

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 27th June 2016 at 7pm.

PRESENT

Cllr S G Raikes (Chairman) and Cllr R L Piper [Vice Chairman]

Cllr J M Canet *[arrived 7:05pm]*

Cllr M Chakowa

Cllr A Eyre *[ex officio]*

Cllr E Parson

Cllr Mrs R E Parry *[deputy for Cllr R J Parry]*

Cllr P E Towell

Cllr Mrs P C Walshe

(10)

ALSO IN ATTENDANCE

Chief Executive/Town Clerk, Responsible Finance Officer and Committee Clerk

Cllrs: S L Arnold, O Schneider and E T Waite *[arrived 7:05pm]*

PUBLIC QUESTION TIME

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

103 APOLOGIES

RESOLVED: Apologies received from Cllr N J L Busvine OBE, Cllr A S Clayton, Cllr R M C Hogarth and Cllr R J Parry be noted and accepted.

104 DECLARATIONS OF INTEREST

Cllr A Eyre in relation to Annual Accounts and relative to a 'trust'.

105 DISPENSATION

No requests had been received or approved.

106 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 18th April 2016

RESOLVED: the minutes, received and adopted at Annual Town Council on 16th May 2016 be received and signed as a true record.

107 SUB COMMITTEES

RESOLVED:

(a) Youth Council to note and adopt the minutes of the meeting held on 8th June 2016

(b) Youth Services Sub Committee to note and adopt the minutes of the meeting held on 8th June 2016.

108 FINANCE REPORTS

The Finance reports were received and considered.

(a) **Annual Return and Statement of Accounts**

RESOLVED: the statement of accounts to 30th April 2016 together with the Responsible Finance Officer's report be received and adopted.

Noted:

- i. Agenda 6 (a), Page 21 lines 3 to 5 be amended as follows:
Referral to 'See page 3 for further details' is an error. The next sentence should read Grants/donations not rants/donations. Vive Café to read Vine Café on line 5

- (b) **Suppliers Accounts**
RESOLVED: to authorise the accounts listed in the schedules:
 i. to 31st March 2016 (£139,576.64)
 ii. to 20th April 2016 (£120,873.01),
 having been inspected and compared with the invoice listings
- (c) **Payroll Account**
RESOLVED: to confirm the payments from the account to:
 i. 31st March 2016 (£59,854.77)
 ii. 30th April 2016 (£59,889.75)
 having been compared with the schedules be accepted
- (d) **Petty Cash Account**
RESOLVED: to confirm the payments from the petty cash account listed
 i. 31st March 2016 (£664.23)
 ii. 30th April 2016 (£663.86)
 having been inspected and compared with the schedule be accepted.
- (e) **Reserves Policy**
 A report was received from the Responsible Finance Officer referring to the annual review of the Reserves Policy.
RESOLVED: to accept the Responsible Finance Officer's recommendations as follows:
 i. the Council maintains the current level of earmarked reserves bearing in mind planned expenditure and imminently expected receipts from the sale of Raleys and Cemetery Lodge assets. Known financial and operational risks of the Sevenoaks Town Council as at the year-end 2015/16 were considered. Specific transfers to be considered upon receipt of funds from the sale of assets.
 ii. To maintain the current reserve policy of working towards 50% of precept
- (f) **Hospitality and Gifts Register**
RESOLVED: to note that no Hospitality or Gifts were received by the employees of Sevenoaks Town Council for the period ending 31st April 2016.
- (g) **Internal Control**
 The Committee congratulated the Town Council staff on their achievements with regards to this year's Internal Audit.
RESOLVED: to
 i. Internal Audit Visit and end letter from KCC - receive and note the contents of the letter from KCC Internal Audit covering their recent visit
 ii. Annual Review – receive and note the contents of the Annual Review of the effectiveness of the Council's system of internal audit
 iii. Statement on the System of Internal Control –
 a. **accept** the proposed internal audit programme for 2016/2017 and associated fees
 b. **accept** the recommendation to formally reappoint the KCC internal audit team for the financial year 2016/17
 c. **agree** the proposed fees of £472.50 per visit (being 1.5 days each visit charged at £315 per day) for 4 internal audit visits per year.
 d. **agree** the scope of internal audit for 2016/17

109 ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2016

RESOLVED: to receive and approve the:

- a. Annual Governance Statement 2015/16 - The Chairman read through and received a unanimous affirmation to each question on the Annual Governance Statement.
- b. Statement of Annual Accounts to 31 March 2016
- c. Supporting papers and sign for submission to the Audit Commission on 1st July 2016

110 COMMUNITY INFRASTRUCTURE LEVY

RESOLVED: to receive and approve the report from the Town Clerk.

Noted:

- October be amended to read April as follows:
The April 2016 payment of £7,171.88 has been put towards the additional surfacing for the Buckhurst Lane Play Area - £10,000.

111 SEVENOAKS TOWN PARTNERSHIP

RESOLVED: to receive and note the minutes of the Town Partnership meeting held on 1st June 2016

112 CURRENT MATTERS & PRIORITIES

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

Noted: Unanimous agreement to remove the street lights in Farnaby Drive at a cost of £4,700 + VAT

The Committee noted the progress of the Farmers Market and on a related matter congratulated the Open Spaces staff on the condition of the grass at the Vine Gardens.

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.

113 TONBRIDGE ROAD – RIGHT OF WAY

RESOLVED: to receive and accept the Town Clerk's recommendation to accept the offer for providing permission for a Right of Way across the land at Tonbridge Road.

114 MILLPOND WOOD

RESOLVED: to receive and note the Town Clerk's report on the sale of small areas of land of Millpond Wood and to proceed as recommended:

- a. The Chairman of Finance and General Purposes Committee and Open Spaces & Leisure Committee and the Town Clerk be granted delegated powers to dispose of these small parcels of land subject to the following.
- b. Valuations be obtained and land disposed of at the best value possible
- c. Overage agreement to be reached should any development happen at a future date
- d. To ensure that the disposal of the land does not create any difficulties for the Open Spaces team for the maintenance of the Millpond Wood
- e. To ensure that the disposal of the land does not create any restrictions for the public in using the Millpond Wood

There being no further business, the Chairman closed the meeting at 7:41 pm

Signed by the Chairman Dated

