

POLICY AND RESOURCES COMMITTEE

26 January 2009

Committee Members Present: Cllrs J Tucker (Chairman), C Block, Mrs S Boakes, B Garlick,
Miss A Moloney

Council Members Present: Cllrs J Atkins, Mrs D Crook,
Mrs S Hunter (Town Clerk)

Members of Public Present: Barbara Williams, Alison Butcher and Paul Hickmott

1. Apologies for absence

Apologies were received from Cllrs Mrs B Brown (Vice Chairman), D Brown, D Keeley,
L Withey

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 17 November 2008

3.1 Item 11 – Lease for the Police Office – STC are not in receipt of the template yet, the
Clerk has asked the Sargeant to follow this up.

3.2 Item 13.1 – The Market did not take place on Christmas Eve, the Market Manager told
stall holders he was unable to have the car park for that day.

4. Questions from the public

A presentation was given by the Volunteer Centre Tonbridge, informing the committee of
the work they do. If funding can be secured they intend to set up an outreach post in
Snodland in June 2009, at the Woolfe building at Holmesdale Technology College.

They hope to attract the help of local organisations and recruit volunteers for the various
things they cover e.g. Citizens Advice Bureau.

They will visit the council again when it is confirmed they are coming to Snodland.

Mr Hickmott requested some assistance with the Twinning Association Visit in May in the
form of a reception for the French guests.

He would also like to organise the Jazz Festival again at no financial cost to the council.

5. Financial Review

The Clerk presented the financial review and an up to date bank reconciliation (copy held
on file).

The committee agreed that the shower and sink for the Cemetery Lodge must be done
before the end of the financial year, and the clerk will proceed with this.

6. Audit Trail

Cllr Mrs D Crook reported that she had called in to the Office on Thursday and chose four
random payments. She was provided with all of the accompanying paperwork by the
clerk.

7. Requests for Donations under Section 137

Recommendation

To Give Charlton £100 towards their football coaching work in Snodland

Recommendation

To give Try Angle Awards £75.00 donation on 1 April 2009

Recommendation

To give £100 donation to the Y2 Crew on 1 April 2009

Recommendation

To give £100 donation to Age Concern on 1 April 2009

8. Audit

The Audit is complete for 2008 and will be placed on the notice boards. There are no causes for concern.

Our first Interim audit report for this financial year has two recommendations,

- 1) To consider raising public liability insurance – the council have since considered this.
- 2) The council should finalise its review of financial and Health and safety risk assessments and adopt them by the end of this financial year. The Clerk is working on these and would like to receive input from Councillors so they can be completed.

9. Tree works at the Cemetery

Cllr Atkins report was given (copy on file).

There are trees that have been planted in various areas without the councils Permission. These trees will have to be removed before they cause any damage and the clerk will deal with this.

The tree next to the chapel needs urgent work carried out before it damages the roof of the chapel and the clerk will obtain a quote for this work. There is some work the council staff can deal with and the rest other trees and the hedges can be done at a later date.

10. Assistance with Twinning Association visit 2009

The Town Council will hold a reception for our visitors from France providing wine, juice tea, coffee and nibbles.

STC ties and scarves will be given to our guests.

11. Real Ale and Jazz Festival

Resolved

Mr Hickmott will use the cricket meadow and the council marquees for the Jazz / Real Ale festival on 4 July 2009. Mr Hickmott will arrange the festival purchasing the beer and arranging the Jazz band. Town Council staff will unlock and deliver the marquees and lock at the end of the event.

There will be no cost to the Town Council.

12. Quotes for Street Lighting

Three quotes have been received. Before a decision is made on which contractor to go with the clerk will ask if we can have a one year contract to begin with, and also ask other clerks with the same number of street lights, what they are doing.

Cllr Moloney will ask who the Borough is with and if there is any useful information can be obtained from them.

13. Correspondence
- 13.1 A Grant has been awarded to STC for the cleaning of the war memorial from the war memorial trust. The monument has been cleaned and the clerk will send the paperwork for us to receive the grant.
- 13.2 Age Concern has sent a letter of thanks to Cllr Keeley for the donation given to them from the proceeds of the 10K run.
- 13.3 The clerk will reply on behalf of the council to the consultation on the code of recommended practice on local authority publicity.

14. Any other items which the Chairman has decided are urgent owing to special circumstances
- 14.1 A reply will be sent to TMBC regarding the community Governance that will thank them for acknowledging the Town Councils observations, and also to add the growth of Holborough will bring changes to the wards in the future.

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.