

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 4 November 2013 at 7:00pm.

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## PRESENT

### Cllr R L Piper (Chairman)

Cllr N J L Busvine  
Cllr Mrs M E Crabtree  
Cllr A Eyre  
Cllr R M C Hogarth (*ex officio*) [*left 8:09pm*]

Cllr R J Parry [*arrived 7:09pm*]  
Cllr S G Raikes (Vice Chairman)  
Cllr P E Towell  
Cllr Mrs P C Walshe [*arrived 7:09 left 9:25pm*]

(9)

## ALSO IN ATTENDANCE

Chief Executive/Town Clerk  
Deputy Town Clerk  
Responsible Finance Officer  
Committee Clerk

## APOLOGIES

Cllrs Cllr J M Canet, G R S Clack, A S Clayton

## PUBLIC QUESTION TIME

None.

### 234 DECLARATION OF INTEREST

Cllrs Mrs M E Crabtree and R J Parry declared a non-pecuniary interest in all matters relating to Kent County Council

Cllr Mrs M E Crabtree declared a pecuniary interest in all matters relating to allotments and did not partake in any discussions or voting relating to these matters.

Cllr S G Raikes declared a non-pecuniary interest in street lighting and did not partake in any voting relating to this matter.

Cllr R L Piper declared a non-pecuniary interest in markets.

### 235 MINUTES

**It was RESOLVED that** the minutes of the meeting of the Finance & General Purposes Committee held on 9 September 2013 be adopted and signed by the Chairman.

### 236 SUB COMMITTEES

**It was RESOLVED that:**

(i) Youth Council

- The minutes of the Youth Council meeting held on 18 September 2013 be received and adopted
- The tabled minutes of the Youth Council meeting held on 30 October 2013 be deferred to a future meeting of the Finance and General Purposes Committee

- (ii) Youth Services Sub Committee
- the minutes of the Youth Services Sub Committee meeting on 18 September 2013 be received and adopted
  - The tabled minutes of the Youth Services Sub Committee meeting held on 30 October 2013 be deferred to a future meeting of the Finance and General Purposes Committee

## 237 FINANCE REPORTS

### **It was RESOLVED that the:**

- a) Statement of Accounts  
Statement of Accounts, together with the Finance Officer's report from 1 August to 30 September 2013, be received and adopted.
- It was AGREED that:**
- (i) the Co-op bank account be closed
  - (ii) the Info Pods website visitors' traffic be analysed
  - (iii) the date of the Inspector's report be obtained from the District Council regarding the Allocations and Development Management Plan in connection with the Town Council's land at the front of the Cemetery
  - (iv) Local Parishes within the district be contacted regarding the Town Council's investment in a decompactor and hire policy be published
  - (v) Staff be applauded for the increase in Community Centre income
  - (vi) Stag lease be progressed.
- b) Suppliers' Accounts  
Accounts listed in the schedules from 1 August to 30 September 2013 (£116,450.04) having been inspected and compared with the schedules be authorised for payment.
- c) Payroll Account  
Payments from the account listed in the schedules from 1 August to 30 September 2013 having been compared with the schedules be confirmed.
- d) Petty Cash Account  
Payments from the petty cash account from 1 August to 30 September 2013 (£1,537.57) having been inspected and compared with the schedules, be confirmed

7:45pm *The Chairman brought forward Agenda Item No 7, Minute No 239 [as shown below] to enable Cllr R M C Hogarth to participate as he had to leave for another engagement at 8pm. Cllr R M C Hogarth left at 8:09pm.*

- e) Investment Strategy  
**It was RESOLVED that the**
- (i) current investment strategy for 2012/2013 be approved and adopted for 2013/2014 and updated to allow deposits with non-UK financial institutions provided they have a credit rating of not less than A or equivalent as indicated by Standard and Poors, Moody's Investor Services and Fitch Ratings and subject to prior approval by the Finance and General Purposes Committee.
  - (ii) current investments with financial institutions summary be adopted subject to the following amendment:  
That accounts be opened with Lloyds TSB and Handelsbanken and the CCLA Public Sector Deposit Fund be investigated further to determine whether they meet the Town Council's investment strategy criteria.

