

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 16 June 2014 at 7:00pm.

PRESENT

Cllr R L Piper (Chairman)	
Cllr J M Canet Cllr G R S Clack Cllr Mrs M E Crabtree <i>[left at 7:55]</i> Cllr A Eyre Cllr R M C Hogarth <i>[deputy for Cllr N J L Busvine OBE]</i>	Cllr Mrs M A London <i>[deputy for Cllr A S Clayton]</i> Cllr R J Parry - Vice Chairman Cllr S G Raikes <i>[ex officio]</i> Cllr P E Towell Cllr Mrs P C Walshe
(8)	

ALSO IN ATTENDANCE

Cllr C L L Baker
Chief Executive/Town Clerk
Committee Clerk
Press
8 members of the public

The Chairman asked The Mayor to address the committee.

The Mayor asked all present to show respect to the former Deputy Mayoress, Heather Arnold, recently deceased, by observing a one minute silence in her memory.

APOLOGIES

Cllrs S L Arnold, N J L Busvine OBE

PUBLIC QUESTION TIME

The Chairman invited the Members of public to put forward any questions.

A member of the public asked that the Town Council consider extending the future Quaker Hall allotment Lease (as per Agenda Item No 8) to 25 years in view of the very significant response to the public consultation. The opinion was that 10 years is not a long enough period of time for example for community orchards to be set up, maintained and developed.

41 DISPENSATION

All Members present had requested and received Dispensation forms from the Town Clerk regarding any Disclosable Pecuniary Interests in items on the agenda as set out within 33 of the Localism Act 2011 Part 1. Completed Dispensation forms in relation to approval of the 2013/2014 accounts were received from the following Councillors:

- Cllr C L L Baker
- Cllr J M Canet
- Cllr G R S Clack
- Cllr Mrs M E Crabtree
- Cllr A Eyre
- Cllr R M C Hogarth
- Cllr Mrs M A London
- Cllr R J Parry
- Cllr R L Piper
- Cllr S G Raikes
- Cllr P E Towell
- Cllr Mrs P C Walshe

42 DECLARATIONS OF INTEREST

Cllrs Mrs M E Crabtree and Mrs M A London declared a non-disclosable interest in all matters relating to allotments. Their husbands are allotment holders.

Cllr J M Canet declared a non-disclosable interest in all matters relating to allotments, being a Quaker Hall Allotment holder.

43 MINUTES

It was RESOLVED that the minutes of the meeting of the Finance & General Purposes Committee held on 7 April 2014, adopted at the Annual Council on 19 May 2014 be received, noted and signed.

44 SUB COMMITTEES

It was RESOLVED that:

(a) Youth Council

the minutes of the Sevenoaks Youth Council held on 21 May 2014 be received, noted and adopted

(b) Youth Services Sub Committee

The minutes of the meeting of the Youth Services Sub Committee held on 21 May 2014 be received, noted and adopted

45 FINANCE REPORTS

The Finance reports were received and considered

It was RESOLVED that the

a) Statement of Accounts

Statement of Accounts from 1 to 30 April 2014, be received and adopted.

b) Suppliers' Accounts

Accounts listed in the schedules from 1 to 30 April 2014 (£57,669.49) [1 to 31 March 2014 is £79,547.98] 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 30 April 2014 having been compared with the schedules be confirmed.

d) Petty Cash Account

Payments from the petty cash account from 1 to 30 April 2014 (£390.35) [1 to 31 March 2014 is £521.40] having been inspected and compared with the schedules, be confirmed.

e) Hospitality and Gifts Register

It was AGREED that the Hospitality or Gifts received by the employees of Sevenoaks Town Council up to 30 April 2014 be noted.

46 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2014

It was RESOLVED that the

a) Statement of Accounts

b) Annual Governance statement.

(The Chairman read through each question on the Annual Governance Statement)

c) Supporting Papers

be received, approved, signed and submitted to the Auditors.

47 QUAKER HALL ALLOTMENTS

A report relating to the results of the recent consultation regarding the Quaker Hall Allotments was received and considered.

It was RESOLVED that

- a) taking into account the consultation process, Sevenoaks Town Council follows through the due legal process to renew the lease to Sevenoaks Allotment Holders Association, subject to a sound business plan, landlord's break clause and without the removal of an area to provide car parking for local residents and the nearby school
- b) that the term of the lease be considered by the next Open Spaces & Leisure Committee and to provide a recommendation to the next Finance & General Purposes Committee
- c) that the Town Council reviews the viability of Sevenoaks Allotment Holders Association managing the Bradbourne Vale Road Allotments on behalf of Sevenoaks Town council
- d) that the Town Council reviews the availability of additional land in Sevenoaks for more allotments within its Neighbourhood Development Plan process.
(Additional land at Bradbourne Vale road has been suggested).

48 KCC FACING THE CHALLENGE - LIBRARIES

A report on the update of the Sevenoaks Library was received and considered.

It was **RESOLVED that** this be noted and that the Town Council reiterates its previous interest in Kaleidoscope and commitment to continue to work in partnership with Kent County Council whenever possible.

49 TOWN PARTNERSHIP

The minutes of the meeting of the Sevenoaks Town Partnership held on 2 June 2014 were received and noted.

