

Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held
at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
on Monday 18th September 2017

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7:58 p.m.

Cllr S G Raikes (Chairman)	Present	Cllr R M C Hogarth	Present
Cllr S L Arnold <i>as substitute for Cllr R J Parry</i>	Present	Cllr E Parson	Present
Cllr N J L Busvine OBE	Present	Cllr R L Piper	Present
Cllr J M Canet	Present	Cllr P E Towell	Present
Cllr A Eyre (Vice Chairman)	Present	Cllr Mrs P C Walshe	Present

(10)

ALSO IN ATTENDANCE:

Town Clerk – Linda Larter, MBE

Responsible Finance Officer – Ade Ogun

Committee Clerk – Michèle MacDonald

PUBLIC QUESTION TIME

One member of the public was present, Cllr Elizabeth Purves in relation to her Grant application for funding: cost of printing the book "Sevenoaks Forgotten Past – Lodges and Coach Houses".

The meeting was unable to be recorded.

255 APOLOGIES FOR ABSENCE

RESOLVED: to agree and accept apologies for absence received from Cllr A S Clayton, Cllr Mrs R E Parry and Cllr R J Parry.

256 DECLARATIONS OF INTEREST

- Cllr S G Raikes and Cllr J M Canet stated they had a disclosable interest in relation to the Grant report from Friends of Pontoise.
- Cllr A Eyre stated he had a disclosable interest in relation to the grant application for musician of the Year and did not partake in these discussions.
- Cllr S G Raikes and Cllr J M Canet stated they had a disclosable interest in matters relating to Agenda and Minute No 9 [Street Lighting Update]. Cllr Raikes stepped down as Chairman and did not partake in these discussions

257 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

258 MINUTES OF THE MEETING HELD ON 12TH JUNE 2017

RESOLVED: to receive, note and sign the minutes.

259 SUB COMMITTEE MEETINGS

RESOLVED:

a) Youth Council

To receive and note the minutes of the meetings held on 14th June and 19th July 2017.

b) Youth Services Sub-Committee

To receive and adopt the minutes of the meeting held on 14th June and 19th July 2017.

It was agreed to defer the non-circulated minutes of the meetings of the Youth Council and Youth Services Sub Committee held on 6th September to a future meeting of the Finance & General Purposes Committee.

c) Sevenoaks Community Centre User Group

To receive and note the minutes of the meeting held on 2nd August 2017.

260 FINANCE REPORTS

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

a) Statement of Accounts

- i. 1st to 31st May 2017
- ii. 1st to 30th June 2017
- iii. 1st to 31st July 2017

and the Responsible Financial Officer's reports relating to Variance Analyses. It was noted that interviews for the position of Café on the Vine Manager to be held Monday 25th September 2017.

b) Suppliers Accounts

- i. 1st to 31st May 2017 – £41,288.65
- ii. 1st to 30th June 2017 – £277,783.41
- iii. 1st to 31st July 2017 - £346,931.27

c) Payroll Account

Payments listed in the schedules

- i. 1st to 31st May 2017 – £67,897.74
- ii. 1st to 30th June 2017 – £62,522.44
- iii. 1st to 31st July 2017 - £67,172.64

d) Petty Cash Account

Payments from the account listed in the schedules

- i. 1st to 31st May 2017 – £654.00
- ii. 1st to 30th June 2017 - £452.64
- iii. 1st to 31st July 2017 - £591.94

e) Hospitality and Gifts Register

It was noted that:

- the agenda item should read 06 (e) and not 06 (i)
- the two figures noted of £5 were non-cash gifts of Cala Lilies presented to members of staff by a Market Trader.

RESOLVED to receive and note the Hospitality or gifts which were received by employees during the period ending 1st September 2017.

261 GRANTS

The Grant Aid requests and the Grant Aid Balance were received, considered and noted.

RESOLVED: that:

- a) Grant Requests be awarded under the General Power of Competence [Localism Act 2011 Sections 1-8 refers] as follows:

Grant Recipient	Reason	Sum Awarded
Citizens Advice in North and West Kent, Sevenoaks and Swanley Bureau Citizens Advice Bureau	To purchase 12 vinyl chairs with arms for waiting and appointments rooms in Sevenoaks.	£556.20
Sevenoaks Three Arts Festival	Sevenoaks Young Musician of the Year – 21 st year to be held on 4 th March 2018.	£600
Sevenoaks Counselling	To supplement bursary fund to assist Sevenoaks Town parishioners.	£1,200
West Kent Mediation	To offer parent teenager mediation service to help families living within the wards of Sevenoaks Town Council. £750 requested over two years. £375 was already awarded September 2016.	£375
Sevenoaks Society	For printing costs to cover printing costs of the book "Sevenoaks Forgotten Past: Lodges and Coach Houses".	£500
	TOTAL	3,231.20

It was agreed that terms and conditions of the grant be outlined to the above organisations including concerns of Grant Aid Requests for areas outside the remit of Sevenoaks Town Council and its wards.

- b) the Grant reports be received and noted.
- c) it be requested that grant recipients acknowledge the grant in their annual accounts.

