

**Sevenoaks Town Council**  
**Minutes of Finance & General Purposes Committee held on 20<sup>th</sup> July 2020**  
**Held via Zoom and Livestreamed on YouTube**

Meeting commenced: 19:01

Meeting Concluded: 20:17

**Present:**

Cllr Keith Bonin	Present		Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Apologies		Cllr Tom Morris Brown	Present
Cllr Sue Camp	Absent		Cllr Robert Piper	Present
Cllr Dr Merylyn Canet	Present		Cllr Simon Raikes, Chairman	Apologies
Cllr Tony Clayton (In the Chair for this meeting)	Present		Cllr Edward Waite (7.05pm)	Present
Cllr Andrew Eyre	Present			

<b>Substitute</b>	<b>For</b>
Cllr Richard Parry	Cllr Simon Raikes

**In attendance:** Town Clerk, Responsible Financial Officer, Senior Committee Clerk

There were no representations received from Members of the Public.

**105. Apologies for Absence**

Apologies for absence were submitted and received as noted above.

**106. Dispensations**

There were no requests for dispensations.

**107. Declaration of Interests**

There were no Declarations of Interest.

**108. Notes of Report to the Finance & General Purposes Committee on 8<sup>TH</sup> June 2020**

**RESOLVED:** To receive and sign the Notes of the Report to the Finance and General Purposes Committee on 8<sup>th</sup> June 2020 as a true record.

**109. Finance Reports****109.1 Management Accounts 1<sup>st</sup> to 31<sup>st</sup> May 2020**

The Committee received and noted, for the period 1<sup>st</sup> to 31<sup>st</sup> May 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 31<sup>st</sup> May 2020 - £199,849.60
- Payroll Account, balance as at 31<sup>st</sup> May 2020 - £74,692.57
- Petty Cash Account, balance as at 31<sup>st</sup> May 2020 - £723.37

**RESOLVED:** To accept the Management Accounts 1<sup>st</sup> to 31<sup>st</sup> May 2020.

### **109.2 Management Accounts 1<sup>st</sup> to 30<sup>th</sup> June 2020**

The Committee received and noted, for the period 1<sup>st</sup> to 30<sup>th</sup> June 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 30<sup>th</sup> June 2020 - £192,847.97
- Payroll Account, balance as at 30<sup>th</sup> June 2020 - £87,378.25
- Petty Cash Account, balance as at 30<sup>th</sup> June 2020 - £708.85

It was noted that the year to date position at the end of June 2020, including the Precept, was a net surplus of £17,876 against a budgeted deficit of £11,024 resulting in a year to date net favourable variance of £28,900. The projected adverse impact of Covid-19 on income streams to end of Quarter 2 (September) had been reduced to £50,000 based on the reopening of the Café on the Vine, markets remaining open and receipt of the Coronavirus Job Retention Scheme grant.

**RESOLVED:** To accept the Management Accounts 1<sup>st</sup> to 30<sup>th</sup> June 2020.

### **109.3 Public Works Loan Board (PWLB) Repayment**

The Committee considered a proposal to use the Capital Receipts Reserve for the PWLB loan repayments during 2020/21 to release £70,000 of budget to offset the impact of Covid-19 on the Town Council's revenue streams, partially cover the additional grant to the Stag or re-build revenue reserves.

**RESOLVED:** That Capital Receipts Reserve be used for PWLB repayments and interest during the 2020/21 financial year.

### **109.4 Hospitality and Gifts Register**

Nothing to report.

## **110. Review of Internal Controls**

### **110.1 Internal Audit Report for Year End Visit 2019/20**

The Committee congratulated the Town Clerk and the Responsible Financial Officer on a very successful Year End Internal Audit Report, noting that no concerns had been raised.

### **110.2 Annual Internal Audit Report 2019/20**

The Committee received and noted the Annual Internal Audit Report 2019/20.

### **110.3 Statement on the System of Internal Control**

The Committee reviewed the Statement on the System of Internal Control.

**RESOLVED:** That the Statement on the System of Internal Control be approved and signed by the Chairman, Cllr Simon Raikes.

**111. Annual Return for Year Ended 31 March 2020**

The Committee received and considered the Annual Governance and Accountability Return 2019/20.

**111.1 Annual Governance Statement 2019/20**

The Committee reviewed and confirmed the following statements:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Agreed
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Agreed
5.	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Agreed

**RESOLVED:** That the Annual Governance Statement 2019/20 be approved and recommended to Council for adoption.

**111.2 Accounting Statements 2019/20**

The Committee reviewed the Statement of Annual Accounts to 31<sup>st</sup> March 2020.

