

Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 26th November 2018

Meeting Commenced: 7.00 pm

Meeting Concluded: 8:20 pm

Cllr S G Raikes, Chairman	Present	Cllr R M C Hogarth	Present
Cllr N J L Busvine OBE	Present	Cllr R J Parry	Present
Cllr J M Canet	Present	Cllr E Parson	Present
Cllr M A Chakowa	Absent	Cllr R L Piper	Present
Cllr A S Clayton	Present	Cllr P E Towel	Present
Cllr A Eyre, Vice Chairman	Present	Cllr Mrs P C Walshe	Present

12

Also in attendance:

Linda Larter MBE, Town Clerk

Ade Ogun, Responsible Finance Officer

Michèle MacDonald, Committee Clerk

Public Question Time

No members of the public were present.

351 APOLOGIES FOR ABSENCE

Cllr S Arnold sent apologies for not being in attendance.

352 DECLARATIONS OF INTEREST

No declarations of interest were received.

353 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

354 MINUTES OF THE MEETING HELD ON 17TH SEPTEMBER 2018

RESOLVED: to receive, accept and sign the Minutes as a true record of the meeting, subject to the following typo amendment:

Minute 242 – Grants: Total sum awarded £2,750 instead of £2,7250.

355 SUB COMMITTEES

RESOLVED: to receive and

- a) note the minutes of the Youth Council meetings held on 19th September and the Annual General Meeting held on 7th November 2018
- b) adopt the minutes of the Youth Services Sub Committee meetings held on 19th September and 7th November 2018. It was Noted that the minute and page numbering were incorrect and should be amended as follows:
 - previous Minute Nos 303 to 309 to be replaced with Minute Nos 323 to 329
 - previous Page Numbers 291 to 293 to be replaced with page Nos 302 to 304

- c) adopt the minutes of the Sevenoaks Community Centre User Group meeting held on 17th October 2018.

356 FINANCE REPORTS

The Committee congratulated the Responsible Finance Officer for managing to catch up on the past three months and welcomed her back.

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

- a) Management Accounts for the periods:
- i. 1st to 31st July 2018 - £35,697 (net income)
 - ii. 1st to 31st August 2018 - £32,513 (net income)
 - iii. 1st to 30th September 2018 - £65,675 (net income)
- b) Supplier's Accounts for the periods:
- i. 1st to 31st July 2018 - £94,152.65
 - ii. 1st to 31st August 2018 - £328,148.38
 - iii. 1st to 30th September 2018 - £165,126.65
- c) Payroll Account for the periods:
- i. 1st to 31st July 2018 - £74,370.61
 - ii. 1st to 31st August 2018 - £69,883.89
 - iii. 1st to 30th September 2018 - £66,054.79
- d) Petty Cash Account for the periods:
- i. 1st to 31st July 2018 - £739.34
 - ii. 1st to 31st August 2018 - £867.10
 - iii. 1st to 30th September 2018 - £639.79
- e) Hospitality and Gifts Register for the period 1st July to 31st October 2018.

357 2019/2020 DRAFT REVENUE ESTIMATES AND ROLLING CAPITAL PROGRAMME

RESOLVED:

- a) Draft Revenue Budget
- It was unanimously agreed to adopt the **RECOMMENDATIONS** that the:
- i. draft Open Spaces & Leisure revenue budget allows for savings of 6% on the 2018-2019 OSL budget, be accepted
 - ii. one-off proposal to transfer £26,000 from reserves to meet the income shortfall expected due to the Community Centre refurbishment due to commence in June 2019, be accepted
 - iii. overall draft budget for the Town Council proposing a 4.19% increase on 2018/2019 Band D of £4.82 (an increase of 9p per week) be accepted.
- The Proposed 2019/20 Band D is £119.77 (2018/2019 Band D Council Tax was £114.95).
- Subject to
- a review of Staff Cost of Living Raise as per Personnel Committee's recommendation
 - the impact on Band D adjustment from SDC providing details of Band D properties in December 2018.
- b) Property Maintenance Programme
- to adopt the future Property Maintenance Programme.

