

Prior to the meeting of the Finance & General Purposes Committee, the Mayor of Sevenoaks, Cllr Stephen Arnold, welcomed:

- Mr James Lang, Vice Chairman of the Sevenoaks Royal British Legion
- Mr Neil Crabtree, Divisional Secretary of Sevenoaks Soldiers Sailors and Airmen's Family Association [SSAFA]
- Mr Matthew Ball, author of "*Sevenoaks War memorial - The Men Remembered*".

Mr Matthew Ball thanked the Town Council for supporting his book which remembered the ordinary men and women of Sevenoaks who gave so much during World War I and forever remembered on the Sevenoaks War Memorial.

Mr Matthew Ball was delighted and thanked the Mayor for this opportunity to present the Vice Chairman of the British Legion and the Divisional Secretary of SSAFA each with a cheque for £400 representing £800 royalties received from the sale of this book.

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 22nd February 2016 at 7:12 pm.

PRESENT

Cllr R L Piper (Chairman)

Cllr S L Arnold [*ex officio*]
Cllr N J L Busvine OBE
Cllr J M Canet
Cllr M Chakowa
Cllr A S Clayton
Cllr A Eyre

Cllr R M C Hogarth
Cllr R J Parry (Vice Chairman)
Cllr E Parson
Cllr S G Raikes
Cllr Mrs P C Walshe
(12)

ALSO IN ATTENDANCE

Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

APOLOGIES

There were none

PUBLIC QUESTION TIME

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

392 DECLARATIONS OF INTEREST

Cllr A Eyre declared an interest in:

- Agenda Item No 6, Grant applications and did not partake in any discussions relating to Grant No 23 Kent Youth Jazz Orchestra
- Agenda Item No 9, Stag Rent Review and did not partake in any discussions

Cllr S G Raikes declared an interest in Agenda Item No 12, Street Lighting.

Cllrs S G Raikes and A S Clayton declared an interest in Agenda Item No 6, relating to Grant No 5 Friends of Pontoise and did not partake in any discussions

393 DISPENSATION

No requests had been received or approved.

**394 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
HELD ON 11th JANUARY 2016**

RESOLVED: the minutes be received and signed as a true record. The Committee commended the Town Clerk and Officers for achieving Quality Gold in the Local Gold Award Scheme one of eleven local councils (approximately 9,000 in the country) to receive this level of award.

395 SUB COMMITTEES

RESOLVED:

- (a) Youth Council to note the minutes of the meeting held on 20th January 2016
- (b) Youth Services Sub Committee
 - i. to note the minutes of the meeting held on 20th January 2016
 - ii. to note an amendment to the proposed date of KCC Commissioning to publish the advert and invitation to tender as amended by KCC and currently planned for 2nd March 2016
 - iii. the Town Clerk forward to Councillors the response from the District Authority regarding the apology given to West Kent Extra and the reasons why the Town Council was not invited to the meeting on Thursday 21st January 2016 to discuss Anti-social behaviour found taking place at the Bat & Ball Station and on the Town Council's land at Greatness Recreation Ground.

396 FINANCE REPORTS

The Finance reports were received and considered. The Chairman thanked the Responsible Finance Officer for her time with the Town Council, this being her last attendance.

(a) **Statement of Accounts**

- i. **RESOLVED:** the statement of accounts together with the Responsible Finance Officer's report relating to the management accounts to 31st December 2015 be received and adopted.

NOTED:

- that if the proceeds of the sale of Raleys and or Cemetery Lodge have not been received by March 2016, then the Capital Reserves deficit will need to be recovered by a transfer from Revenue Reserves [Minute No 396 e refers].

b) **Suppliers Accounts**

RESOLVED: to authorise the accounts listed in the schedules to 31st December 2015 (£92,596.85), having been inspected and compared with the schedules, for payment.

c) **Payroll Account**

RESOLVED: to confirm the payments from the account having been compared with the schedules to 31st December 2015 (£57,642.23) be accepted.

d) **Petty Cash Account**

RESOLVED: to confirm the payments from the petty cash account listed and having been inspected and compared with the schedule to 31st December 2015 (£451.41) be accepted.

e) **Reserves Policy**

The Responsible Finance Officer's update regarding the forecast to 31 March 2016 shows that based on current forecasts the expected negative Capital Reserves balance (excluding the receipt of proceeds from the sale of Raleys properties and Cemetery Lodge) was predicted to be £204,056.

RESOLVED: if the Capital Receipts proceeds have not been received by 31st March 2016 the entire deficit to be transferred from Revenue Reserves.

f) **Cash Flow/Investment Opportunity**

RESOLVED: the updated report from the Responsible Finance Officer be received and noted.

g) **Hospitality and Gifts Register**

RESOLVED: to note that there were no Hospitality or Gifts received by the employees and by Members of Sevenoaks Town Council for the period ending 31st January 2016.

h) **Rota for Councillors to sign Invoices**

The Chairman reminded Councillors of the need for them to sign invoices. A copy of the rota would be circulated separately.

