

Sevenoaks Town Council
Minutes of the Finance & General Purposes Committee
held on 2nd March 2020 in the Council Chamber

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.25 p.m.

Present:

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Present		Cllr Tom Morris Brown	Apologies
Cllr Sue Camp (7.10pm)	Present		Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Present		Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice Chairman	Present		Cllr Edward Waite (7.05pm)	Present
Cllr Andrew Eyre	Present			

In Attendance: Cllr Parry, Cllr Michaelides (7.22pm), Cllr Shea (7.30pm), Cllr Granville-Baxter (7.50pm), Town Clerk, Responsible Financial Officer and Senior Committee Clerk.

Public Question Time: There were two members of the public present.

The meeting was not recorded.

The Chairman introduced the new Responsible Financial Officer - Rosalind Shaw.

517. Apologies for Absence

RESOLVED: To note as above.

518. Requests for Dispensations

There were no requests for dispensations.

519. Declaration of Interests

The following Councillors declared an interest in Agenda Item 9 Grant Applications, on the basis shown:

- Councillor Piper declared that he was the local President of MENCAP, which had received a donation from the Kent Painters Group
- Councillors Raikes, Canet and Clayton declared that they were members of the Friends of Pontoise
- Councillor Waite declared that he had connection with Sevenoaks Bookshop

520. Minutes of the Finance & General Purposes Committee held on 25th November 2019.

RESOLVED: To receive and sign the Minutes of 25th November 2019 as a true record of the previous meeting.

521. Change to Order of Agenda

RESOLVED: That the order of agenda be amended to facilitate consideration of Agenda Item 9 Grant Applications early, for the benefit of the members of public in attendance.

522. Grant Applications**i) Reports from Grant Recipients 2019**

RESOLVED: to receive and note the reports submitted by recipients of grant awards in 2019.

ii) Consideration of Grant Applications Received

It was noted that, at its meeting held on 12th February 2020, 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	Hire of piano and performance space for competitive classes and prize winners' concert	£600	£600

The Youth Services Committee had also recommended applications by the Kent Youth Jazz Orchestra and Sevenoaks Bookshop (Young Readers Festival) to the Finances and General Purposes Committee for approval.

The Committee considered all grant aid requests received, together with the balance of the Grant Aid Budget.

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
23	Kent Youth Jazz Orchestra	Towards cost of Youth Jazz Workshop at a local school in Sevenoaks. Free of charge for young musicians to attend.	£500	£500
59	Sevenoaks Bookshop	Towards funding free open access entertainment for Young Readers Festival	£1,750	£1,750
12	Art in June Open Studios	Towards printing costs of 10,000 Guidebooks	£500	£500
49	Kent Painters Group	Towards printing of 20 A2 and 50 A3 re-usable correx road signs for Sevenoaks area	£200	£200

2	Sevenoaks Volunteer Transport Group	Towards running costs in year to 31 March 2021	£500	£500
9	Friends of Rheinbach	To support project – promoting new, active links between educational establishments, common interest societies and other relevant group and individuals across the two towns	£250	£250
5	Friends of Pontoise	To build on and expand links between Sevenoaks and Pontoise; to promote understanding of French life and culture in Sevenoaks and of English life and culture in Pontoise	£250-500	£250
	Sevenoaks 2020: Photographing Sevenoaks	Production of book of photographs, prints for charity shops, and market stalls. Also, towards exhibition advertising and hospitality costs.	£500	£500
17	West Kent Mediation	Part funding: CPD meetings and training for volunteers, volunteer expenses, hall hire costs for mediation and volunteer training, contribution towards publicity materials	£750	£750
4	North & West Kent Citizens Advice	To expand scam awareness programme to Sevenoaks Town	£500	£500
3	Sevenoaks Literary Festival	Cost of speaker at annual free event for local schools: best-selling author to give talk and workshops.	£350	£350

523. Finance Reports

i) Management Accounts

The Committee received and noted, for the periods 1st to 31st December 2019 and 1st to 31st January 2020, the Finance Officer's Report with Variance Analysis, Working Capital Summary and Statement of Fund Balances, together with the:

- Suppliers Accounts, balance as at 31st January 2020 - £225,735.89
- Payroll Account, balance as at 31st January 2020 - £66,271.24
- Petty Cash Account, balance as at 31st January 2020 - £739.68

The Finance Officer highlighted the year to date net adverse variance of £112,796 but advised that this would be partially offset by: £59k from the Management and Maintenance Plan covering the first 5 years of operation of the Bat and Ball Café (part of HLF grant funding); £14k grant funding due to be received in respect of outdoor gym equipment at Julian's Meadow; and £10k

refund anticipated in respect of a water leak discovered at the Council offices. These adjustments would result in a net adverse variance of £30k.

ii) Bat and Ball Station Bookings

RESOLVED: To note the bookings for the Bat and Ball Station Booking Hall and Luggage Room from April 2019 to January 2020, and the forthcoming bookings to end of March 2020.

iii) Bank Mandate

RESOLVED: That

- i) the bank signatory lists be updated to include Rosalind Shaw (simultaneously removing Christine Franklin and Hugh D'Alton) as per delegated authority held with all banking institutions with which the Council holds an account or investment;
- ii) the Responsible Financial Officer is authorised to supply the Bank as and when necessary with lists of persons authorised to sign; and
- iii) the resolutions be communicated to the Bank and remain in force until changed by a resolution of the Council and a copy, certified by the Chief Executive and the Responsible Financial officer is received by the Bank.

iv) Hospitality and Gift Register Report: Nothing to report.

524. Jubilee Clock, Market House, High Street, Sevenoaks

The Committee considered the repairs needed to the Jubilee Clock and its enclosure at Market House. Three quotations had been received for the works required. It was agreed that the works be funded from Sevenoaks Town Council's CIL receipts.

RESOLVED: That the Town Clerk be authorised to arrange for the refurbishment of the Jubilee Clock up to a maximum expenditure of £13,760.

525. Condition of Shambles Artwork

The Committee considered a report noting that some Town Councillors had visited The Shambles to look at the artwork (murals and 3d figures) as they were concerned about its condition. It was recognised that the responsibility for the artwork lay with the District Council.

RESOLVED that a letter be sent to the Public Realm Commission at Sevenoaks District Council requesting that consideration be given to the condition of the artwork in the Shambles.

526. Recommendation from Open Spaces Committee: Replacement Town Wardens' Van

The Committee considered a recommendation from the Open Spaces and Leisure Committee that the current Town Wardens' van which was due for replacement be replaced with an electric Nissan van. The Finance Officer had provided a detailed

eight-year cost comparison between diesel and electric which identified a payback period of six years.

RESOLVED that:

- 1) A Nissan electric van be purchased to replace the current Town Wardens' van, up to a maximum cost of £28,305
- 2) That the van be promoted as the Town Council's first electric vehicle

527. Minutes of the Town Partnership Meetings held on 15th January and 19th February 2020

RESOLVED: To note the Minutes of the Sevenoaks Town Partnership meetings held on 15th January 2020 and 19th February 2020.

528. Current Matters and Priorities

RESOLVED: To note the contents of the reports relating to:

- a. Current Matters; and
- b. Town Council Priorities

529. Press Release

Press Release to be issued once the electric van for the Town Wardens had been purchased.

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

Signed
Chairman

Dated