

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 5th September 2016 at 7pm.

PRESENT

Cllr S G Raikes (Chairman)

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

Cllr R L Piper [Vice Chairman]

Cllr R J Parry
Cllr E Parson
Cllr P E Towell
Cllr Mrs E T Waite *[deputising for Cllr Mrs P C Walshe]*

ALSO IN ATTENDANCE

Cllr Mrs Parry *[left at 7:20pm]*, Cllr O Schneider, Chief Executive/Town Clerk, Responsible Finance Officer and Committee Clerk.

PUBLIC QUESTION TIME

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

207 APOLOGIES

RESOLVED: Apologies received from Cllr Mrs P C Walshe be noted and accepted.

208 DECLARATIONS OF INTEREST

Cllr A Eyre declared an interest in Grant No 6, Agenda Item No 7(a), Sevenoaks Three Arts Festival

Cllr A S Clayton declared an interest in Grant 11, Agenda Item No 7 (a), Sevenoaks Counselling Service.

Cllr S G Raikes declared an interest in Grant 34, Agenda Item No 7 (a), The Sevenoaks Society.

Cllrs J M Canet and E T Waite being allotment holders, declared an interest in item No 11 on the Agenda, Quaker Hall Allotments.

209 DISPENSATION

No requests had been received or approved.

210 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 25th Jul 2016

RESOLVED: the Minutes be adopted and signed as a true record.

211 SUB COMMITTEES

RESOLVED:

- (a) Youth Council
the notes of the inquorate meeting of the Sevenoaks Youth Council held on 20th July 2016 be received and noted.
- (b) Youth Services Sub Committee
the minutes of the meeting of the Youth Services Sub Committee held on 20th July 2016 be received and adopted.

212 **FINANCE REPORTS**

- (a) The Finance reports were received and considered. The statement of accounts to 31st July 2016 together with the Responsible Finance Officer's report be received and adopted. It was **NOTED** that:
- i. The heading of the reports should read 31st July 2016 not 31st August 2016
 - ii. Agenda Page 25, 11/6630 should refer to Millpond Wood and not Parklands as stated
 - iii. Farmers Market – a report will be provided for the next Open Spaces & Leisure Committee with feedback from the Market Traders
 - iv. Agenda Page 59 – the expenditure relating to 19497/Kippington Road surfacing should read Kippington Meadow Path surfacing
- (b) **Suppliers Accounts**
RESOLVED: to authorise the accounts listed in the schedule to
- i. 31st July 2016 (£149,057.77)
- having been inspected and compared with the invoice listings.
- (c) **Payroll Account**
RESOLVED: to confirm the payments from the account to:
- i. to 31st July 2016 (£60,121.50)
- having been compared with the schedules be accepted
- (d) **Petty Cash Account**
RESOLVED: to confirm the payments from the petty cash account listed
- i. to 31st July 2016 (£693.61)
- having been inspected and compared with the schedule be accepted.
- (e) **Hospitality and Gifts Register**
RESOLVED: to approve and note the Hospitality or Gifts received by the employees of Sevenoaks Town Council for the period ending 31st July 2016.
- (f) **Financial Regulations**
RESOLVED: to note the amendments to the Town Council's Financial Regulations at the next meeting of the Finance & General Purposes Committee in order to comply with the National Association of local Council's Update to "Model Financial Regulations" 29th January 2016.

213 **GRANTS**

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

RESOLVED:

- a) **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 2016/2017 to:

Grant Ref No	Organisation	Sum Granted
06	Sevenoaks Three Arts Festival	£600
11	Sevenoaks Counselling	£2,000
17	West Kent Mediation	£375
34	Sevenoaks Society	£500
42	Bradbourne RA	£250
51	The Lewis Project	£0
52	2158 Squadron Air Training Corp	£3,000
Total Community Grants Awarded		£6,725

- b) **Grant Reports**
 The grant reports be received and noted.

- c) Grant History
The current finances be received and noted.
- d) The Committee review its Grant Policy at a future meeting.

214 PROCUREMENT FOR SEVENOAKS TOWN COUNCIL

RESOLVED: the report from the Assistant Town Clerk regarding Procurement for Sevenoaks Town Council be received and noted. It was also noted that the Financial Regulations will be updated to incorporate this change.

215 CURRENT MATTERS & PRIORITIES

| **RESOLVED:** the list of current matters and priorities be received and noted.

216 PRESS RELEASE

RESOLVED: Grants awarded be worthy of a press release.

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.

217 QUAKERS HALL ALLOTMENTS

RESOLVED: Delegated authority be granted to the Chairman of F&GP, Chairman of OSL and Town Clerk to put in place arrangements as instructed by the Town Council's legal representatives to formalise the current position.

There being no further business, the Chairman closed the meeting at 8:40 pm

Signed by the Chairman **Dated**

