Town Communications

The Committee considered the recommendations of the Communications Working Party revising the Town Council Social Media Policy; the proposed updating of the Communication Engagement Strategy; and noted the snapshot record of communications January to June 2023.

It was agreed that the scope of the Communications Working Party and its membership be extended: the Town Clerk to email all councillors to confirm who would like to participate.

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RESOLVED that:

- 1) the revised Sevenoaks Council Social Media Policy be approved and adopted:
- 2) the Sevenoaks Town Council Communications Engagement Strategy be reviewed by the Communications Working Party and submitted to a future meeting; and
- 3) the snapshot record of Town Council communications be received and noted.

258 Current Matters & Priorities

The Committee considered the updates received.

It was noted that the Town Council Priorities would be reviewed at the Blue-Sky meeting in September.

RESOLVED that the updates on the Current Matters and Town Council Priorities be received and noted.

259 Press Release: None

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated