

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 10 February 2014 at 7:00pm.

PRESENT

Cllr R L Piper (Chairman)

Cllr N J L Busvine OBE	Cllr R M C Hogarth (<i>ex officio</i>)
Cllr J M Canet	Cllr R J Parry
Cllr G R S Clack [<i>arrived 7:16pm</i>]	Cllr S G Raikes (Vice Chairman)
Cllr A S Clayton [<i>arrived 7:10pm</i>]	Cllr P E Towell
Cllr Mrs M E Crabtree	Cllr Mrs P C Walshe
Cllr A Eyre	(12)

ALSO IN ATTENDANCE

Cllrs S L Arnold, C L L Baker and Mrs M A London
Freeman of Sevenoaks John London
Chief Executive/Town Clerk
Deputy Town Clerk
Responsible Finance Officer
Committee Clerk

PUBLIC QUESTION TIME

No Member of the Public were present

391 DISPENSATION

Requests were received and considered from the following councillors, requesting dispensation as set out within s33 of the Localism Act 2011 Part1, be given to discuss the 2014/2015 Precept and Sevenoaks Market.

Dispensation was granted to Town Councillors S L Arnold, C L L Baker, N J L Busvine OBE, J M Canet, G R S Clack, A S Clayton, Mrs M E Crabtree, A Eyre, R M C Hogarth, Mrs M A London, R J Parry, R L Piper, S G Raikes, P E Towell and Mrs P C Walshe.

392 DECLARATION OF INTEREST

Cllr Mrs M E Crabtree declared a non-Disclosable interest in all matters relating to Kent County Council.

Cllrs A Eyre, R M C Hogarth, R L Piper, S G Raikes and P E Towell declared a non-Disclosable interest in all matters relating to Sevenoaks District Council.

Cllr J M Canet declared a non-Disclosable interest being a member of Sevenoaks District Seniors Action Forum.

Cllr A Eyre declared a non-Disclosable interest as General Manager of the Stag Community Arts Centre in relation to:

- *Agenda Item No 7b and 7c [Minute No 395b and 395c below refers]*
- *Agenda Item No 8 [Minute 396 below refers]*

392 MINUTES

It was RESOLVED that the minutes of the meeting of the Finance & General Purposes Committee held on 13 January 2014 be signed and adopted subject to the amendment being noted that Cllr J M Canet declared a non-Disclosable interest being a member of Sevenoaks District Seniors Action forum

393 SUB COMMITTEES

It was RESOLVED:

- a) Youth Council
To note that the meeting due to have been held on 15 January 2014 was inquorate
- b) Youth Services Sub Committee
That the minutes of the meeting, held on 15 January 2014, be amended to show that Mr Nigel Crocker had sent apologies.

394 FINANCE REPORTS

It was RESOLVED that the:

- a) Statement of Accounts
Statement of Accounts, together with the Finance Officer's report from 1 to 31 December 2013, be received and adopted.
- b) Suppliers' Accounts
Accounts listed in the schedules from 1 to 31 December 2013 (£28,622.53) having been inspected and compared with the schedules be authorised for payment.
- c) Payroll Account
Payments from the account listed in the schedules from 1 to 31 December 2013 having been compared with the schedules be confirmed.
- d) Petty Cash Account
Payments from the petty cash account from 1 to 31 December 2013 (£468.88) having been inspected and compared with the schedules, be confirmed.
- e) Internal Auditors
It was RESOLVED that the Internal Auditor's letters dated
 - i. 15 January 2014, confirming various tests made with the Town Council,
 - ii. 16 January 2014 regarding the proposed audit programme for the Town Council for 2014/2015be received and noted
It was AGREED that all staff be thanked for achieving a successful audit.
- f) Hospitality and Gifts Register
The Hospitality or Gifts received by the employees of Sevenoaks Town Council during the period from 1 to 31 December 2013 be noted.

395 DRAFT PROGRAMME ESTIMATES 2014/2015 & ROLLING CAPITAL PROGRAMME

It was RESOLVED that the:

- a) Pensions
 - i. report relating to the past pension scheme administered by Sevenoaks Town Council be received and noted.
 - ii. recommendation for Option three be adopted.
- b) 2014/2015 Draft Revenue Estimates
background report relating to the Revenue Estimates/Precept 2014-2015 Financial Year be received and noted.
- c) Draft Rolling capital Programme
draft rolling capital programme for 2014/2015 to 2015/2016 re received and noted.
- d) Property Management Programme
future property maintenance programme be received and noted.

It was RECOMMENDED that

- i. the Town Council levy a Precept for the 2014/2015 budget of £791,736, a 9.5% increase on the previous year's Precept and a 9.06% increase to Band D properties. In real terms this equates to annual rise from £81 to £89 per year for the average householder (Band D).
- ii. further consideration be given to the Town Council's Revenue Reserves Policy
- iii. a new sub-committee be constituted to review the entire Town Council budget over the coming months

396 WORLD WAR 1 CENTENARY

A report from the Town Clerk regarding the anniversary of the commencement of World War I on 14 August 2014 was received and noted.

It was RESOLVED that 2014/2015 Event Budget be increased from £5,000 to £10,000, with the additional £5,000 taken from the Town Council General Reserves and external grant funding being sought to provide a programme of WWI Commemoration in Sevenoaks and that a future report be provided to full Council.

397 ROAD CLOSURE & COMMUNITY CENTRE

A report of the predicted impact regarding the forthcoming road disclosure of Cramptons Road from 28 April 2014 for a period of up to three weeks was received and noted.

398 DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT PARISH (AND TOWN COUNCILS) & LOCAL COUNCIL TAX SUPPORT

The report on the proposed campaign for a return of a percentage of Business Rates to the Town and Parish Council sector and the Sustainable Communities Act 2007 was received and noted.

It was RESOLVED that the Town Council submit an application under the Sustainable Communities Act for the return of a percentage of the Business (Non

Domestic) Rates direct to town and parish councils for the benefit of economic growth in the locality.

399 CURRENT MATTERS

A list of current matters was received and noted as follows:

- a) Raleys Development
it was AGREED that the Town Clerk write to SDC for an update
- b) Additional Resources
noted
- c) Cemetery Frontage
noted
- d) Council Priorities List
it was NOTED that the plan for the Band Practice Room to be converted into a Café obtained grant funding. It is planned for the Café to open in summer 2014.
- e) Wall at Rear of Chamber
noted
- f) Cheque Signing
noted
- g) Street Lighting
noted
- h) Kaleidoscope
noted
- i) Process Efficiency Review
noted
- j) Markets
it was NOTED that Ignis have confirmed in principle and subject to legal agreements that the Town Council could take over the Blighs Markets and extend for a Farmers Market during 2014.
- k) Stag Lease
noted

400 PRESS RELEASE

It was RESOLVED that a press release be issued regarding the Precept to be levied on Sevenoaks District Council

The meeting closed at 8:54pm

Signed by the Chairman