**RESOLVED:** That the Accounting Statements 2019/20 be approved and recommended to Council for adoption.

**111.3 Supporting Papers for Submission to External Auditors**

The Committee reviewed the supporting papers to be submitted to the External Auditors (Draft Annual Return).

**RESOLVED:** That the supporting papers for submission to the External Auditors (Draft Annual Return) be approved and recommended to Council for adoption.

**112. Allotment Rents**

It was noted that at the meeting of the Open Spaces and Leisure Committee held on 6<sup>th</sup> July 2020 [*Minute 88 refers*] it was agreed that the method of charging allotment tenants be changed from the “per rod” system to the more modern “per metre” system. It was noted that this would be more accurate and fairer for all plot holders. Councillors thanked the Allotment Manager for her hard work in accurately measuring all plots.

It was noted that the allotments were expected to realise a 16% loss in 2020/21 and was suggested that an increase in charges be considered.

**RESOLVED:** That allotment rents be increased from 16.4p (2020/21 rate) to 18p per square metre with effect from 1<sup>st</sup> October 2021

**113. St John’s Public Toilets**

At its meeting on 6<sup>th</sup> July 2020, the Open Spaces and Leisure Committee considered expenditure of the £7,608.52 Community Infrastructure Levy allocated by the Finance and General Purposes Committee. The Open Spaces and Leisure Committee agreed that it be spent on the refurbishment and adaption of the St John’s Public Toilets to create two unisex, accessible toilets (one on radar key) and recommended to the Finance and General Purposes Committee that the remaining £2,391.48 required be met from the Town Council’s Capital Reserves. [*Minute 91 refers*]

The Committee thanked the Town Clerk and the Open Spaces Team for keeping the public toilets open during the Covid-19 pandemic.

**RESOLVED:** That £2,391.48 be allocated to the St John’s Public Toilets Refurbishment from Capital Reserves.

**114. Tonbridge Road Bus Shelter**

It was noted that the bus shelter in Tonbridge Road needed replacing. Officers would apply for a grant from Kent County Council which would be applied retrospectively if successful.

**RESOLVED:** That £5,557 be allocated from Capital Receipts Reserve for a new bus shelter in Tonbridge Road.

**115. Multi Use Games Area (MUGA) at Bat and Ball Centre**

It was noted that the Chairman of the Finance and General Purposes Committee, the Chairman of the Community Infrastructure Committee, the Town Clerk and the Responsible Financial Officer had signed off on additional expenditure to increase the size of the netball court and to install electric lighting to meet netball sports body governing requirements. The revised cost for the MUGA was £139,000 after negotiated savings.

**116. Local Government Association (LGA) Model Member Code of Conduct**

The Committee considered the consultation draft of the LGA Model Member Code of Conduct.

**RESOLVED:** That the Local Government Association be advised that Sevenoaks Town Council supports the Model Member Code of Conduct.

**117. Grants for Voluntary Organisations**

It was noted that, following the launch of the Community Resilience Fund in March 2020, in response to the Covid-19 impact, the following grants had been awarded:

	Applicant	Grant Awarded	Total Grants Awarded	Balance
1.				£30,075
2.	Age UK Sevenoaks & Tonbridge	£2,000	£2,000	£28,075
3.	PSB Breastfeeding CIC	£780	£2,780	£27,295
4.	Citizens' Advice North & West Kent	£611	£3,391	£26,684
5.	The Hygiene Bank	£1,500	£4,891	£25,184
6.	Care for Our Community (Lockdown Larder)	£1,000	£5,891	£24,184
7.	Love Sevenoaks Branding – Sevenoaks Recovery Plan	£2,000	£7,891	£22,184

However, following the initial applications there had not been any more requests for grant aid from this Fund.

**RESOLVED:** That the £22,184 balance of the grants budget be returned to its original purpose, with the option to consider Community Resilience grant applications if requested, as follows:

- £5,795 unspent from 2019/20 budget to be held in reserves
- £3,811 to be allocated to the Youth Services Committee grant budget
- £12,578 to be allocated to the Finance and General Purposes Committee grant budget

**118. Vine Cricket Pavilion and Tea Kiosk**

It was noted that the annual rent for the five-year lease for the Vine Cricket Pavilion and Tea Kiosk had been due to be reviewed in 2018/19 but this had not happened. The current rent of £3,090 per annum was last increased in December 2013.

**RESOLVED:** That consideration of this matter be deferred for further detail to be obtained.

**119. Notes of Town Team Meeting held on 17<sup>th</sup> June 2020**

The Committee received and considered the Notes of the Town Team Meeting held on 17<sup>th</sup> June 2020.

**120. Press Releases: None**

There being no further business the Chairman closed the Meeting.

Signed .....

Dated .....

Chairman

**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.