397 **GRANTS**

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

RESOLVED

(1) that the generic Town Council Grant application forms be updated with a map showing the Sevenoaks District, highlighting the Sevenoaks parish with additional questions:

- Does your project cover a geographical area beyond the parish of Sevenoaks Town Council? See map attached. Yes / No
- If yes have you also contacted the respective parish councils for grant funding? Yes / No
- Please provide details of which other parish councils you have contacted.

(2) That the

a) **Grant Aid Schedule History**

current finances be received and noted

b) **Grant Aid Requests:**

following sums be awarded under the General Power of Competence [Localism Act 2011 sections 1-8 refers] for the financial year 2015/2016 to:

Organisation	Sum Awarded £
Relate West & Mid Kent	750.00
Sevenoaks Volunteer Transport Group	500.00
Sevenoaks Literary Celebration	200.00
Sevenoaks & Swanley CAB	750.00 Plus approx. £700 in kind in 2015 for free hire of the Council Chamber
Friends of Pontoise	250.00
Friends of Rheinbach	250.00
Kent Youth Jazz Orchestra	500.00
Circle Support	458.46
Divine Singers	500.00
South East Open Studios	200.00
TOTAL	£4,358.46

for the financial year 2016/2017 to:

Organisation	Sum Awarded £
Sevenoaks Three Arts Festival	600
Sevenoaks Home Library	400
TOTAL	£1,000

It was noted that Cllr A Eyre did not partake in any discussions relating to the Grant Application relating to Kent Youth Jazz Orchestra.

c) Grant Reports

the grant reports be received and noted.

398 SUMMER PLAY DAYS & FUNDING

RESOLVED: to allocate £1,400 from the Youth Outreach Budget to increase summer play days budget.

399 SEVENOAKS TOWN PARTNERSHIP – MINUTES OF THE MEETING HELD ON 27 JANUARY 2016

RESOLVED: the minutes be noted subject to the following changes, noting that:

- Cllr R L Piper be included in the list of attendees
Oyster cards would be accepted at Sevenoaks Station *by 2018, perhaps earlier* [ie replace word *shortly*]
- Go-Coach – the business was *working hard* to find more staff and space for parking of buses overnight.

400 STAG RENT REVIEW

The tabled report from the Town Clerk was received:

Sevenoaks Town Council has a 25 year lease from Sevenoaks District Council for the Stag. Within the lease are five yearly rent reviews the first of which is due in 2016.

Sevenoaks Town Council and Sevenoaks District Council agreed to jointly commission an independent rent review assessment. This was carried out by Andrew Crease & Co, Leisure Property Experts for an agreed fixed fee of £5,000 to be paid between both councils.

Andrew Crease & Co had provided a report relating to the rent review which was circulated to all Councillors. The report included the following conclusions:

Bearing in mind the user is restricted to a community arts centre the likely tenants will be Local Authorities or theatre trusts. At 450 seat capacity the theatre is too small for the likes of HQ or ATG. The large provincial theatres that are occupied by ATG and HQ are almost all done so on the basis of nil rents and quite large subsidy levels. The head lessee themselves pay a large subsidy to the subtenant to assist in the running of the operation without which there would be no profit. On the basis that no profits are being made despite the fact that income has increased to stable levels and in the absence of any evidence of theatres commanding rents especially when there is no subsidy payable I conclude that the rental as at the review date of January 2016 should remain at nil.

I have reached the above conclusions based on materials that have been put before me and presented these findings to representatives of both the landlord and the tenant at a meeting on 22 January where I invited comments upon my initial findings. This memo incorporates those comments. I understand that the parties will now document this rent review at nil increase and additionally have agreed a schedule of all capital expenditure over the first 5 years of the lease split between whether it is repair or tenant's improvements. I understand that this document will be attached to the rent review memo.

Sevenoaks District Council has confirmed acceptance of the conclusion and that the Stag rent will remain at nil.

The Town Clerk believed that the rent review process had also identified provisions to ensure that future rent reviews until the end of the tenancy would also remain at nil.

RESOLVED: to note the report.

It was noted that Cllr A Eyre did not partake in any discussions relating hereto.

401 CURRENT MATTERS & PRIORITIES

RESOLVED: to receive and note the list of current matters and priorities.

402 STREET LIGHTING REPORT

RESOLVED: to arrange for a meeting of the street lighting working party early March to report back to the next meeting of the Finance & General Purposes Committee on 18th April 2016.

It was noted that Cllr S G Raikes did not partake in these discussions.

403 PRESS RELEASE

RESOLVED: There were no matters agreed for a press release.

There being no further business the Chairman closed the meeting at 8:45pm

Signed by the Chairman **Dated**

