

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 18th April 2016 at 7pm.

PRESENT

Cllr R L Piper (Chairman)

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

Cllr R M C Hogarth [*left 8pm*]
Cllr R J Parry (Vice Chairman)[*left 7:22pm*]
Cllr S G Raikes
Cllr Mrs P C Walshe **(10)**

ALSO IN ATTENDANCE

Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

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.

The Chairman welcomed the new Responsible Finance Officer to the Town Council.

13 APOLOGIES

RESOLVED: Apologies received from Cllr J M Canet and Cllr E Parson be noted and accepted.

14 DECLARATIONS OF INTEREST

Cllrs S Arnold and A S Clayton declared an interest in Agenda Item No 7 (b) (ii) Grant applications and did not partake in any discussions relating to Grant No 44 Kent Painters Group.

15 DISPENSATION

No requests had been received or approved.

16 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 22nd FEBRUARY 2016

RESOLVED: the minutes be received and signed as a true record.

17 SUB COMMITTEES

RESOLVED:

- (a) Youth Council to note the minutes of the meeting held on 16th March 2016
- (b) Youth Services Sub Committee to note the minutes of the meeting held on 16th March 2016 and that the survey for a Youth Shelter was currently being promoted.

18

FINANCE REPORTS

The Finance reports were received and considered.

(a) **Statement of Accounts**

RESOLVED: the statement of accounts together with the Responsible Finance Officer's report relating to the Year to Date Variance analysis to 31st January 2016 be received and adopted.

Noted:

- i. From 1st April 2016 the Café on the Vine would have a separate cost code in the accounts
- ii. Report relating to capital projects initiated by the Community Infrastructure Committee on Capital Projects would be reported separately.

(b) **Suppliers Accounts**

RESOLVED: to authorise the accounts listed in the schedules to 31st January 2016 (£42,105.02), 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 January 2016 (£58,088.38) 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 January 2016 (£624.91) be accepted.

(e) **Capital Reserves**

A report was received from the Town Clerk referring to legal advice from NALC. It was noted that the advice had been endorsed by the Internal Auditor.

RESOLVED: the Town Council restate its capital reserves to distinguish clearly as follows:

1. Revenue Reserves
2. Capital Receipts Reserves
3. Earmarked Reserves

Noted: a further report noting a small historic capital income be brought to the next meeting of the Finance & General Purposes Committee.

(f) **Renewal of Insurances**

RESOLVED: the insurance renewal for the term 2016/2017 be received, noted and agreed.

(g) **Internal Audit and Statement of Financial Controls**

RESOLVED: to receive and note the letter from KCC Internal Audit covering their recent visit.

Noted: by the Chairman that the Section 137 Payments is not used by the Town Council as it was accredited with General Power of Competence.

(h) **Hospitality and Gifts Register**

RESOLVED: to note the Hospitality or Gifts received by the employees of Sevenoaks Town Council for the period ending 31st January 2016.

19 GRANT APPLICATIONS

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

RESOLVED

a) Grant Aid Schedule History

The 2016/2017 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 2016/2017 to the four grant applicants as follows:

Organisation	Sum Awarded £
Sevenoaks Art Club	200.00
Kent Painters Group	200.00
Hi Kent	1,000.00
Westerham Sea Cadets	1,757.35
TOTAL	£3,157.35

It was noted that Cllrs S L Arnold and A S Clayton did not partake in any discussions relating to the Grant Application relating to Hi Kent.

20 SEVENOAKS ALLOTMENT HOLDERS ASSOCIATION [SAHA] LEASE & RENT

The Committee received and considered the report from the Town Clerk. It was noted that if the current annual rent of £90 had been indexed linked, it would be equivalent to £1,506. It was hoped that the setting up of the 'peppercorn' rent, the lease discussions would be brought to a conclusion and signed in the near future.

Noted: with regards to the **Allotment Tenants Rights**, Sevenoaks Town Council also want to make it clear that if for some reason the lease cannot be renewed this will not change the allotment tenants' rights to working their allotments. They will pay rent to Sevenoaks Town Council rather than SAHA.

UNANIMOUSLY RESOLVED: that the rent to SAHA for the management of the Quakers Hall Allotment Site be set at a fixed 'peppercorn' sum of £260 per annum for the duration of the 10 year lease.

21 LOCAL COUNCILS AWARD SCHEME

RESOLVED: to note and act upon the observations made by the Regional Accreditation Panel:

a) Standing Orders – the Panel observed that the law on filming meetings has changed and recommends that the Council should review paragraph (m) in light of this

Noted: addressed.

b) Complaints Procedure – the Panel suggest that the Council should consider including a timeline for acknowledging a complaint e.g. within 5 working days.

RESOLVED: to amend Complaints Procedure accordingly.

c) Employment Handbook – the Panel suggests that the Council should consider reviewing the Handbook on a regular basis as, based on page 4, it appeared that some sections had not been reviewed since 2009.

RESOLVED: to note that the Employee Handbook is reviewed annually by the Town Council's HR consultants.

d) Training – the Panel was surprised to see from the Training Record that 9 of the 16 councillors had not undertaken any training during the financial year.

The Panel recommends that all councillors should attend some form of training.

RESOLVED: to refer the matter to the Personnel Committee.

22 CURRENT MATTERS & PRIORITIES

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

Noted:

- a) Head of Terms had been received from KCC to replace the Indoor Cricket Facility in the new Weald of Kent Sevenoaks Grammar School annexe. Plans were expected soon.
- b) Bat & Ball station buildings - negotiations have commenced re the lease
- c) And **RESOLVED** that the new Buckhurst Lane Play Area surface be upgraded to the Safamulch at a cost of £10,000.

23 HM QUEEN 90TH BIRTHDAY CELEBRATIONS

RESOLVED: that the event starts at 6:30pm in accordance with published material.

24 PRESS RELEASE

RESOLVED: a press release be issued in relation to the picnic at Knole to celebrate the HM Queen 90th Birthday.

Resolved 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.

25 KCC COMMISSIONING YOUTH SERVICES

The Town Council submit a bid for the KCC Commissioning process for Youth Services in Sevenoaks.

There being no further business the Chairman closed the meeting at 8:29pm

Signed by the Chairman Dated