Cllr Mrs M E Crabtree left.

50 SEVENOAKS MARKETS

A report relating to Markets was received and considered. The Chairman conveyed his congratulations to the Town Clerk on the recent rescue of Bligh's Market and to the team for their support with the additional administrative workload.

It was NOTED that

- i. the downwards trend of the Wednesday market had stopped and the income of the Saturday Markets is to date exceeding expectations
- ii. Blighs Market will naturally progress towards a Farmers Market now that the Blighs Meadow Market has become a member of the Kent Farmers Market Association
- iii. Italian Market will take place on Saturday 9 August 2014

51 WORLD WAR 1 COMMEMORATION

A report relating to the proposals for the Commemoration of World War 1 was received and considered.

It was **RESOLVED** that the:

- i. Remembrance Day Book – be noted and agreed *
- ii. 4 x School Talks * – be noted. It was noted that talks will be carried out by volunteers
- iii. Information leaflets * – be noted
- iv. 2 x Public Meetings & Exhibitions * – be noted
- v. Guided Talks at War Memorial * – be noted
- vi. Remembrance Service – be noted. **It was agreed that** the Town Clerk coordinate a Public Appeal regarding the need of funds for refreshments plus funds or a sponsorship of a Marquee to accommodate a reception for families of those named on war Memorial
- vii. Theatre Show at Stag – be noted. The grant application was submitted to Heritage Lottery Fund on 11.04.2014 and the outcome is soon to be received.
- viii. Help for Heroes themed concert –at Sevenoaks Community Centre 28 June 2014 be noted
- ix. Sevenoaks Literary Festival's suggestion WW1 poets – be noted
- x. Plaque outside Greatness cemetery referencing WW1 graves – be noted
- xi. Planting of poppies – be noted
- xii. The Royal British Legion – be noted
- xiii. Sevenoaks Symphony Orchestra – 30.11.2014 be noted
- xiv. WWI Commemorative Leaflet – be noted

* funding provided by the Heritage Lottery Fund

52 LOCAL GOVERNMENT TRANSPARENCY CODE

A legal briefing from the National association of Local Councils [NALC] regarding the Transparency Code for parish councils with a gross annual income or expenditure exceeding £200,00 (England only) was received and noted.

It was noted that the Town Council currently publishes its information but not in the format the new code will require and that to comply will involve a considerable amount of administration time for the Town Council.

It was RESOLVED that the Town Clerk send a copy of the Town Council's views submitted at the time of the consultation to Eric Pickles MP with a copy to Michael Fallon MP reiterating the costs involved for the administration of this and to request more leniency for Parish Councils with an income between £200,000 and £6,500,000.

53 NEIGHBOURHOOD DEVELOPMENT PLAN

A report concerning the appointment of consultant for Car Park/Integrated Transport Report was received and noted.

It was UNANIMOUSLY RESOLVED that the Town Council budget up to £16,000 for a car Par/Integrated Transport Report and hold further discussions (including members of the Neighbourhood Development Plan Transport Sub Committee) with Contractor B & C and that a decision to appoint be delegated to the Chairman, Vice Chairmen of the Finance and General Purpose Committee and the Town Clerk.

54 CURRENT MATTERS

A list of current matters and Priorities were received and considered.

It was RESOLVED that

a) CURRENT MATTERS

- i. Raleys development – the land was now being marketed
- ii. Additional Resources – be noted
- iii. Cemetery Frontage – be noted
- iv. Council Priorities List – be noted
- v. Wall at Rear of Chamber – be noted
- vi. Street lighting – be noted
- vii. Kaleidoscope – be noted
- viii. Process Efficiency Review – be noted
- ix. Markets – be noted
- x. Stag Lease – be noted
- xi. World War 1 – be noted

b) PRIORITIES

Project One

- i. Disposal of Raleys Gym, Indoor Cricket School and bungalow – be noted
- ii. Band Practice Room to convert to a café – be noted
- iii. Community Centre – be noted
- iv. Sports Strategy – next meeting scheduled for 16.07.2014 -be noted
- v. Greatness Football Pavilion – be noted
- vi. Neighbourhood Development Plan/Order at Wildernesse – be noted
- vii. Neighbourhood Development Plan for Town Centre – be noted
- viii. Community Right to Buy – be noted
- ix. Library (Kaleidoscope) – be noted
- x. Car Parking – be noted
- xi. Quaker Hall Allotments – be noted
- xii. WWI Commemoration – be noted

Project Two

- i. Vine Cricket Club – be noted

Completed

- i. Process efficiency Investigation – be noted
- ii. Asset Management Review – be noted
- iii. Cemetery Frontage – be noted
- iv. Digital Tourist Information – be noted
- v. Stag Community Arts Centre – be noted
- vi. Markets – be noted
- vii. Sevenoaks Town Partnership – be noted
- viii. STC Strategy – be noted
- ix. Youth café – be noted
- x. Investors in People – be noted

55 PRESS RELEASE

It was RESOLVED and AGREED with the Press Officer in attendance that the Town Council seek

- a) to raise awareness and to attract business for the Farmers Market
- b) to make a public appeal for funding towards a marquee to host a reception for the families of those listed on the War Memorial in commemoration of World War I

The meeting closed at 8:44pm

Signed by the Chairman

