POLICY AND RESOURCES COMMITTEE

9 June 2008

Committee Members Present: Cllrs J Tucker, Mrs B Brown, C Block, D Brown, B Garlick, D Keeley, L Withey

Council Members Present: Cllr J Atkins, Mrs B Keeley.
Mrs S Hunter (Town Clerk)
Members of the Public Present: Mr N Foster, Mr Mrs S Shelton and Mr R Porter

1. Apologies for absence
Apologies were received from Cllrs Mrs S Boakes (attending meeting at TMBC) and Miss A Moloney (on annual leave).

2. Declaration of Interest
Cllr B Garlick – approved driving instructor, member of the Institute of Advanced Motorists, qualified group observer with the Mid Kent group of advanced motorists and editor of group magazine.

3. Matters Arising from the Minutes of the Meeting held on 14 April 2008
3.1 The A228 lay-by – an answer should be available within the next three months.

4. Open Forum
4.1 Cllr Tucker informed the meeting that an extra item would be discussed at Item 31 - cutting the grass at the new area at Potyns.
4.2 Mr Foster and Mrs Shelton run the snack bar in the lay-by on the A228. They have concerns regarding the future of the lay-by and wish to have some input to KCC before they make their decisions. They will write to KCC with their concerns and in the meantime Cllr Withey will chase this up and obtain any relevant information.
4.3 PCSO Kim Hatchard presented the Crime figures for this month after introducing herself to the Committee. She assured the committee that everything is ready for the Carnival and festival with regard to the policing of the events.

5. Financial Review & Signing off un-audited accounts (due to new audit timescales)
A detailed report of the finances was presented, with up to date bank reconciliation.

Capital Reserves 1 April 2008:	£45775.95
Income	£ 1600.00
	£47375.95
Expenditure	£ 1240.00
To date	£46135.95
General Reserves:	£108411.50
Total Funds	£154547.50

Cllr Block and the Clerk signed the Audit form.

6. Audit Trail
The audit trail was carried out by Cllrs Mrs B Brown and D Brown. The information supplied by the Clerk was accurate.
The Clerk requested that instead of carrying this exercise out during a meeting it would be better for a Councillor or Councillors to call into the Office and carry out a

'Spot check'. This could be done on a regular basis and the Councillors would report their findings to the Policy and Resources Committee.
The Committee agreed to this proposal and Cllr Withey has offered to carry out this function.

7. Requests for Donations
RECOMMENDED to give £100 to the 'Y2 Crew' (Sec 137).

8. Cricket Meadow Pavilion – Upgrade of kitchen and quotes for showers
RECOMMENDED to accept the quotation for the showers from Peter David Associates Ltd.
Cllr Block will assist the Clerk in obtaining quotations for the work on the kitchen at the Pavilion as this is proving difficult.

9. Brookland Lake Café Report from TMBC
The Committee need to discuss this further.

10. Update & Costings for Cemetery Lodge
GTC – the gas provider for this area have quoted a sum of £14560.00 to connect gas to the Cemetery Lodge. A much cheaper option would be to upgrade the existing fuel fire to one that burns wood as well as coal type fuel. The cost of the fire would be £1400 and then we can add up to five more radiators from this system. Cllr Atkins questioned whether the Clerk had in fact investigated the possibility of gas, and asked to see the letter. The Clerk had made the enquiry via telephone and had received the information via telephone. Cllr Atkins was dissatisfied with the Clerk's answer and suggested she had not done this at all.
RECOMMENDED to go ahead with the solid fuel burner. The Clerk will bring quotes for fire and radiators to Full Council.

11. Quotes for Cemetery Footpaths
RECOMMENDED to accept quotation from Highways and Utilities Construction Ltd.
We need to confirm that the tree roots will be dealt with in an appropriate manner.

13. Application for Street Lighting Transfer – update
Jacobs (who are the engineers KCC Highways approve of) are in the process of putting together the plans for the upgrade of the street lighting. This should be ready by October when we look at next year's budget and this can then be taken into consideration. We will then be able to apply for a grant from the Borough Council for this work for next year.

14. By-Election – Do we need to provide poll cards?
The Committee agreed not to have poll cards.

15. Alcohol Exclusion Zone
The Committee would like the reply to be: Snodland Town Council will like to see the following areas included:

- Land between St Benedicts Road the lake (bordering Lafarge land)
- Holborough Park and the new Holborough development
- Brookland Lake

16. Draft Building Licence
The Committee are happy with the licence, subject to our solicitor agreeing with it.

17. Update on land at Potyns (feedback from meeting with FA & addition to Steering Committee)
Cllr Keeley gave a brief resume of what took place at the FA workshop. This will be a large project and the Council will take guidance from the Borough. The local football clubs have formed an alliance and will work with the Council as much as is possible to meet our long term objectives.

18. Upgrade of I T for Planning and purchase of equipment for web cam
Cllr Garlick gave a detailed presentation of how web cam works. He also explained how the Council could go electronic at planning meetings. The equipment for both of the above will cost in the region of £1000.

RECOMMENDED to purchase the IT equipment.

19. Standing Orders – need to agree to update when new NALC template is available
The Committee agreed to upgrade when the new NALC template is available.

20. Asset Register
The Clerk has been compiling and upgrading the asset register over a period of time. She still needs to ascertain what some of the Council's fixed assets are worth as there are no historical records available.
Cllr Atkins suggested that the Clerk uses the rateable values and works from there.

21. Sign Mandates for Clocktower Charity
With key people being unavailable, this will be taken to the next meeting (Full Council) to be dealt with.

22. Notice for Prosecution on Council Land (Kent County Act)
The Clerk will arrange for these notices to go up in the Council's open spaces to coincide with the upgrade of the CCTV camera.

23. Upgrade of CCTV Camera
An infra red unit will be delivered to PC Andy Blackmore by 23 June. This unit will be on a trial basis after which time the Snodland Partnership will look to purchase the unit.

24. Upgrading of meeting agendas – 'Questions from Public'
The Clerk, having been on a recent training course, advises that the Council should re-word its 'Open Forum' on the agenda to read 'Questions from the Public'

RECOMMENDED to re-word Open Forum to read 'Questions from the Public'.

25. Cost of opening and closing gates at Potyns
The caretaker at the Community Centre has agreed to open and close the gates at Potyns for the Town Council at weekends. The Town Council will pay £20 a weekend. Mr Declan Dooley will cover the weekends the caretaker is unable to do.

26. Consent for Pharmacy works to cross our land

RECOMMENDED – to give consent for the utility companies to cross our land to install their services.

27. Cost of football equipment for Holborough
The cost of a container for the storage of the goal posts at Holborough has been quoted £1800 without vat for purchase and delivery. To rent it would cost £20 per

week, minus vat and £300 for delivery. There is a possibility that we will also need a planning application for permission to place a container on the land.
The Clerk will take advice from the planning department at the Borough Council, and Cllr Keeley is investigating a cheaper price for a container.

28. Tree Warden Scheme
The Committee decided not to support the Tree Warden Scheme as we refer to the tree warden at TMBC.

29. KALC
The Clerk will Email Councillors with the training day information.

30. Correspondence
A letter of thanks has been received from the Kenward Trust for the Council's donation.

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

31.1 Potyns field (new land) needs cutting. Cllr Keeley has spoken to the local farmer, who can cut the area for the Council this week at a cost of £285 plus vat. This is urgent at the ragweed is about to flower.

RECOMMENDED – the local farmer cuts this area as soon as possible.

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.