

Snodland Town Council – Policy and Resources Committee

20 November 2019

Committee Members present:	Cllrs Mrs D King (C), J Butterfield (VC), P Hickmott, W Mallard and Mrs S Shaw
Council Members present:	Mrs K Sowten (CEO), Miss E Jones and Cllr A Bennison
Members of the public:	None present

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs Mrs K Mordecai-Woolf, Mrs S Bell and Mrs N Misy.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>Minutes - To agree the minutes of the meeting held on 21st August 2019</u></p> <p>The minutes of the meeting held on 21st August 2019 were agreed as a correct record (the meeting of the 10th October was cancelled due to lack of business).</p>
4.	<p><u>Questions from the public</u></p> <p><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></p> <p>There were no members of the public present.</p>
5.	<p><u>Audit Trail Report to be given by Cllr Mrs S Shaw</u></p> <p>The audit trail report was carried out by Cllr Mrs S Shaw. She reported 2 discrepancies on the bank statements whereby amounts were credited and debited which the CEO explained were administrative errors, where an entry had been entered twice and therefore had to be corrected. It was agreed that these would be flagged up for reference in the future.</p> <p>The CEO reported to the Committee that she had sought written approval from the Chairman to make a BACS payment for the cost of her CILCA course as this is quicker than a cheque. This was approved in writing.</p> <p>The CEO reported that she had received the internal audit report from KCC and they had reported one discrepancy that the amended Financial Regulations and Standing Orders were not updated on the Website and this would be carried out next week.</p>
6.	<p><u>To discuss and consider increasing Amenities charges for 2020/21</u></p> <p>The CEO advised the Committee that she had increased the hire charges from April 2020 based on September's RPI index and then rounded the costs (a copy of all the charges were provided for their information). Several questions</p>

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0557	<p>were asked regarding the different sites belonging to the Council which the CEO explained.</p> <p>It was agreed that the hire of the Moyeuivre-Grande Suite should be higher than the hire of the Devonshire Rooms due it being recently refurbished and the added addition of the lift and the air conditioning. It was agreed that the daytime hire cost should be increased to £16.00 per hour.</p> <p>RESOLVED – to increase the hire charge of the Moyeuivre-Grande Suite to £16.00 per hour (daytime use) and the CEO would calculate the costs for business and evening use and increase accordingly.</p>
7. 0558 0559	<p><u>To discuss and consider recommendations to the budget for 2020/21</u></p> <p>A copy of the first draft budget documents were e-mailed to all the Committee members prior to the meeting and hard copies distributed at the meeting. The CEO reported the changes that had been reflected in next years first draft budget (copy can be viewed on file). The CEO advised that there were also other considerations which were needed such as the company vehicle, CCTV, website upgrade and the public conveniences provision in the car park.</p> <p>The CEO asked the Committee to consider whether it would be more cost effective to buy a company vehicle outright instead of a leasing contract. The CEO would also look into the possibility and legality of a HP contract.</p> <p>RESOLVED – For the CEO to look into the option of purchasing the current vehicle outright or the purchase of a new vehicle using the funds from the Reserve account with a view to replenishing the Reserve account and creating an EMR in preparation for future vehicle purchases.</p> <p>The CEO also advised the Committee that budgeting considerations needed to be given serious thought for items such as the costs for the public conveniences in the car park and other longer term items that were being discussed for the future planning of the Council such as the open space care and maintenance.</p> <p>The CEO advised that the Internal Auditor’s fees had increased and she would increase this expenditure into the budget projections. She also advised that she would make further amendments to the draft budget in order to take into account the longer term Council expenditure.</p> <p>RESOLVED – The CEO will make the necessary amendments to the draft budget and present a second draft to Full Council.</p> <p>The CEO advised the Committee that one of the computers in the office was due for upgrading. She requested that a laptop be purchased as an upgrade for the office computer as this would be more portable for use in meetings (with the use of a projector and screen), taking into account the introduction of paperless meetings. This would also enable her to work from home should the need arise.</p>

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0560	RESOLVED - to purchase a high spec laptop to replace the third office computer.
8.	<p data-bbox="336 432 1433 501"><u>To discuss and consider the annual contribution from the Council to the Kent Community Rail Partnership (KCRP)</u></p> <p data-bbox="336 539 1458 685">The CEO advised the Committee that the Council make an annual contribution to the Kent Community Rail Partnership, who work with young children and carry out local events, carol singing at the station. They were also responsible for the planting of flowers and shrubs at the station.</p>
0561	RESOLVED – to agree to make an annual contribution of £250.00 to KCRP (an increase of £50.00 from the previous years).
9.	<p data-bbox="336 1059 576 1093"><u>Correspondence</u></p> <p data-bbox="336 909 783 943">There was no correspondence.</p>

There being no other business, the meeting closed at 8.30pm.