

Minutes of the Finance & General Purposes Committee held at the Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 2nd November 2015 at 7.00 p.m.

Cllr S L Arnold, Mayor (ex officio)	Present	Cllr R J Parry, Vice Chairman	Present
Cllr R L Piper, Chairman	Present	Cllr A Eyre	Present
Cllr N J L Busvine, OBE	Present	Cllr R M C Hogarth	Present
Cllr J M Canet	Present	Cllr E Parson	Present
Cllr M Chakowa	Present	Cllr S G Raikes	Present
Cllr A S Clayton	Present	Cllr P C Walshe	Apologies

Also in Attendance: Town Clerk, Responsible Financial Officer

There were no members of the public present.

250. Declarations of Interest

Cllr Raikes declared an interest in matters relating to Streetlighting.

251. Requests for Dispensations

No requests had been received or approved.

252. Minutes of the Finance & General Purposes Committee Meeting held on 7th September 2015.

RESOLVED: To note that the Minutes had been previously ratified at Council on 5th October 2015 and were signed by the Chairman.

253. Sub Committees

RESOLVED: That the Minutes of

i) Youth Council

The Youth Council meeting held on 9th September 2015 be received and noted as a true record.

ii) Youth Services Sub Committee

The Youth Services Sub Committee held on 9th September 2015 be received and noted as a true record.

iii) Community Centre User Group

The Community Centre User Group held on 14th October 2015 be received and noted as a true record.

254. Finance Reports

The Finance Reports were received and considered.

RESOLVED:

i) Statement of Accounts

The Statement of Accounts together with the Responsible Finance Officers report relating to management accounts to 30th September 2015 be received and adopted subject to noting the following

- The launch of the No. 8 bus had been successful.
- The Capital Receipts Reserve needed to have a positive balance for the end of the financial year. It was noted that sale of Raleys income was anticipated for early January.
- The Town Council was currently spending to budget.
- Reduced income was anticipated due to no longer receiving rents for two properties.
- Vine Café income and expenditure to be more detailed in future reports.

ii) Suppliers Accounts

The accounts listed in the schedule for Month 5, August 2015 (£71,710.80) and Month 6, September 2015 (£122,978.24) having been inspected and compared with the schedules be authorised for payment.

iii) Payroll Account

The balance on the account listed in Month 5, August 2015 (£1,000) and Month 6, September 2015 (£1,000) was confirmed. *(Payments for months 5 and 6 of £52,786.56 and £52,554.60 respectively will be included for approval at the next Finance and General Purposes Committee meeting).*

iv) Petty Cash Account

The balance on the petty cash account for Month 5, August 2015 (£433.57) and Month 6, September 2015 (£778.37) having been inspected and compared with the schedules be confirmed. *(Payments for months 5 and 6, £361.36 and £632.21 respectively will be included for approval at next Finance and General Purposes Committee meeting).*

v) Internal Audit

The report of the Internal Auditor dated 1st October 2015 was received and noted.

vi) Streetlighting

To receive and consider the Responsible Financial Officer's report and recommendations and agree to option D –

- Each road to be charged for the upgrade of all its lights to LED.
- KCC to be contacted to investigate whether possible to programme timing and dimness on the same basis as KCC lights.

vii) Hospitality and Gifts Register

There had been no receipts of hospitality and gifts to be recorded.

255. 2016 / 17 Review of Charges

RESOLVED:

- i) Town Council Offices and Chamber charges** To be increased by 2%
- ii) Community Centre Charges** To be increased by 2%
- iii) Open Spaces & Leisure Charges** to be increased by 2% or as identified separately by the Open Spaces Leisure Committee held on 21st September 2015.

256. Christmas Arrangements

RESOLVED: The Council provides £500 towards the staff Christmas celebrations and closes the offices from Thursday 24th December to 4th January 2016 as per the agenda report.

257. Café on the Vine

RESOLVED: To note the report relating to the completion of the refurbishment project and income for opening weeks.

258. Sevenoaks Town Partnership

RESOLVED: To receive and note the Minutes of the Sevenoaks Town Partnership meeting held on 7th October 2015.

259. Grant Application

The Committee considered the grant application from Sevenoaks Lawn Tennis Club for funding of a new boundary fence between the Raleys development and the tennis club.

RESOLVED: The grant application be declined and the Sevenoaks Lawn Tennis Club be advised to contact the developer to request the installation of the new boundary fence.

260. Current Matters and Priorities

RESOLVED: To receive and note the reports relating to current matters and priorities. It was also noted that the documents included priorities proposed at the 2015 Blue Skies meeting.

261. Press Release

RESOLVED: To issue a press release relating to the launch of the No 8 bus.

There being no further business the Chairman closed the meeting at 9.00 p.m.

Signed

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Chairman

Dated