

Sevenoaks Town Council
Minutes of the meeting of the Finance & Delivery Committee – 22nd July 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/d78nB2xlez0?feature=share>

Meeting commenced: 7:12 pm

Meeting Concluded: 7:40 pm

Present:

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

Substitute	For
Cllr Sally Layne	Cllr Tony Clayton

In attendance: Cllr Claire Shea, Town Clerk, Responsible Finance Officer and Senior Committee Clerk.

Representations received from Members of the Public: None

220 Apologies for Absence

As noted above.

221 Dispensations: There were no requests for dispensations.

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

223 Minutes of the Finance & Delivery Committee on 10th June 2024

RESOLVED: to receive and sign the Minutes of the Finance and Delivery Committee held on 10th June 2024 as a true record.

224 Management Accounts to 30th June 2024

224.1 The Committee received and noted, for the period ended 30th June 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 June 2024 gave a revenue surplus of £44,054; the budget year to date allowed for a deficit of £26,000. The surplus was in part due to an increase in income.

Earmarked reserves had decreased by £11,885 due to expenditure on works including the Bat & Ball Centre flooring, deposit towards four new CCTV cameras at Bat & Ball Centre and maintenance contract, and payment ringfenced for memorial stone stability testing.

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CIL Funds Update

The Responsible Finance Officer also gave an update report on CIL income and expenditure.

It was noted that the projected unallocated balance as at October 2024 was £194,450. The following commitments for future CIL income were noted:

- Greatness Recreation Ground Pavilion £87,500
- Dartford Road Crossing £153,000

RESOLVED:

- 1) To accept the Management Accounts 1st to 30th June 2024.
- 2) To receive and note the update on CIL income and expenditure.

224.2 The Committee received and noted:

Suppliers Accounts

- 1st to 30th June 2024, total gross invoices £111,028.14

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 30th June 2024, total £166,703.42

List of Payments Mayor's Charity Account:

- 1st to 30th June 2024, total £17,000.00

Payroll Accounts

- 1st to 30th June 2024, total payments £94,642.92

Petty Cash Accounts for:

- 1st to 30th June 2024, total payments £400.66

224.3 Hospitality and Gifts Register

Noted that no hospitality or gifts had been received by Councillors or staff for the periods 1st to 30th June 2024.

225 Management Accounts to 31st May 2024

225.1 The Committee received and noted, for the period ended 31st May 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 May 2024 gave a revenue surplus of £34,025; the budget year to date allowed for a deficit of £2,500.

RESOLVED: to accept the Management Accounts 1st to 31st May 2024.

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225.2 The Committee received and noted:

Suppliers Accounts

- 1st to 31st May 2024, total gross invoices £52,705.56

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 31st May 2024, total £1,440,573.61

List of Payments Mayor's Charity Account:

- 1st to 31st May 2024, total £5,331.00

Payroll Accounts

- 1st to 31st May 2024, total payments £100,655.00

Petty Cash Accounts for:

- 1st to 31st May 2024, total payments £464.78

225.3 Hospitality and Gifts Register

Noted that no hospitality or gifts had been received by Councillors or staff for the periods 1st to 31st May 2024.

226 Draft Ethical Banking Report

The Committee received and considered the report prepared by the Responsible Finance Officer providing an ethical review of the Town Council's banking arrangements.

RESOLVED: That when reviewing potential new banking and investment opportunities, a review takes place of the ethical background to the bank and investing opportunity.

227 Sevenoaks Town Council Risk Assessment

The Committee received and considered the Town Council's Risk Assessment and noted that there was an Action Plan in place in relation to one risk: Financial Management (risk of County or District Council going bankrupt). The Town Council aimed to control this risk by increasing its revenue reserves by £20,000 per year.

RESOLVED: that the Sevenoaks Town Council Risk Assessment be received and accepted, together with the Action Plan in relation to the Financial Management Risk of the County or District Council going bankrupt.

228 Parking and Beat Surveys for St John's Hill Area

The Committee considered the project and fee proposal for a parking and beat survey of the St John's area, to be delivered in tandem with the Town Centre and St John's Masterplans and by the same traffic consultants, together with the recommendations of the Planning and Environment Committee thereon. (*Minute 194, P&E, 01.07.24 refers*)

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It was noted that the Planning & Environment Committee had recommended approval of the cost of £15,466 but had also requested that the scheme be expanded to include Hollybush Lane, Quakers Hall Lane, Wickenden Road and Cedar Terrace. An update was provided setting out the additional cost of including these roads, resulting in a total cost of £17,913 + VAT.

It was noted that the Planning & Environment Committee had also considered including a pedestrian survey, but the consultants had recommended this be carried out at a later date to understand the implication of any Masterplan recommendations.

RESOLVED:

- 1) That the cost of £17,913 + VAT be approved for a traffic and beat survey to be conducted in the St John's area, with the caveat that it be conducted during termtime unless consultants are confident that this would not impact the data input. This with the accepted implication that undertaking the surveys during termtime would delay the Masterplan projects by 2-3 months.
- 2) To be funded from £10,000 Planning Consultants Earmarked Reserves and £7,913 from contingency.

229 Communications Working Group

RESOLVED: To receive and note the minutes of the Communications Working Group held on 12th June 2024.

230 Community Asset Working Group held on 17th July 2024

The Committee received and noted the minutes of the Community Asset Working Group held on 17th July 2024 and considered the recommendations therein.

The recommendations in relation to the following were noted:

- Obtaining of quotations for securing headstones which have failed the stability testing after all methods of contacting family members have failed
- Granting permission for Sevenoaks Day Nursery to extend its current building into land leased to them within the current peppercorn rent agreement
- To withdraw from the funding agreement for Greensands Common project and divert budget to Sevenoaks Common/Longspring Woods.

Consideration was given to the recommendation to this Committee in respect of allotment rents.

RESOLVED:

- 1) To receive and note the minutes of the meeting of the Community Asset Working Group held on 17th July 2024.
- 2) That 2025/2026 allotment rents for Quakers Hall Allotments be increased by no more than 5% i.e. to 24p per square metre for the Quakers Hall site.
- 3) That 2025/2026 allotment rents for Bradbourne Vale Allotments be increased by no more than 5% to 23p per square metre.

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231 Current Matters & Priorities

RESOLVED: That updates on the following be received and noted:

- Current Matters
- Sevenoaks Town Council Priorities

232 Vine Tree Lighting Project

The Committee considered costings for the Vine Tree Lighting project.

It was noted that £10,000 had been allocated via Sevenoaks District Council from the UKSP Fund which would be spent on the project, with the remainder to be met from Public Realm Earmarked Reserves (allocated from CIL monies).

A quotation of £23,923.50 + VAT from a known contractor who completed other works on the Vine was noted.

RESOLVED: That £13,923.50 be allocated from the Public Realm Earmarked Reserves towards the Vine Tree Lighting Project.

233 Press Release: It was agreed that a press release be issued in respect of the St John's Hill parking and beat survey.

There being no further business the Chair closed the Meeting.

Signed

Chair

Dated