

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 23rd February 2015 at 7:15 pm.

PRESENT

Cllr R L Piper (Chairman)

Cllr S L Arnold	Cllr A Eyre
Cllr N J L Busvine OBE	Cllr S G Raikes <i>[ex officio]</i>
Cllr J M Canet	Cllr P E Towell
Cllr G R S Clack <i>[left the meeting after Minute No 392]</i>	Cllr Mrs P C Walshe
Cllr A S Clayton	

(10)

ALSO IN ATTENDANCE: Cllr C L L Baker *[left after Minute No 386]*, Cllr Mrs M A London, Chief Executive/Town Clerk, Responsible Finance Officer, Committee Clerk

APOLOGIES: Cllrs Mrs M E Crabtree and Cllr R J Parry (Vice Chairman)

PUBLIC QUESTION TIME: No members of the public posed any questions.

The Chairman stated that item 12 of the Agenda relating to the Vine Café *[Minute No 386]* would be discussed immediately after Item No 4 of the Agenda *[Minute No 387]* to enable Cllr Mrs London to contribute to the meeting.

382 DECLARATIONS OF INTEREST

Cllrs Canet and Raikes declared a non-pecuniary interest in Agenda Item 6 *[Minute No 388]* in relation to the grant application received from Pontoise Twinning Association and did not partake in the discussions.

383 DISPENSATION

No requests had been received or approved.

384 MINUTES

RESOLVED: the minutes of the meeting of the Finance & General Purposes Committee held on 12 January 2015 be received, noted and signed as a true record.

385 SUB COMMITTEES

a) Youth Council

RESOLVED: the minutes of the Meeting of the Youth Council held on 28 January 2015 be received and noted as a true record subject to the amendment that Cllr S G Raikes was in attendance.

b) Youth Services Sub Committee

RESOLVED: the minutes of the Meeting of the Youth Services Sub Committee held on 28 January 2015 be received and noted as a true record.

386 VINE CAFE

The Town Clerk answered questions in relation to the Vine Café Business Plan, which had been distributed with the Agenda. The Town Clerk reported that tenders were sent to three contractors. Two had responded, Company A and Company B as outlined in the circulated report.

It was noted that the Band Practice Room remained a Town Council responsibility. Replacement of the roof had been quoted at £20,000.

RESOLVED: unanimously that Sevenoaks Town Council proceed with the project appointing Contractor A to a value of £82,000. £50,000 would be met by the CETB grant and £32,000 from the Town Council's Capital Reserves.

Cllrs Mrs Baker and Mrs London left the meeting

387 FINANCE REPORTS

The Finance reports were received and considered

RESOLVED: that

a) Statement of Accounts

- i) the statement of accounts together with the Finance Officer's report from 1 to 31 December 2014, be received and adopted.
- ii) The Town Council funds of £200,000 be transferred into the Handelsbanken 35 day notice account from the existing Handelsbanken instant access account
- iii) the Town Council authorises the opening of a new Business Instant Saver account with the Nationwide Building Society

b) Suppliers' Accounts

the accounts listed in the schedules from 1 to 31 December 2014 (£96,442.63) having been inspected and compared with the schedules be authorised for payment.

c) Payroll Account

the payments from the account listed in the schedules from 1 to 31 December 2014 having been compared with the schedules be confirmed.

d) Petty Cash Account

the payments from the petty cash account from 1 to 31 December 2014 (£508.84) having been inspected and compared with the schedules, be confirmed.

e) Hospitality and Gifts Register

no Hospitality or Gifts were received by the employees and Members of Sevenoaks Town Council up to 31 January 2015.

388 GRANTS

Grant applications were received and considered.

a) **It was RESOLVED that** the following sums be awarded:

i) for the financial year 2014/2015 to:

Organisation	Sum
Sevenoaks Volunteer Transport Group	£500
Sevenoaks Literary Celebration	£300
Friends of Pontoise (Twinning Support)	£250
Friends of Rheinbach (Twinning Support)	£250
South East Open Studios	£250
Sevenoaks Art Club	£250
The Sevenoaks Society	£500
Sevenoaks Summer Festival Committee – Stage (Youth Outreach) Not Cllr Crabtree offered to contribute 50%.	£1,500
Kent Youth Jazz Orchestra "KYJO" (Youth Outreach)	£500

ii) for the financial year 2015/2016 to

Organisation	Sum
Sevenoaks Home Library Service	£200
Sevenoaks Summer Festival Committee	£5,000

Cllrs J M Canet and A S Clayton did not partake in the grant discussion relating to the Friends of Pontoise.

It was **AGREED** that conditions of the grant be outlined to the above organisations.

a) It was **RESOLVED** that the grant reports be received and noted.

389 POLICY & PROCEDURES

RESOLVED: the list circulated with the agenda be received and noted.

