

POLICY AND RESOURCES COMMITTEE

26 JULY 2011

Committee Members present: Cllrs Ms Alford – Smith (Chairman), Mrs B Brown,
P Hickmott, D Keeley, Ms. D Macey, Ms. A Moloney, D Purl,
B Garlick
Council Members present: Cllr J Atkins
Mrs S Hunter (Town Clerk), Mrs Comber (Assistant Clerk)

1. Apologies for absence
Apologies were received from Cllr P Misy (Annual Leave).
Cllr Mrs B Brown apologised to the Chairman for not attending the last meeting especially as it was her first meeting.
2. Declaration of Interests
Cllr P Hickmott – Snodland Sports Association
Cllr P Hickmott - Snodland Workingman's Club
3. Minutes
It was agreed the minutes of the meeting held on 18 July 2011 are an accurate record of the meeting.
4. Questions from the public
There were no members of the public in attendance.
5. Financial Review
The up to date figures were circulated and all questions were answered by Mrs Comber and the Clerk.
The donations from this year's Carnival came to £722.14.
RESOLVED – To make this amount up to £750 by STC. This year's donation is going to Jack Green who is a contestant in the Olympic Games for 2012.

Capital £69046.45 Revenue £170693.46
6. Audit Trail
Cllr Garlick carried out the audit trail and found everything to be in order. He congratulated the Assistant Clerk on a grand job.
7. To consider a quotation to renew the internal and rear doors at the Cemetery
RESOLVED – To accept the quotation and arrange for the work to be carried out.
8. To consider quotations received for the erection and taking down of Christmas Lights
RESOLVED – To accept the quotation from SDS Electrical to erect and take down the Christmas Lights.
9. To consider quotations for the fitting of a check meter at Brookland Lake Café
To accept the quotation from SDS Electrical to fit a check meter at the Brookland's Lake Café, to separate the café and fishing clubs electric supply.

10. To consider quotations to connect up the lamp columns at Brookland Lake car park
Before a decision can be made the number of columns need to be checked and the care and upkeep of the lights long term needs to be considered.
11. To consider a quotation to carry out periodical electrical testing at the Devonshire Rooms and the Cricket Pavilion
Cllrs Garlick and Hickmott will forward details of two other companies for quotations for this work before a decision is reached. The Clerk will also establish if testing is required for the Museum.
12. To consider opening a new bank account that provides a pre-paid Debit Card, that can be used to purchase equipment etc via the internet saving the council money. This would be used under strict conditions and a policy would need to be produced

RESOLVED – To have a pre-paid debit card for the Town Council.

13. To discuss and agree the winter policy for 2011/12
The ground staff check the salt and grit levels every couple of weeks and more will be purchased early September if required.
A list of priorities will be compiled as part of the council's winter plan. Staff and Councillors will put forward their suggestions and reasons for priorities to be discussed at the next Amenities and Recreation meeting.
14. To advise the committee of the following items of urgent expenditure since the last meeting
- 14a Repairs to the Recreation Ground play area – A large area of the play surface was vandalised, and had to be repaired due to health and safety.
- 14b Purchase of water heater for the showers at the Cricket Pavilion. The water heater for the Cricket Pavilion showers was purchased on line saving at least £150. The heater will be fitted as soon as the fitters are able to carry out this work.
- 14c Agreement relating to the lease at the bowls club - Due to the delays regarding the bowls club, the Council agreed to pay their proportion of the solicitors fees as a one off, due to the special circumstances. The sum in question is £750.
15. To discuss and agree a proposal from the staffing committee
Cllr Macey proposed the council adopts an updated appraisal system and explained how this would operate.

RESOLVED – To update the appraisal system.

Cllr Macey gave her apologies and left the meeting at this point.

16. To discuss and approve action to be taken relating to properties that have rear access over council land without having purchased a deed of grant of right of way

RESOLVED – A stronger letter will be sent to the residents who have failed to acknowledge the previous letters. This letter will be sent by recorded delivery.

17. Proposal that advertising boards on the three entrance pillars to the town must be of the same size as the regular notice and should be affixed and removed only by Town Council staff

RESOLVED – To accept this proposal.

18. To discuss quotations for pumps at Brooklands Lake

RESOLVED – To accept Maclins quotation. The Clerk will negotiate with Maclins regarding the servicing of the pumps.

19. To consider a quotation to repair the downstairs windows at the Devonshire rooms

RESOLVED – To accept the quotation to repair the downstairs windows and the painting of the fire escape.

20. Correspondence

- 20a Letter from Football clubs (figures of number of games and charges will be available for Committee).

The football clubs will merge in 2012/13. They have asked if STC would grant a land lease for Potyns to give them security of tenure allowing them to progress through the leagues. There are several conditions on the land agreement the Council holds and the Council's solicitor has approached Lafarge to see if they would consider lifting these conditions. STC is waiting for a response.

A meeting will take place on 17 August with the Football Association.

TMBC, STC and representatives from the Sports Association. Football teams will be charged annually based on the games played in 2010/11. Snodland FC 28 Games £996, Snodland Town FC 19 Games £639, SWMC 19 Games £639 and Snodland Nomads 9 Games £334.50.

- 20b Letter from KCC Kent Audit advising the council of an increase in their fees for 2011/12 year

The audit fee will increase to £275 per day or £137 per half day. The hourly rate will increase to £42.

- 20c TMBC Community Enhancement Fund.

The first grant under this scheme has gone to the Bowls club. Any group or organisation can make a request for a grant but only once in any financial year. The form can be downloaded from the TMBC website.

THE COMMITTEE HAS AGREED

That in view of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

21. To discuss proposals relating to a lease for the Pavilion Cafe

An agreement regarding a lease for the Pavilion Café was discussed.