Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 7th September 2015 at 7:00 pm.

**PRESENT**

**Cllr R L Piper (Chairman)**

Cllr S L Arnold *[ex officio]*
Cllr J M Canet
Cllr M Chakowa
Cllr A Eyre
Cllr R M C Hogarth
Cllr R J Parry (Vice Chairman)
Cllr S G Raikes *[ex officio]*
Cllr Mrs P C Walshe

(12)

**ALSO IN ATTENDANCE**
Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

APOLOGIES
Cllrs N J L Busvine OBE, A S Clayton, Mrs R Parry, P E Towell and E T Waite

It was noted that the meeting was unable to be recorded.

PUBLIC QUESTION TIME
No members of the public were present for the duration of the meeting.

163 DECLARATIONS OF INTEREST
Cllr A Eyre declared a non-pecuniary interest in Agenda Item No 6(b) in relation to the Grant applications received from Sevenoaks Three Arts Festival.

Cllr S G Raikes declared a non-pecuniary interest in Agenda Item 7 [*Minute No 169]* in relation to the Street Lighting and did not partake in the discussions.

164 DISPENSATION
No requests had been received or approved.

165 MINUTES
**RESOLVED to:**
a) note the minutes of the meeting of the Finance & General Purposes Committee held on 15 June 2015 were ratified at the meeting of Town Council on 29th June 2015
b) sign the minutes of the extra ordinary meeting of the Finance & General Purposes Committee held on 27th July 2015.

166 SUB COMMITTEES
**RESOLVED that** the minutes of the meetings of:
a) Youth Council
the Youth Council held on 15 July 2015 be received and noted as a true record.
b) Youth Services Sub Committee
the Youth Services Sub Committee held 15 July 2015 be received and noted as a true record.

167 FINANCE REPORTS
The Finance reports were received and considered

**RESOLVED:**

a) Statement of Accounts
the statement of accounts together with the Finance Officer's report from 1 May to 31st July 2015 be received and adopted subject to the following:
- Current account to remain with National Westminster Bank
- Officers to observe financial ratings and report updates to the Town Clerk and Chairman of the Finance & General Purposes Committee
- the Investment Strategy to be discussed at future meetings of the Finance & General Purposes Committee.
- Working Capital and reserves forecast – to transfer amounts from Revenue Reserves to Capital Reserves as needed to cover capital expenditure until the Raley's proceeds are received

b) Suppliers' Accounts
the accounts listed in the schedules from 1 May to 31st July 2015 (£346,323) having been inspected and compared with the schedules be authorised for payment.

c) Payroll Account
the payments from the account listed in the schedules 1 May to 31st July 2015 (£165,895) having been compared with the schedules be confirmed.

d) Petty Cash Account
the payments from the petty cash account from 1 May to 31st July 2015 (£1,455) having been inspected and compared with the schedules, be confirmed.

e) Hospitality and Gifts Register
the Hospitality or Gifts received by the employees and Members of Sevenoaks Town Council up to 31st July 2015 be noted.

f) On Line Banking Proposal
that the Responsible Finance Officer's Report be received and noted with immediate approval for Officers to use the NatWest Bankline system.

168 GRANTS
The Committee received, considered and noted the Grant Aid Schedule History, requests and reports received.

**RESOLVED** that

a) Grant Aid Schedule History
the current finances be received and noted

b) Grant Aid Requests:
the following sums be awarded under the General Power of Competence [Localism Act 2011 sections 1-8 refers] for the financial year 2014/2015 to:

| **Organisation** | **Sum £** |
|---|---|
| Sevenoaks Three Arts Festival (Grant for annual festival) | 600 |
| Sevenoaks Three Arts Festival (Young Musician of the Year – Piano Award) | 500 |
| Sevenoaks Counselling Service | 2000 |
| West Kent Mediation | 750 |
| The Sevenoaks Society | 500 |
| Bradbourne Residents Association | 250 |

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

c) Grant Reports
the grant reports be received and noted.

