

Snodland Town Council – Policy and Resources

1 December 2020

Committee Members present:	Cllrs Mrs D King (C), J Butterfield (VC), Mrs S Bell, P Hickmott, W Mallard and Mrs S Shaw.
Other Councillors present:	Cllr A Bennison
Council Staff Present:	Mrs K Sowten (CEO)
Members of the public:	None

1.	<u>Apologies for absence</u> None
2.	<u>Declaration of Interests</u> There were no declarations of interest
3.	<u>Minutes - To agree the minutes of the meeting held on 22 October 2020</u> The minutes of the meeting held on 22 October 2020 were agreed as a correct record.
4.	<u>Questions from the public</u> <i>Pursuant to Standing Order 3 e & g Members of the public may take representation, answer are advised that they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than 3 minutes.</i> There were no members of the public present.
5.	<u>Audit Trail Report to be given by a Councillor</u> Full report relating to the audit is available on file. An audit trail was carried out by Councillor Mrs King and the full report had been circulated to Councillors prior to the meeting. Councillors acknowledged receipt of the report and no matters were raised regarding the audit.
6.	<u>Financial Review</u> Full reports relating to the financial review are available on file. The Committee received the report on the financial position with an update on the forecast based on current information. One question was raised regarding the expenditure on the street Lighting, which the CEO re-iterated was expenditure from earmarked reserves for the MUGA lighting. A separate report has been produced and circulating advising the balances and spending on earmarked reserves to date.

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7.	<p><u>To approve the Cyber and Computer Policy</u></p> <p>The CEO advised that the Cyber and Computer renewal had been omitted from the insurance renewal previously sent. The renewal premium is coming in at £1031.98 a slight increase on last year</p> <p>0662 RESOLVED to accept the premium of £1031.98 for Cyber and Computer Insurance and to ensure that all premiums are sent through together in future.</p>
8.	<p><u>To receive the internal Audit report carried out by KCC Auditors</u></p> <p>The Internal Audit report had been circulated to Councillors prior to the meeting. A copy of the report is available on file. The chairman thanked the CEO and commended her on work carried out to ensure that the audit was completed satisfactorily.</p> <p>The CEO reported on the issues that were identified</p> <p>Issue 1: Independent spot check of petty cash An independent spot check of the petty cash should be undertaken on a regular basis – This will be part of the internal Councillor audit.</p> <p>Issue 2: Online banking controls There should be appropriate segregation of duties within the online banking system to prevent the same person from being able to set up and authorise the same transaction. Financial regulations should outline the agreed online banking procedures including access and authority to process and authorise transactions – The CEO Advised that this had now been put in place with a change to the online BACS banking authorisation controls.</p> <p>Issue 3: Annual review of cemetery charges An annual review of cemetery charges should be undertaken and decisions to increase charges or leave at current levels should be evidenced in Council minutes. The CEO advised that charges for 19/20 had not been increased due to the changes in the pricing structure. The 2021 increased had been minuted.</p> <p>0663 RESOLVED to accept the finding from the KCC Auditors and the implementation of the new controls.</p>
9.	<p><u>To receive the external Auditor report by PFK Littlejohn</u></p> <p>The external Auditor report certificate had been circulated to Councillors prior to the meeting. A copy of the report certificate is available on file. The chairman again thanked the CEO and commended her on work carried out to ensure that the audit was completed satisfactorily.</p> <p>The CEO reported that the external auditors report certificate had been issued and that the return had been completed and no matters had come to the auditors attention giving cause for concern that relevant legislation and regulatory requirements had not been met.</p> <p>0664 RESOLVED to accept the external Auditor report with no matters of concern.</p>

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	<u>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.</u>
12.	<p><u>To adopt the New Staff Handbook</u></p> <p>A copy of the handbook was circulated prior to the meeting. The CEO advised that the handbook had been produced in conjunction with the Personnel consultants and had been distributed and read by members of the staffing committee.</p> <p>The handbook needs to be adopted by the Council and then should be handed out to all members of staff. This handbook is a document that will be updated when new legislation is updated.</p> <p>0666 RESOLVED to adopt the new staff handbook and distribute to staff</p>
13.	<p><u>To receive an update relating to the renewal of Licence for Brooklands Fishing Lake</u></p> <p>The Committee had previously been advised that the 10 year licence was due for renewal in January 2021, this information was incorrect and is not due for renewal until January 2022. It is however due for the RPI 3 year increase which has been completed. The new licencing terms can be looked at in more detail and then negotiations entered into by June 2021.</p> <p>Three Companies have been approached and invited to quote for rent valuations Quote A – Failed to respond to invite Quote B – Minimum cost of £1750 plus disbursements and VAT Quote C - £1000 plus disbursements and VAT</p> <p>0667 RESOLVED to accept Quote C £1000 plus disbursements and VAT for the Surveyor for rent valuation on Brooklands Fishing Lake</p>

There being no other business, the meeting closed at 20:14