- f) General Reserves  
**It was RESOLVED that** the unallocated general reserves policy of keeping at least 6 months of the current precept remain in place, be approved and adopted.
- g) Hospitality and Gifts Register  
**It was NOTED that** no Hospitality or Gifts were received by the employees of Sevenoaks Town Council and Town Councillors during the period from 1 August to 30 September 2013.

## 238 DRAFT REVENUE ESTIMATES 2014/2015 & ROLLING CAPITAL PROGRAMME

**It was RESOLVED that the**

- a) 2014/2015 Draft Revenue Estimates  
 Draft Revenue Estimates 2014/2015 be further reviewed, updated and brought to the next meeting of the Finance and General Purposes Committee
- b) Draft Rolling Capital Programme  
 Draft Rolling Capital Programme for 2014/2015 to 2015/2016 include the updated status report of projects and be brought to the next meeting of the Finance and General Purposes Committee
- c) Review of the Town Council Charges  
**It was RESOLVED that the**
- (i) recommendation to
    - retain the current charges for the hire of the Council Chamber from January 2014 be approved and adopted
    - negotiate short term leases for both the Sevenoaks Day Nursery and the Lions Club be approved and adopted subject to the lease being based on recent updates to other leases, including short notice break clauses
  - (ii) recommendation to retain the hire rates for the Community Centre for 2014/2015 remain the same as for 2013/2014 be approved and adopted
  - (iii) deferred charges from the Open Spaces and Leisure Committee held on 21 October 2013 be received and adopted, subject to the following amendments:
    - Allotment Rental 2014/2015 – the Bradbourne Vale Road Allotments charges be matched to those of the Quaker Hall allotments
    - Cemetery Fees 2014/2015 – the prices be increased by 3% with the exception of the search of the burial register which is to increase to £20 inc VAT per name search

## 239 PROCESS EFFICIENCY REVIEW

The report from the Working Party was received and discussed.

**It was RESOLVED that** the Mayor together with officers and Chairmen meet once more and a progress report with actions be presented to a future meeting of the Finance and General Purposes Committee.

## 240 SEVENOAKS TOWN PARTNERSHIP

The minutes of the Town Partnership Annual General Meeting held on 23 October 2013 were received and noted.

241 STREET LIGHTING

The report of the current position of Street Lighting was received and noted.

**It was AGREED that this** was an ongoing matter and would be brought back to a future meeting of the Finance and General Purposes committee as and when updates occur.

242 CHRISTMAS LIGHTS 2013

The committee received the Town Clerk's report with regard to Christmas Lights and the Switch On ceremony on 29 November 2013.

**It was RESOLVED that** the recommendation to spend £3000 from the Sevenoaks Town Council's Youth Outreach budget for the pantomime parade be approved.

**It was NOTED that** the organisers of the Christmas Market on the Vine Gardens were now no longer in a position to deliver a two day Christmas market on 29<sup>th</sup> and 30<sup>th</sup> November 2013.

243 MARKETS

The Town Clerk's report was received and noted.

**It was RESOLVED that** the Town Clerk submit a detailed report to a future meeting of the Finance and General Purposes Committee concerning a potential Farmers Market being held on the Vine Gardens from 2014.

244 CURRENT MATTERS

i) Raleys Development

Noted. Further discussions to take place under delegated powers.

ii) Additional Resources

Noted. It be deferred to Personnel Committee.

iii) Road Closures

Noted

iv) World War I Centenary

Noted and agreed that the Town Council commemorate the Centenary and the Royal British Legion be contacted.

vi) Sevenoaks Job Club & Connexions

Noted. **It was RESOLVED that the** recommendation to disband the Job Club at the end of December 2013 and keep the unemployment situation in Sevenoaks under review be adopted.

vii) Community Centre

Noted

viii) Wall at Rear of Chamber

Noted.

245 PRESS RELEASE

**It was RESOLVED that** the Mayor send the Chronicle's letter page a request for ideas from the public as to how Sevenoaks Town Council should commemorate the centenary of World War I in 2014.

The meeting closed at 9:58pm

**Signed by the Chairman** .....