

Sevenoaks Town Council

**Notes on Report to Finance & General Purposes Committee
27th April 2020**

Cllr Keith Bonin		Cllr Granville-Baxter (Substitute for Cllr Waite)
Cllr Dr Merylyn Canet		Cllr Roderick Hogarth
Cllr Sue Camp		Cllr Richard Parry
Cllr Tony Clayton (Vice-Chairman)		Cllr Robert Piper
Cllr Andrew Eyre		Cllr Simon Raikes (Chairman)

The Councillors listed above were consulted electronically, facilitated by the Town Clerk/ Chief Executive, Responsible Financial Officer and Senior Committee Clerk.

There were no representations received from Members of the Public.

14. Declaration of Interests: None

15. Minutes of the Finance & General Purposes Committee held on 2nd March 2020

The Minutes of the meeting of the Finance and General Purposes Committee held on 2nd March 2020 were received and agreed.

16. Finance Reports

16.1 Management Accounts

Committee members received and noted, for the period 1st to 29th February 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 29th February 2020 - £112,641.00
- Payroll Account, balance as at 29th February 2020 - £82,062.59
- Petty Cash Account, balance as at 29th February 2020 - £928.68

The Finance Officer highlighted the year to date (February 2020) net adverse variance of £97,686 but advised that this would be largely offset by a planned year end release of £64k from the dedicated Management and Maintenance Plan reserves, covering the first 5 years of operation of the Bat and Ball Café (part of HLF grant funding). The adjusted adverse variance was therefore £34k.

The draft year end position was indicating a deficit of approximately £25k, which would be in line with budget.

The Finance officer was asked to provide an update on the Trade Debtors position once year end reconciliation was complete.

It was noted that as a result of the current Covid-19 crisis, approximately £100k of annual income was at risk; consideration was being given to current allocated reserves which could possibly be moved to general reserves if required. An update on the Covid-19 impact, including the furlough of café staff and potential use of reserves, would be presented at the meeting in June.

The Town Clerk advised that the Bat and Ball Centre redevelopment was currently within budget.

16.2 Renewal of Insurance

Committee members noted the Town Council's 2020/2021 insurance renewal with Zurich Municipal at a premium of £14,799.21. It was agreed that the insurance policy wording relating to business interruption be circulated to all Councillors, together with the email received from the insurers regarding Coronavirus.

16.3 Audit Deadlines

Noted the extension of audit deadlines as follows:

- The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020
- To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public inspection period on or before the first working day of September 2020

16.4 Hospitality and Gift Register: Nothing to report

17. Community Resilience fund - Grant Applications Received

Noted that, following the launch of the Sevenoaks Town Council £30,000 Community Resilience Fund on 24th March 2020, grant aid has been awarded, as set out below, under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) and under the statutory delegation powers agreed by Council at its Extra-ordinary meeting held on 23rd March 2020 (Minute 567(iii) refers).

COMMUNITY RESILIENCE FUND 2020 - GRANTS AWARDED				
Applicant	Amount applied for	Grant Awarded	Total Grants awarded	Balance
				£30,000
1. Age UK Sevenoaks & Tonbridge	£2,000	£2,000	£2,000	£28,000
2. PSB Breastfeeding CIC	£1,805	£780	£2,780	£27,220

3. Citizens Advice North & West Kent	£611	£611	£3,391	£26,609
4. The Hygiene Bank	£3,000	£1,500	£4,891	£25,109
5. Care for Our Community	£1,000	£1,000	£5,891	£24,109

18. Press Releases

Press Releases to be issued:

- i. Recognising the redecoration of Bat and Ball Station by National Rail
- ii. Regarding ongoing operation of Sevenoaks Town Council during COVID 19

Council Meeting 23rd March 2020 Minute 567 ii)

RESOLVED: To agree emergency measures that if it was not possible to convene a meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.