262 **SEVENOAKS TOWN PARTNERSHIP MEETINGS HELD ON 28TH JUNE AND 9TH AUGUST 2017**

RESOLVED: to receive and note the minutes of the meetings. The Committee congratulated the Officers involved for putting together a successful Business Awards evening which was well supported by Sir Michael Fallon Member of Parliament and F M Conway Ltd. It was noted that the Award Winners were very pleased to be recognised. The Town Clerk confirmed that 2017 had the most nominees and the highest public vote since the awards started four years ago.

263 **STREET LIGHTING UPDATE**

The Responsible Finance Officer's report was received and the following noted:

- a) the background that the Town Council manages directly or indirectly 109 lights
- b) the status update noting non-contributory roads and the continuing dialogue with roads being done in phases
- c) the requirement to convert Mercury and SOX Lights to LED Lights in 2017/2018 in accordance with Agenda Item No 9.

RESOLVED:

The Town Council approved the:

- i. conversion of existing mercury lights in this financial year for roads that have contributed
- ii. allocation of funding of £1,995 to the work required at Linden Chase which is PROW
- iii. deferral of the conversion of the 14 lights on non-contributing roads

	No of Lights	Estimated Cost	Funds available	Funding Required (STC or Householders)
Summary and Resolution	52	£7,020		
To be paid by Sevenoaks Town Council (Linden Chase)	19	£1,995		£1,995
<u>Linden Chase (19 Lights) - (To be paid by STC)</u> Currently – 2 x SRL, 1 x Jet, 1 x SGS101 and 15 x Son/Mercury Post Top lanterns. RESOLVED: to change 4 x Side Entry lanterns for P107's and 1 x Post top lantern. Convert all 19 to LED with conversion lamps).				
Currently in reserve fund managed on behalf of residents of Farnaby Drive and Wood Drive .	10	£1,905	£1,715	£190 (Farnaby Drive)
<u>Farnaby Drive (7 Lights) - (Residents have contributed £1,400 to the Reserve Fund)</u> Residents have paid £1,400 towards the reserve fund. Currently – 2 x SRL, 1 x Jet, 1 x SGS101 and 15 x Son/Mercury Post Top lanterns. RESOLVED: to change 3 x Mercury lanterns for SRL's (gained from Streetlights stock) and convert all 7 to LED with replacement LED gear trays at £1,590 + VAT.				
<u>Wood Drive (3 Lights) - (Residents have contributed £600 to the Reserve Fund)</u> Currently – 2 x Sox and 1 x Mercury Post Top lanterns. RESOLVED: to convert to LED with conversion lamps at £315 + VAT.				
To be invoiced to Sevenoaks District Council re Harrison Way .	9	£945		£945
<u>Harrison Way (9 Lights) - (STC to invoice Sevenoaks District Council)</u> Currently – 9 x Sox Post Top lanterns. RESOLVED: to Convert to LED with conversion lamps at £945 + VAT.				
To be negotiated for householders on Lyle Park and Pineneedle to pay	7	£1,440		£1,440
<u>Lyle Park (4 Lights) - (To be negotiated with householders)</u> Currently – 1 x SRL, 3 x Mercury P107 Post Top lanterns. RESOLVED: to change 3 x Mercury lanterns for SRL's and convert all 4 to LED with replacement LED gear trays at £855 + VAT.				
<u>Pineneedle Lane (3 Lights) - (To be negotiated with householders)</u> Currently – 3 x SRL. RESOLVED: to convert to LED with replacement LED gear trays at £585 + VAT.				
To be negotiated for householders on Woodside Road to pay	7	£735		£735
<u>Woodside Road (7 Lights) - (STC currently in negotiation with householders)</u> Currently – 7 x Sox Post Top lanterns. RESOLVED: to convert to LED with conversion lamps at £735 +VAT. <i>It was noted that Cllr Raikes did not partake in discussions relating to Woodside Road</i>				

- iv. It was noted that there are other (non-mercury) lights which will also be converted to LED during phase two of the planned conversion. **RESOLVED:** that the Town Council continues to take advice from its current streetlights contractor.

264 CHRISTMAS LIGHTS PRE-EVENT MEETING 11TH SEPTEMBER 2017

RESOLVED: to receive and note the minutes of the meeting. Town Clerk reported that:

- extra security will be employed this year
- the NSPCC wished to join Sevenoaks Christmas Lights Switch On to become part of the bigger picture, which is deferred to 2018 in view of the current short timeline
- the financial implications with increased security currently result in a deficit. Underspends across the budget to be looked at.

265 CURRENT MATTERS AND PRIORITIES

RESOLVED: to receive and note the current matters and priorities. The Town Clerk confirmed possession of the keys to the Red Cross Building which transferred to the Town Council on 17th September 2017 and that the 25-year lease for the Bat and Ball Station Building was completed on 25th August 2017.

266 PRESS RELEASE

RESOLVED: to issue a Press Release regarding the grants awarded to the community.

There being no further business the Chairman closed the meeting at 7:58pm.

Signed: (Chairman)

Dated: