

Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held
at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
on Monday 3rd April 2017

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8:04 p.m.

Cllr S G Raikes (Chairman)	Present	Cllr R M C Hogarth	Present
Cllr N J L Busvine OBE	Present	Cllr R J Parry <i>[arrived 7:02pm]</i>	Present
Cllr J M Canet	Present	Cllr E Parson	Present
Cllr A S Clayton	Present	Cllr R L Piper (Vice Chairman)	Present
Cllr A Eyre, Mayor (ex officio)	Present	Cllr P E Towell	Present
(10)			

ALSO IN ATTENDANCE:

Town Clerk – Linda Larter, MBE
 Responsible Finance Officer – Ade Ogun
 Committee Clerk – Michèle MacDonald

PUBLIC QUESTION TIME

No members of the public were present.

01 APOLOGIES FOR ABSENCE

RESOLVED: to agree and accept an apology for absence received from
 Cllr Mrs P C Walshe

02. DECLARATIONS OF INTEREST

Cllr S G Raikes stated he had a pecuniary interest in matters relating to Agenda and Minute No 8 [Street Lighting Update]. He stepped down as Chairman and did not partake in these discussions.

03. REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

04. MINUTES OF THE MEETING HELD ON 20TH FEBRUARY 2017

RESOLVED: to receive, adopt and sign the minutes.

05. SUB COMMITTEE MEETINGS

RESOLVED:

a) Youth Council

To receive and note the minutes of the meeting held on 8th March 2017.

b) Youth Services Sub-Committee

The Committee noted that the Mayor had written to the portfolio holder at KCC and a reply received. Councillors stated they did not understand the reply. Agreed the Mayor would write again.

To receive and approve the minutes of the meeting of the meeting held on 8th March 2017.

c) Sevenoaks Community Centre User Group

To receive and adopt the minutes of the meeting held on 22nd March 2017.
Members of the Committee noted that the Bat Survey is scheduled to take place in April 2017. Planning permission would be subject to a bat survey taking place.

06. **FINANCE REPORTS**

RESOLVED: It was unanimously agreed to accept the following financial reports

a) Statement of Accounts

- i. 1st to 31st January 2017
- ii. 1st to 28th February 2017

and the Responsible Financial Officer's reports relating to Variance Analyses.

It was noted that the Fund balances [page 51, Agenda Item 6 (a) (ii)] did not include the £245,000 held in escrow with the Town Council's solicitors:

- iii. £95,000 set aside for gym facilities
- iv. £150,000 set aside for indoor cricket facilities.

b) Suppliers Accounts

- i. 1st to 31st January 2017 – £122,666.34
- ii. 1st to 28th February 2017 – £102,465.53

c) Payroll Account

Payments listed in the schedules

- i. 1st to 31st January 2017 – £57,222.60
- ii. 1st to 28th February 2017 – £60,083.73

d) Petty Cash Account

Payments from the account listed in the schedules

- i. 1st to 31st January 2017 – £768.29
- ii. 1st to 28th February 2017 - £542.45

It was noted that the Town Council's internal audit control system for Petty Cash be robust with a number of checks in place involving Officers and Members. It was also noted that minimal sums of cash be kept across the Town Council's various cost centres.

e) Renewal of Insurance

RESOLVED: to receive and note the three year insurance renewal premium with effect from 1st April 2017 be £11,807.84 per year resulting in a reduction of £5,5368.11 per annum. The Responsible Finance Officer and her team were congratulated by the committee on the annual saving.

f) Internal Audit and Statement of Financial Controls

RESOLVED: to receive and note

- i. the letter from KCC internal audit covering the last audit visit. The committee congratulated the Finance team on a successful audit.
- ii. the recommendation to re-appoint the KCC internal auditors for the year 2017/2018 be accepted:
 - agreeing the proposed fees of £480 + VAT per visit (being 1.5 days each visit charged at £320 per day) for 4 internal audit visits per year.
 - noting that the proposed charge per day represents an approximate 2% increase on 2016/17.

It is noted that the work duration per visit remains 1.5 days.

- iii. the proposed Internal Audit Plan for 2017/2018
- iv. that the proposed Risk Management Assessment for approval in accordance with Financial Regulation 19 be reviewed at the next meeting of this committee
- g) Annual Return 2016/2017
RESOLVED: to receive and note the proposed timetable for the year-end audit for 2016/2017.
- h) Stakeholder Pension Update
RESOLVED: to receive and note:
 - i. the Responsible Finance Officer's updated report following a meeting with on 23rd February 2017 with the KCC Officer
 - ii. that a further secondary contribution to the KCC pension fund from the earmarked pension reserve fund, which holds a balance of £69,866, be made to enable the Council reduce the current deficit.
- i) Hospitality and Gifts Register
RESOLVED: to receive and note that no Hospitality or gifts were received by employees during the period ending 28th March 2017.

07. SEVENOAKS TOWN PARTNERSHIP MEETING HELD ON 22nd FEBRUARY 2017
RESOLVED: to receive and note the minutes of the meeting.

Cllr Raikes stepped down as Chairman and did not partake in the conversation. Cllr Piper stood as Chairman:

08. STREET LIGHTING UPDATE
RESOLVED: to receive and note the Responsible Finance Officer's report. It was noted that lights would be removed/upgraded as stated and that the estimated cost of the LED Upgrade and removal (where appropriate) be in the region of £30,000. It was agreed that a financial costing report be submitted to a future meeting of the committee.

Cllr Raikes continued as Chairman.

09. CURRENT MATTERS AND PRIORITIES
RESOLVED: to note the report relating to update of current matters and priorities as distributed with the agenda.
It was:

- noted and hoped that the Sevenoaks Fund be launched in April 2017
- agreed to review the production of a compact Sevenoaks Guide Book introducing Sevenoaks for visitors

10. PRESS RELEASE
RESOLVED: no item be worthy of a press release

There being no further business the Chairman closed the meeting at 8:04.

Signed

.....(Chairman) Dated

