

**Sevenoaks Town Council**  
**Minutes of the meeting of the Finance & Delivery Committee – 2<sup>nd</sup> September 2024**

**Held in the Council Chamber, Town Council Offices, TN13 3QG**

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

<https://youtube.com/live/p8Lsl4gPitA?feature=share>

Meeting commenced: 7:21 pm

Meeting Concluded: 7:40 pm

**Present:**

Cllr Tony Clayton, <b>Chair</b>	Present	Cllr Catherine Daniell (Deputy Leader)	Present
Cllr Nigel Wightman, Leader & Vice-Chair	Present	Cllr Dr Peter Dixon	Present
Cllr Libby Ancrum (Mayor, ex-officio)	Apologies	Cllr David Skinner OBE	Apologies
Cllr Dr Marilyn Canet	Apologies	Cllr Nicholas Varley	Present

<b>Substitute</b>	<b>For</b>
Cllr Lise Michaelides	Cllr Dr Marilyn Canet
Cllr Gareth Willis	Cllr David Skinner

**In attendance:** Deputy Town Clerk & Responsible Finance Officer, Senior Committee Clerk and Planning Committee Clerk.

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

**286 Apologies for Absence**

As noted above.

**287 Dispensations:** There were no requests for dispensations.

**288 Declarations of Interest:** There were no declarations of interest.

**289 Minutes of the Finance & Delivery Committee on 22<sup>nd</sup> July 2024**

**RESOLVED:** to receive and sign the Minutes of the Finance and Delivery Committee held on 22<sup>nd</sup> July 2024 as a true record.

**290 Management Accounts to 31<sup>st</sup> July 2024**

**290.1** The Committee received and noted, for the period ended 31<sup>st</sup> July 2024, the Responsible Finance Officer's Report with Income and Expenditure by Cost Centre, Variance Analysis, Fund Balances, Statutory Balance Sheet and Earmarked Reserves.

It was noted that the year-to-date position at the end of July 2024 gave a revenue deficit of £17,876. Allowing for the Bat & Ball Station reserves movement which offsets some of the Bat & Ball Station £18,040 year to date deficit, the adjusted position was £164 surplus.

It was noted that whilst the Establishments budget was reported as adverse, the bank interest was mainly reported quarterly so the position would improve. The

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Responsible Finance Officer was looking to call back funds from some of the smaller low interest balances to make the most of the better rates at Insignis Hub.

**RESOLVED:** to receive and accept the Responsible Finance Officer's Report and Management Accounts 1<sup>st</sup> to 31<sup>st</sup> July 2024.

**290.2** The Committee received and noted:

#### **Suppliers Accounts**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024, total gross invoices £73,721.24

#### **List of Payments Sevenoaks Town Council Nat West Account**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024, total £475,075.67

#### **List of Payments Mayor's Charity Account:**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024 - None

#### **Payroll Accounts**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024, total payments £144,000.27

#### **Petty Cash Accounts for:**

- 1<sup>st</sup> to 31<sup>st</sup> July 2024, total payments £414.37

**290.3 Hospitality and Gifts Register**

Noted that no hospitality or gifts had been received by Councillors or staff for the period 1<sup>st</sup> to 31<sup>st</sup> July 2024.

**291 Website for Business Improvement District (BID)**

**RESOLVED:** That a maximum of £5k be allocated from the contingency budget for the website for the Business Improvement District (BID).

**292 Sevenoaks Town Council Policies**

**RESOLVED:** that the following policies be approved and adopted:

- Information Security (IT)
- Information Security (Card Readers)

**293 Communications Working Group**

**RESOLVED:** To receive and note the minutes of the Communications Working Group held on 24<sup>th</sup> July 2024.

**294 Current Matters**

Updates on current matters were noted.

It was requested that the current position with the provision of electric vehicle charging bollards at Raley's Car Park be investigated.

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20mph Scheme

It was noted that Kent County Council (KCC) had not yet provided an update on the costs of the 20mph scheme installation.

Cllr Clayton reported that a number of signs had been included in KCC’s Has Made Notice which would incorrectly affect private roads. A site visit by the Deputy Town Clerk & Responsible Finance Officer and Planning Committee Clerk confirmed that those signs had not been installed. An email had been sent to KCC requesting confirmation that those signs would not be installed and that the Town Council would not be charged for them.

**RESOLVED:** That updates on the Current Matters report be received and noted.

- 295 Press Release:** It was agreed that a press release be issued regarding the installation of the 20mph signs and the work to be completed (the painting of buff surfaces and roundels on the road), advising that the remaining work would not be carried out during the daytime.

There being no further business the Chair closed the Meeting.

Signed .....

Dated .....

Chair