

PRESENT

Cllr R L Piper (Chairman)

Cllr S L Arnold	Cllr A Eyre
Cllr N J L Busvine OBE	Cllr R J Parry (Vice Chairman) <i>[arrived 7:11pm]</i>
Cllr J M Canet <i>[left 8:49pm]</i>	Cllr S G Raikes <i>[ex officio]</i>
Cllr A S Clayton <i>[arrived 7:04pm]</i>	Cllr P E Towell
Cllr Mrs M E Crabtree	Cllr Mrs P C Walshe
	(11)

ALSO IN ATTENDANCE

Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

APOLOGIES

Cllr G R S Clack

PUBLIC QUESTION TIME

No members of the public were present for the duration of the meeting.

It was noted that the meeting was not able to be recorded.

451 DECLARATIONS OF INTEREST

Cllr S G Raikes declared a non-pecuniary interest in Agenda Item 5a *[Minute No 455a regarding a discussion on street lights and Woodside road]* and did not partake in the discussions.

452 DISPENSATION

No requests had been received or approved.

453 MINUTES

RESOLVED: the minutes of the meeting of the Finance & General Purposes Committee held on 23 February 2015 be received, noted and signed as a true record, subject to the following amendments:

- a) Minute No 388 - to read: Sevenoaks Summer Festival Committee Stage (Youth Outreach) **Note** Cllr Crabtree offered to contribute 50%.
- b) Minute No 391- to read: Agreement of Wildernes Avenue Trustees
- c) Minute No 391 – to read: The Stag to show “Battle of Britain”

454 SUB COMMITTEES

a) Youth Council

RESOLVED: the minutes of the Meeting of the Youth Council held on 11 March 2015 be received and noted as a true record, subject to the following amendment:

- i) Declaration of Interest to read: ...the hire of the Stag Community Arts Centre's Cinema
- ii) Chairmen to read Chairman

b) Youth Services Sub Committee

RESOLVED: the minutes of the Meeting of the Youth Services Sub Committee held on 11 March 2015 be received and noted as a true record.

455 FINANCE REPORTS

The Finance reports were received and considered

RESOLVED that:

a) Statement of Accounts

the statement of accounts together with the Finance Officer's report for the year to 28th February 2015, be received and adopted with the following comments:

1. Committed Expenditure and provisions

RESOLVED to:

- 1.1. Permit the Chairman of the Finance and General Purposes Committee together with the Town Clerk to approve the provision of a maximum of £10,000 additional costs for the Neighbourhood Development Plan
- 1.2. Transfer to Capital Receipts Reserve £20-30,000 re unbudgeted Vine Café capital costs
- 1.3. transfer to Rolling Capital Reserves:

Cemetery projects delayed from 2014/2015	£9,000
Mount close swings delayed from 2014/15	£4,000
Tree work identified in Quaife Woodlands report	£5,000
Tree work expected to be identified in summer 2015 tree report	£5,000
Additional maintenance work identified in 2015 insurance report (Groundsmans store £1K, Cemetery Lodge £4k)	£5,000
TOTAL	£28,000

- 1.4. allocate contribution to STP re Friends of Bat & Ball £3,000 (as previously authorised) from 2014/15 accounts.

2. Contingency

The anticipated contingency of £20,000 budgeted in 2014/15 to cover the unbudgeted expenditure identified under Agenda Item 5(a) page iv was noted.

RESOLVED to use the £20,000 contingency to cover the spend as follows:

- 2.1 £2,000 on presentation to staff regarding the pension move to the Legal & General [*Minute 455 (i) refers*]
£2,000 Townergate report re auto-enrolment scheme recommendation [*Minute 455 (i) refers*]
- 2.2 £3,000 to insure the Town Councils Walls on an All Risks basis [*Minute 455 (j) refers*]
- 2.3 £13,000 on the following other unbudgeted items:
 - £7,000 redundancy payments to Raleys Staff
 - £2,000 long service awarded retrospectively to Raleys casual staff
 - £3,000 5 year maintenance review/insurance valuation report
 - £1,000 other

