

## Snodland Town Council – Policy and Finance Minutes

28<sup>th</sup> May 2024

Committee Members in attendance:	Cllr Mrs V Lawrence-Rose (C), S Loader, G Miners, P Hickmott, A Bennison
Non Committee Members in attendance:	
Committee Members Absent with apologies:	Cllr W Mallard, Cllr S Bell, Cllr D Lettington, Cllr D King
Committee Members Absent without apologies:	Cllr V Barker
Council Staff Present:	Mrs K Sowten (CEO) Mrs K Miners
Members of the public:	

1.	<u>Apologies for absence</u> see above.
2.	<u>Declaration of Interests</u> Cllr Hickmott – Agenda Item 8 Cemetery Lodge
3.	<u>Minutes - To agree the minutes of the meeting held on 16<sup>th</sup> April 2024</u> The minutes of the meeting held on the 16 <sup>th</sup> April 2024 were agreed as a true record.
4.	<u>Questions from the Public</u> <i>Pursuant to Standing Order 3 e &amp; g Members of the public may make representation, answer questions and give evidence at a meeting which 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 to be given by a Councillor</u>  The new list of councillors responsible were sent out but the councillor responsible for this months audit did not contact the CEO and therefore no report has been carried out.  Cllr Hickmott volunteered to carry out a backdated audit and will contact the CEO directly.
6.	<u>Financial Review</u>  <u>6.1 Income and Expenditure Report</u> – No issues raised.

## Snodland Town Council – Policy and Finance Minutes

28<sup>th</sup> May 2024

	<p><u>6.2 Expenditure under delegated authority</u> – At the museum, smoke detectors were out of date, have needed to renew. Blackhawk have completed this.</p> <p>Potyns, re lining for car park which was £2000. This has been replaced, exactly how it was originally.</p> <p><u>6.3 Aged Debtors</u></p> <p>One aged debtor has been taken to small claims court and has been issued with CCJ.</p> <p>One aged debtor is continuing to pay off back dated electricity.</p> <p><u>6.4 Earmarked Reserve and Capital Reserve Balances</u> – nothing to note.</p>
7.	<p><u>To receive the internal audit report for 2023/24 from KCC audit from KCC</u></p> <p>Official internal report, not yet received, verbally the auditor advised that there were no concerns. Once the report has been received it will be presented at the next appropriate meeting.</p>
8.	<p><u>To receive quotations for ground works and heating at Snodland cemetery:</u></p> <p>Cllr Hickmott Left the meeting</p> <p>Quotation - went to tender to 4 companies and have received 2 quotes back – both completed work prior with us.</p> <p>Quote A – West Kent Construction Quote B – Ian White Builders</p> <p>Questions raised:</p> <ul style="list-style-type: none"> <li>• We can ask regarding quote B to see if we can buy the items and claim VAT back.</li> <li>• Would like to see itemised quotes.</li> <li>• What is the guarantee?</li> </ul> <p>Chair - As this is over £5000, this will go to full council for a decision.</p> <p>Cllr Hickmott rejoined the meeting.</p>
9.	<p><u>To consider the benefits of KALC membership:</u></p> <p>We do use KALC quite a lot, and there are a lot of courses and discounts.</p>
<b>1248</b>	<b>RESOLVED</b> to continue with subscription to KALC and to monitor the cost.

## Snodland Town Council – Policy and Finance Minutes

28<sup>th</sup> May 2024

10.	<p><u>To consider funding for Cohesion Plus Christmas event:</u></p> <p>This is an event that organises to go into schools to make lanterns with the children, who then at Christmas, children would walk from Community Centre to Snodland village centre carrying them. This is an event where the company can provide a brass band and African drummers.</p> <p>Cost: We have an estimated cost. Funding is being applied from KCC. We could ask the partnership to help to fund. Can we also consider a contribution?</p> <p>Concerns:</p> <ul style="list-style-type: none"> <li>• Could we afford the costs every year if this was successful to fulfil the expectations every year.</li> <li>• Amount of people would congregate in the village – need to risk assess.</li> <li>• Could local businesses support?</li> <li>• Does the company have liability coverage?</li> <li>• How do they deal with crowds? Could they come to a meeting where questions could be asked.</li> </ul> <p><b>RECOMMEND</b> that further information is needed.</p>
11.	<u>Correspondence</u> - None
	<b>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.</b>
12.	<p><u>To consider matters relating to staffing costs:</u></p> <p>A discussion took place regarding the Cemetery staff and their upcoming retirement together with details relating to their tenancy at the Cemetery Lodge.</p> <p><b>1249 RESOLVED</b> to change the existing tenancy at the Cemetery Lodge into joint names.</p> <p><b>1250 RESOLVED</b> to cover the cost of food and partial refreshments for the Cemetery Staff retirement.</p>

There being no other business, the meeting closed at 21:06