c) Charges

to increase the Town Council's charges by 3% with effect from April 2019 for the 2019/2020 period relating to:

- i. the hire of the Council Chamber
- ii. the charges for the Sevenoaks Community Centre
- iii. It was **NOTED** that the charges for the Bat & Ball Station be deferred to a future meeting of the Finance & General Purposes Committee meeting.
- iv. **RESOLVED** that the Recommendations from the Open Spaces and Leisure Committee relating to General Charges, Sports Fees and Cemetery charges [*Minute 223 OS&L 03.09.2018 refers*] be accepted.

358 RECOMMENDATIONS FROM OPEN SPACES & LEISURE COMMITTEE

RESOLVED to adopt the **RECOMMENDATIONS** from the Open Spaces and Leisure committee meeting held on 12th November 2018 to spend the following:

- a) Cemetery:
£5000 - the one off Environment Agency Groundwater testing fee be spent from the 2018/19 contingency funds to meet legislative requirements [*Minute 314 refers*].
- b) Millpond Wood Maintenance:
Maintenance works be carried out to the pathway and steps at Millpond Wood. Necessary funds be allocated from within the budget [*Minute 317 refers*].
- c) 9-week Horticultural Course with West Kent MIND:
£4,000 be allocated from the voluntary Grant budget to cover one course in 2019 [*Minute 321 refers*].

359 REVIEW OF INTERNAL CONTROLS

NOTED: that the

- a) Risk Assessment
- b) Investment Strategy
- c) Reserves
- d) Financial Regulations

have been reviewed by the officers for the 2019/2020 period and would be submitted for approval at a future meeting of the Finance & General Purposes Committee.

360 COMMUNITY INFRASTRUCTURE LEVY [CIL]

The Town Clerk's report relating to the October 2018 CIL receipt was received and noted.

RESOLVED: following the spend of £21,000 [*as identified in the 2018/2019 budget and shown in the table below*] from the October 2018 CIL payment received from the District Council of £78,815.08, it was unanimously agreed that the balance of £57,815.08 be earmarked towards the new Bat & Ball Centre.

Bus Shelters 50%	5,000
Pontoise Gates	2,000
Skateboard Park Surface	3,000
Littlewood Fencing	4,000
Cemetery Path Repairs	5,000
Knole Paddock new doors	2,000
Total	£21,000

361 MARKETS

RESOLVED: unanimously to formally request Sevenoaks District Council to permit the Wednesday market to operate on the 'Charter Market' site in the High Street. The Committee requested that negotiations include:

- reduction in charge as the Town Council would vacate the Buckhurst 1 Car Park thereby enabling the District Council additional revenue income
- the same process on Wednesday as exists for the Saturday Market to include parking in the High Street for traders for the three spaces

362 SEVENOAKS TOWN PARTNERSHIP

RESOLVED: to receive and note the minutes of the Annual General Meeting General Meeting held on 24th October 2018.

363 CURRENT MATTERS AND PRIORITIES

RESOLVED: to receive and note the report relating to updates of current matters and priorities as distributed with the agenda.

It was Noted that:

- the Town Council withdrew the planning application for the Business Hub and would re-submit in the New Year
- the Neighbourhood Development Plan for Sevenoaks awaited the District Council's Economic Impact Assessment Report in order to be able to proceed. The Committee requested that the Town Clerk contact Sevenoaks District Council as Members of the committee were concerned with the delay in publishing this report is causing to the progress of the Neighbourhood Development plan.
- the Business Improvement District will be re-considered after the local elections in May 2019.

364 PRESS RELEASE

RESOLVED: that no press releases be issued.

There being no further business the Chairman closed the meeting at 8:20 pm.

Signed
Chairman

Dated