- b) Suppliers' Accounts
the accounts listed in the schedules for the month of January 2015 (£58,530.66) and February 2015 (£85,434.31) be authorised for payment.
- c) Payroll Account
the payments from the account listed in the schedules 1 January 2015 to 28 February 2015 be confirmed.
- d) Petty Cash Account
the payments from the petty cash account for the months of January 2015 (£711.70) and February 2015 (£613.40) be confirmed.
- e) Internal Audit and Statement of Financial Controls
 - i) following the Internal Audit visits on 18 December 2014 and 12 March 2015, to ensure that invoice numbers once determined, were entered into the cash book to complete audit trails
 - ii) the effectiveness of the Council's internal audit system was satisfied
 - iii) KCC Internal audit's Statement on the System of Internal Control be approved
 - iv) the KCC internal audit be reappointed for the financial years 2014/15 and 2015/16 and that the fee of £290 per day for four internal audit visits per year and the scope of the internal audit for 2015/16 be approved.
- f) Statement of Risk Assessments
the Town Council's
 - i) Risk Management Assessments
 - ii) Risk Management Register
 be accepted and approved
- g) Financial Regulations
the revised Financial Regulations be approved for the period 2015/2016.
- h) Hospitality and Gifts Register
It was noted that no Hospitality or Gifts were received by the employees of Sevenoaks Town Council during the period 1 February to 31st March 2015.
- i) Stakeholder pension update
the pension report prepared by Towergate Financial and the Responsible Finance Officer's update on the stakeholder/auto-enrolment pension situation be noted and approved and that a presentation to all staff on the pension transfer to the Legal & General scheme be given at a cost of £2,000 [*Minute 455 a) 2.1 refers*].
- j) Five Year Maintenance review and Insurance Valuation update
RESOLVED:
 - i) a transfer to rolling capital reserve of £5,000 be made to fund unplanned maintenance identified in the five year Maintenance review and Insurance Valuation Report
 - ii) to purchase All Risks Insurance cover for the previously uninsured council walls, valued at £875,000, at a cost of £3,000 [*Minute No 455 a) 1.3 refers*]
 - iii) a report to be provided to the next Open Spaces & Leisure Committee identifying how the matters raised in the Five Year Maintenance Review would be incorporated into the Town Council's capital and maintenance programme.

456 NATIONAL ASSOCIATION OF LOCAL COUNCILS' (NALC) BRIEFINGS AND POLICY CONSULTATION

The NALC's briefings and policies were received and discussed.

RESOLVED:

- a) that the Policy Consultation 02-15 – Local Government Ombudsman's consultation on extending the remit of the Local Government Ombudsman to larger parish and town councils - to respond that Sevenoaks Town Council supported this.
- b) NOTED – Councillors' Travel allowances.
- c) NOTED – code of recommendation practice on Local Authority Publicity (England).

457 SIGNIFICANT HISTORIC ANNIVERSARIES IN 2015

The Town Clerk's report was received and noted.

RESOLVED that the film 'Battle of Britain' will be shown at the Stag Community Arts Centre on 12 July 2015 and not 'The Dambusters'.

458 VINE CAFE

A progress report was provided. The Town Clerk confirmed that planning permission plus the Premises Licence have been granted by Sevenoaks District Authority. It was **NOTED** that:

- a) The Band Practice Room required Structural Engineer advice when work to the roof commenced. It was noted that the building would require additional structural work including underpinning. The Town Clerk would advise councillors as soon as possible.
- b) The Environmental Health Officers and the Town Council have agreed WC facilities.
- c) An extension of time for works to be carried out be requested from Ibstock Cory with the aim to open the Vine Café during the summer of 2015.

459 CURRENT MATTERS & PRIORITIES

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

460 PRESS RELEASE

RESOLVED: no item be considered worthy of a press release.

There being no further business the Chairman closed the meeting at 9:05pm

Signed by the Chairman Dated