169 STREET LIGHTING PROVISION ON PRIVATE ROADS

The Responsible Finance Officer's (RFO) report was received and noted. The Committee congratulated the RFO and Officers on the clarity of the presented report.

**RESOLVED:** the recommendations be duly noted and processed as follows:

a) the replacement of the mercury light in Wood Drive be progressed
b) If KCC does not confirm Linden Chase as a Public Right of Way arrangements for the street lighting in the road to be added to (e) below.
c) AGREED that the footpath has no bearing on the removal of street lights therefrom and be progressed as per section (e) below
d) AGREED that Town Council need not carry out a Risk Assessment similar to that undertaken by the KCC which was for major roads. Legal advice the Town Council received confirmed that the Town Council does not have a duty to provide street lighting.
e) the Town Clerk contacts the following roads to advise that unless residents in private roads opt to pay to update their streetlights and maintain them thereafter, the Town Council intends to place an order within 2 months of notification for the disconnection and removal of the following street lights in the new financial year (April 2016):

| | |
|---|---|
| Heathfield Road | 1 |
| Lyle Park | 4 |
| Pineneedle Lane | 3 |
| Wildernesse Mount | 3 |
| Woodside Road | 7 |
| The Glade | 2 |
| Kincraig Drive | 1 |
| Farnaby Drive | 7 |

f) to progress with the quotation received from supplier 'B' to carry out the removal of lights which will have funds allocated from:
   i. £5.6K – Contingency provision (relocation of o/s TIC costs)
   ii. £4.2K – STC streetlights sinking fund
   iii. £3.5K – 2015/16 contingency.
g) if residents decide to update their lights rather than have them removed, to collect funds in advance from the relevant Residents Associations of the roads prior to any updates of their lighting being undertaken at any time. Those roads without Residents Associations to form a legal entity with whom the Town Council may liaise.
h) to delay the decision of the necessary upgrade of SOX lamps until the outcome of the proposed lamps removal programme is known and it be possible that certain lamps removed may be in good enough condition to replace existing SOX lamps.

170 OPEN SPACES & LEISURE

Minute Numbers 130 and 135 of the meeting of the Open Spaces & Leisure Committee held on 10th September 2015 were received and noted.

**RESOLVED:**

a) Minute 130 – Greatness Park
   i. the recommendation from the Open Spaces and Leisure Committee to match funding for the project from the Sport Strategy Funds was declined as the Town Council has yet to receive the funds to allocate towards the Sports Strategy projects and prefers to invest the funding into capital projects rather than feasibility studies.

ii. the Community Infrastructure Committee to give consideration to the setting of criteria regarding the allocation of the Sports Strategy fund.

b) Minute 135 Vine Toilets
To accept the recommendation from the Open Spaces & Leisure Committee to progress with the refurbishment of the Vine Toilets as soon as possible and £15,389 be charged to Reserves.

171 SEVENOAKS DISTRICT COMMUNITY PLAN CONSULTATIONS PAPER
The Sevenoaks District's Community Plan Consultation with its deadline of 30th September 2015 was received and noted.

172 CHRISTMAS LIGHTS
**RESOLVED:**
a) to receive and note the minutes of the Christmas Lights organisational meeting held on 18th August 2015
b) to purchase the additional Christmas Lights for St John's Hill at a cost of £5,525 to Reserves.

173 SEVENOAKS TOWN PARTNERSHIP
To receive and note that the minutes of the Sevenoaks Town Partnership meetings held on 8th July and 19th August 2015 reflect a true record of the proceedings.

174 CURRENT MATTERS & PRIORITIES
**RESOLVED:** to receive and note the list of current matters and priorities.

175 PRESS RELEASE
**RESOLVED:** to issue a press release re the installation of Christmas Lights in St Johns and Bat & Ball area of Sevenoaks.

There being no further business the Chairman closed the meeting at 9:10pm

**Signed by the Chairman** ....................................**Dated** ................................