

Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held
at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
on Monday 12th June 2017

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8:03 p.m.

Cllr S G Raikes (Chairman)	Present	Cllr R J Parry	Present
Cllr N J L Busvine OBE	Present	Cllr E Parson	Present
Cllr J M Canet	Present	Cllr Mrs Parry - substitute for the Mayor	Present
Cllr A S Clayton	Present	Cllr R L Piper	Present
Cllr A Eyre (Vice Chairman)	Present	Cllr E T Waite – substitute for Cllr Mrs Walshe	Present
Cllr R M C Hogarth	Present		(11)

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.

83 APOLOGIES FOR ABSENCE

RESOLVED: to agree and accept apologies for absence received from
The Mayor, Cllr M Chakowa, Cllr Mrs Walshe and Cllr Towell

84. DECLARATIONS OF INTEREST

None were received.

85. REQUESTS FOR DISPENSATIONS

The Town Clerk noted an error in Agenda Item 3 Requests for Dispensation which instead should read:

To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member as a Disclosable Pecuniary Interest (s.31 7 S 33 of the Localism Act 2011).

Cllr E T Waite had applied for a dispensation relating to allotments. Following a short discussion, it was noted that this was not needed.

There were no other requests for dispensations.

86. MINUTES OF THE MEETING HELD ON 3RD APRIL 2017

RESOLVED: to receive, note and sign the minutes.

87. SUB COMMITTEE MEETINGS

RESOLVED:

a) Youth Council

To receive and note the minutes of the meeting held on 26th April 2017.

b) Youth Services Sub-Committee

To receive and adopt the minutes of the meeting held on 26th April 2017.

88. FINANCE REPORTS

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

a) Statement of Accounts

- i. 1st to 31st March 2017
- ii. 1st to 30th April 2017

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

It was proposed by Cllr Hogarth, seconded by Cllr Piper and **UNANIMOUSLY RESOLVED** that the Sevenoaks District Authority be requested to supply Sevenoaks Town Council with a detailed analysis as to how the CIL Funds are allocated in the future. NOTED that page 57 to read Net Income over Capital expenditure £41,761.

b) Suppliers Accounts

- i. 1st to 31st March 2017 – £133,459.05
- ii. 1st to 30th April 2017 – £130,443.18

c) Payroll Account

Payments listed in the schedules

- i. 1st to 31st March 2017 – £61,306.60
- ii. 1st to 30th April 2017 – £58,511.59

d) Petty Cash Account

Payments from the account listed in the schedules

- i. 1st to 31st March 2017 – £505
- ii. 1st to 28th February 2017 - £641.73

e) Youth Outreach

RESOLVED unanimously to receive and approve the allocation of the accumulated reserves as follows:

1	Increase of Youth Council grant from £500 to £1000	£500
2	Youth Council project: Live on the Vine 21 st July 2017	£1,000
3	Stag Youth Outreach	£2,500
4	HiTB Revenue costs	£12,000
5	Total (note overspend of £38, could come from 17/18 Youth Outreach)	£16,000

f) Hospitality and Gifts Register

RESOLVED to receive and note the Hospitality or gifts which were received by employees during the period ending 31st May 2017.

89. REVIEW OF INTERNAL CONTROLS

RESOLVED unanimously: to receive and approve the

- a) outcome of the Internal Audit Visit 25th May 2017 and Year End Letter and the updated Risk Assessment Schedule.
- b) Annual Review of Internal Audit

- c) Statement of the System of Internal Control
- d) Reserves Policy's recommendation that
 - a. the current level be maintained as a minimum
 - b. consideration be given to an annual allocation to build up general reserves from the annual precept. This will be in addition to any additional amounts needed to replenish reserves that have been consumed in the previous year.
- e) Investment Strategy meets the current needs and priorities of the Council
- f) Risk Assessment for the year 2017/2018 [not 2016/2017] has been updated in accordance with the Internal Audit's visit on 25th May 2017 and their recommendation for action.

**90 ANNUAL RETURN FOR THE YEAR ENDED 21ST MARCH 2017
RESOLVED UNANIMOUSLY to receive and approve the**

- a) Annual Governance Statement 2016/2017 which the Town Clerk read through and received affirmation to each question on the Annual Governance Statement from the Committee Members present
- b) Statement of Annual Accounts to 31st March 2017. It was noted that:
 - (i) the figure for the year ending 31st March 2017 be recorded as £4,846,252 under page 160 question no 9 "*total fixed assets plus long term investments and assets*" in accordance with page 167 of the agenda
 - (ii) the figure £5,322,492 on page 167 should read £5,682,961.
- c) Supporting papers for submission to the External Auditors.

91 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 that:

- letters have been since been sent to Woodside Road requesting residents take over the maintenance of their street lights or the Council will arrange for the lights to be disconnected and columns removed
- Round two of the HLF submission is due to be submitted in August 2017 and the Town Clerk is working to this time schedule
- plans are being prepared for a WC at Greatness Recreation Ground
- the ramp at the Vine Cricket Club is outstanding
- there is a meeting of a potential Arts Quarter on 13th June 2017 re the Neighbourhood Development Plan.

92. PRESS RELEASE

RESOLVED: no item be worthy of a press release

There being no further business the Chairman closed the meeting at 8:03pm.

Signed (Chairman) Dated