390 KCC LIBRARIES

RESOLVED: that the Town Clerk respond to the consultation with the following points:

- Sevenoaks Town Council considers the provision of the library to be a significant community service and it is very important that the service is retained
- Sevenoaks Town Council considers that within the new proposed trust, trustees are consulted on all significant changes in relation to the library provision
- It is not clear from the consultation document whether the buildings/assets are to be transferred to the trust. Sevenoaks Town Council believes this should happen.
- noting the Town Council's disappointment that KCC had not responded to the Town Council's previous proposal.

391 SIGNIFICANT HISTORIC ANNIVERSARIES

RESOLVED: that the Town Council mark historic anniversaries in 2015 as follows:

Date	Time	Anniversary	Recommendation	Budget
9 March 2015 Monday	10.00	Commonwealth Day	Raise Commonwealth Flag at The Vine Raise Commonwealth Flag at Town Council Offices Commonwealth Affirmation to be read out at both locations Mayor and Councillors at Town Council Offices. Local Dignitaries and Service organisations to be invited	£140
9 March 2015 Monday	10.25	WW1 Single Commemorative event	4 candles to be lit at Town Council Offices Moment of reflection prior to candles being extinguished to represent the lights going out all over Europe 1 symbolic candle to be lit and remain alight [luminary candle] until the following year	£40

Date	Time	Anniversary	Recommendation	Budget
8 May 2015 Friday		70 th Anniversary VE Day	Mayor to lay wreath at War Memorial at 10.00am Food Festival at The Vine during the day Evening event in partnership with Friday Night Live – similar to Ightham Moat Live in 2014. Details to be considered at STP Event Cttee. Vine not available. Investigating possibility of Knole Paddock/Raleys Field	tbc
15 June 2015 Monday		800 th Anniversary of signing of Magna Carta Commemorations run throughout the year	Sevenoaks Town Council to sponsor lecture or similar event being organised at the Stag	tbc
18 June 2015 Thursday		200 th Anniversary of Battle of Waterloo	Mayor's walk along Wildernesse Avenue to visit the 'Waterloo Limes' planted by Lord Camden Agreement of Wildernesse Estate Trustees to be sought	tbc
12 July 2015 Sunday		75 th Anniversary of start of Battle of Britain 10/7/1940	Fly Union Flag at The Vine Band playing on Vine to be asked to play appropriate music The Stag to show 'The Dambusters'	Tbc
15 August 2015 Saturday		70 th Anniversary of VJ Day	Mayor to lay wreath at War Memorial @ 10.00am	tbc

392 BLIGHS MARKET STALLS

RESOLVED: to enter into the Licence agreement with Sevenoaks District Council for the storage of the stalls for £1,000 per annum and that the new arrangement for moving of stalls to and from storage arrangement be reviewed in six months' time.

Cllr G R S Clack left the meeting

393 RIBA COMPETITION – BAT & BALL CENTRE**RESOLVED:**

- a) that the judging panel for the RIBA Competition for the new Bat & Ball be formed by the following:

1	Cllr Robert Piper	Sevenoaks Town Council
2	Cllr Marilyn Canet	Sevenoaks Town Council
3	Cllr Richard Parry	Sevenoaks Town Council
4	Cllr Simon Raikes	Sevenoaks Town Council
5	Cllr Paul Towell	Sevenoaks Town Council
6	Janet Davies	Sevenoaks Day Nursery
7	Sarah Williams	RIBA Advisor

- b) that the Town Clerk be given authority to inform Sevenoaks Day Nursery that its business if it could not be accommodated within the new build, would have its lease renewed for a period of 10 years to be accommodated within the grounds of the Community Centre's perimeters.
- c) A meeting be arranged for 6:15pm on Monday 16th March 2015 for all councillors to meet with the RIBA advisor and Quantity Surveyor to discuss the brief for the new centre

394 COMMUNITY RESILIENCE PLAN

RESOLVED: Sevenoaks Town Council would not create its own Community Resilience Plan but works with Sevenoaks District Council in order to actively participate in theirs.

395 CURRENT MATTERS AND PRIORITIES

RESOLVED: the list of current matters and priorities be received and noted.

396 PENSIONS

RESOLVED: that the Town Council takes advantage of the three month delay for the opt-in to the pension as identified in the staff pensions report.

397 PRESS RELEASE

RESOLVED: press releases be issued regarding the Grants, the Annual Town Meeting and the Vine Cafe.

IT WAS RESOLVED THAT under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

398 TOWN COUNCIL OFFICES

RESOLVED: to arrange a meeting of the Town Council in the near future to consider the revised financial offers for the land.

399 CEMETERY LODGE

RESOLVED: the Town Council agrees to the sale of the Cemetery Lodge, declaring it surplus to requirements and consider details at a future meeting.

There being no further business the Chairman closed the meeting at 9:50pm

Signed by the Chairman **Dated**

