

POLICY AND RESOURCES COMMITTEE

17 November 2008

Committee Members Present: Cllrs J Tucker (Chairman), Mrs B Brown (Vice Chairman),
C Block, Mrs S Boakes, D Brown, D Keeley,
Miss A Moloney, L Withey

Council Members Present: Cllrs J Atkins, Mrs D Crook, Mrs B Keeley, Ms K Woolley
Mrs S Hunter (Town Clerk)

1. Apologies for absence
Apologies were received from Cllr B Garlick.
2. Declaration of Interest
Cllr Mrs D Crook – Community Association.
Cllr Miss Moloney – Community Association.
3. Matters Arising from the Minutes of the Meeting held on 6 October 2008
 - 3.1 Item 3.2 – Grease filters for Brookland Café – these are being made. Clerk will check progress.
 - 3.2 Item 4.3 – Coxs Barn – an alternative method is being pursued, rather than connecting to the main sewer.
 - 3.3. Item 15.2 – The Clerk advised that Ringways may be KCC’s proposed contractor for street lighting maintenance.
 - 3.4 Item 12 – The bowling green at Potyns. Cllr Atkins advised that members should be aware that the exact position of the Bowling Green could vary from that shown on the plan.
4. Questions from the public
No members of the public present.
5. Financial Review
The Clerk presented the financial review and an up to date bank reconciliation (copy held on file).
Cllrs Miss Moloney, J Atkins and Mrs B Brown would like to see ‘variances’ in the future if the accounting programme can produce this.
The Clerk circulated the Internal Audit report (interim). There is one recommendation to increase the public liability insurance from 5 million to 10 million. The Clerk will contact the Council’s insurance broker to get an updated cost.
6. Audit Trail
Cllr Atkins reported that he had called in to the Office on Friday and chosen three random payments. He was provided with all of the accompanying paperwork.
7. Requests for Donations
The Y2 Crew have made a request for a donation of £500 from parish councils for next year’s scheme. The Clerk will ask what benefits an increase will bring to Snodland. The committee will defer a decision until confirmation of last year’s donation and an indication of added value is given.

8. Budget

Discussions took place concerning changes made to the proposed figures. The Clerk will obtain information from the insurance company and rework the figures. This will be distributed to Councillors before the Full Council meeting in December. An additional member needs to be appointed to the Cemetery sub committee, as Cllr Mrs Boakes is unable to attend daytime meetings on Thursdays and Fridays. It was agreed that Cllr D Keeley would sit on this sub committee. Discussion took place regarding the cost of cleaning the War Memorial. A suggestion to earmark funds for this on an annual basis was put forward. Cllr Mrs Boakes left the meeting at this point.

9. Agreement for Community Centre

Cllr Block signed the documents on behalf of the Council and this will be returned to the solicitor by hand tomorrow.

10. Catts Alley Section 38 Agreement

The Clerk has tried to contact Paul Norman of KCC Highways to get an update on the progress of the Section 38 Agreement, and is waiting for a reply. Winch and Winch solicitors have asked if all monies have been paid for the above, and as far as the Clerk is aware the monies have been paid. The Clerk will reply to Winch and Winch with this information.

11. To Consider a Lease for the Police Office in the Devonshire Rooms

The Clerk will contact the Police to request a template of an agreement that can be entered into for the Snodland Police Office. The Clerk will stress that the Council is very keen for the police to remain here in Snodland.

12. Freedom of Information Act

RECOMMENDED – The Council adopt the New Model Freedom of Information policy. The Clerk to implement the policy by 1 January 2009.

13. Correspondence

- 13.1 A letter from TMBC giving permission for the Snodland market to be held on Christmas Eve has been received.
- 13.2 KCC Highways Permit Scheme – further consultation. Replies to be received by 12 December 2008. This is in the Office for perusal.
- 13.3 A reply from TMBC regarding the Community Governance Review is in the Office for perusal.
- 13.4 Crossroads Young Carers have sent a letter of thanks to the Council for the donation from the Carnival.
- 13.5 Consultation for a Code of Conduct for members and employees is in the Office for perusal.

14. Any other items which the Chairman has decided are urgent owing to special circumstances

- 14.1 Cllr Grayhurst has obtained a cost to supply and fit goalposts at Willowside for £434.75 including vat.

RECOMMENDATION – to accept the quotation of £434.75 including vat to supply and fit the goalpost at Willowside

The Chairman moved that the press and public be excluded from the remainder of the meeting because of the confidential nature of the business to be transacted.