

**Minutes of the Sevenoaks Town Council Meeting
Held on 10th June 2019
in the Town Council Chamber**

Meeting Started: 8:25pm**Meeting Concluded: 8:34pm**

Cllr Nicholas Busvine OBE, Mayor	Present	Cllr Dr Marilyn Canet, Deputy Mayor	Present
Cllr Keith Bonin	Present	Cllr Sue Camp	Present
Cllr Andrew Eyre	Present	Cllr Tony Clayton	Present
Cllr Roderick Hogarth	Apologies	Cllr Victoria-Granville	Present
Cllr Rachel Parry	Apologies	Cllr Lise Michaelides	Apologies
Cllr Richard Parry	Apologies	Cllr Tom Morris Brown	Apologies
Cllr Robert Piper	Present	Cllr Claire Shea	Present
Cllr Simon Raikes	Present	Cllr Edward Waite	Present

[11]

There was a presentation by Elizabeth Purves to The Mayor of Sevenoaks, Cllr Nicholas Busvine OBE, of a copy of a new book: "Sevenoaks: A Remarkable Town" as a thank you for the recent grant given by Sevenoaks Town Council.

Public Question Time There were no members of the public present.

118. APOLOGIES FOR ABSENCE

RESOLVED: to receive and note apologies from Cllr Roderick Hogarth, Cllr Mrs Rachel Parry, Cllr Richard Parry, Cllr Lise Michaelides and Cllr Tom Morris Brown.

119. REQUESTS FOR DISPENSATIONS

There were no requests for dispensations.

120. DECLARATION OF INTERESTS

There were no Declaration of Interests

121. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 13TH MAY 2019

RESOLVED: To accept and sign the Minutes as a true record of the meeting.

122. PLANNING COMMITTEE MEETINGS HELD 20th MAY and 3rd JUNE 2019

RESOLVED: To accept and sign the Minutes as a true record of the meetings.

123. ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2019

The recommendations, following the preceding meeting of the Finance and General Purposes Committee, regarding the Annual Return and Statement of Accounts for the year ended 31st March 2019 were received and considered.

RESOLVED: unanimously to receive and adopt Minute No 111 and 112 as shown below:

Minute 111

- a) Annual Governance Statement – The Town Clerk read out each governance statement receiving approval from the Councillors to confirm governance arrangements were in place.
- b) Statement of Annual Accounts to 31st March 2019
- c) Supporting papers for submission to the External Auditors be signed by the Chairman and Town Clerk.

Minute 112 – Public Works Loan

A Progress Report relating to Public Works Loan Board application was received and noted. **RESOLVED unanimously** that the Responsible Finance Officer and Chief Executive proceed with the arrangements to borrow a fixed repayment annuity loan of £1.4m over a 25-year period from the Public Works Loan Board for the rebuilding and refurbishment of the Bat & Ball Centre (previously known as Sevenoaks Community Centre).

The Town Clerk advised the committee that the Town Council's Investment Policy would be adhered to following receipt of the £1.4m.

124. YOUTH SERVICES COMMITTEE (FORMERLY SUB COMMITTEE) TERMS OF REFERENCE

Councillors reviewed and considered the Town Clerk's report relating to the Youth Services Sub Committee becoming a full committee following the Resolution at the Annual Council meeting [*minute 62 c refers*].

RESOLVED: unanimously to adopt the Terms of Reference formalising the Youth Services Committee as a full committee as per **APPENDIX A** [attached].

125. MAYOR'S ENGAGEMENTS

Councillors received and noted the

- a) functions attended by the Mayor or his representatives from May 2019 to current date.
- b) forthcoming Civic Events being organised by the Mayor during 2019/2020.
- c) The Mayor's Cocktail event to be held on Monday 8th July 2019

126. PRESS RELEASE

It was agreed to issue a Press Release relating to the Mayor's Cocktail Party.

There being no further business the Mayor closed the Meeting at 8:34pm.

Signed

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Mayor of Sevenoaks

Dated

Sevenoaks Town Council Meeting 10th June 2019**Youth Services Committee (formerly Sub Committee) Terms of Reference – Agenda Item No 7**

Sevenoaks Town Council Resolved the following at its Annual Meeting on 13th May 2019:

Minute 62 c)
Standing Orders

Standing Order 2k vi) To change Youth Services Sub Committee to a full Committee with Terms of Reference to be considered at the next Council Meeting.

RECOMMENDED: That the following Terms of Reference for the Youth Services Sub Committee be adopted.

**YOUTH SERVICES COMMITTEE
TERMS OF REFERENCE**

Sevenoaks Town Council operates and governs under a committee system with the following delegated powers. All Committees report direct to Council.

Councillors shall be members of the Standing Committees of the Council in accordance with Standing Orders.

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council:

- a) Sevenoaks Youth Council
- b) House in the Basement Youth Café
- c) Liaising and working with other youth service providers with aim of assessing needs and to encourage and support activities with the aim of fostering the personal development of young people.
- d) Arranging events and facilities for young people
- e) Responsible for budgets for
 - Youth Council
 - HitB Youth Café
 - Youth Grants

- f) The Youth Services Committee may co-opt non-voting members to the Committee, including two Youth Councillors.
- g) Meetings of the Youth Services Committee to be held after Youth Council meetings.
- h) A quorum of the Youth Services Committee will be three voting members.
- i) Have executive authority to award Youth Grants to the value of £250 up to the overall budget. The Committee shall not normally support applications for funding services which are the responsibility of a statutory authority nor applications for funding of a service for a period exceeding three years, nor application forms from individuals without the demonstrated support of a recognised group, club or organisation.