

Snodland Town Council – Policy and Resources

24 March 2022

Committee Members present:	Ms D King (VC), Mrs S Bell, D Lettington, Mrs N Misy
Other Councillors present:	Mr A Bennison
Council Staff Present:	Mrs K Sowten (CEO)
Members of the public:	None

1.	<p><u>Apologies for absence</u></p> <p>J Butterfield (C) P Hickmott, W Mallard and Mrs S Shaw In the absence of the Chairman the Vice chairman chaired the meeting.</p>
2.	<p><u>Declaration of Interests</u></p> <p>None</p>
3.	<p><u>Minutes - To agree the minutes of the meeting held on 10 February 2022</u></p> <p>The CEO advised that the date of the last meeting was incorrect on the minutes and would be amended. The minutes of the meeting held on the 10 February 2022, with date amendment were agreed as a true record.</p>
4.	<p><u>Questions from the Public</u></p> <p><i>Pursuant to Standing Order 3 e & 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></p> <p>There were no members of the public present</p>
5.	<p><u>Audit Trail to be given by a Councillor</u></p> <p>Cllr King completed an audit trail a copy of which had been emailed to the Committee prior to the meeting and is available on file.</p> <p>The audit focussed on the end of year procedures, Aged debtors lists to be provided at future P & R Meetings and the Additional payroll run due to staff backdated increases recently announced by the NJC.</p>
6.	<p><u>Financial Review</u></p> <p>A copy of the financial review was sent out to members of the committee prior to the meeting, a copy is available on file.</p> <p>Part of the financial review will be covered under confidential.</p> <p>There has been a slight increase in the market income, which is a positive step forward following Covid.</p> <p>There has been a refund on our insurance premium now that the new mowing equipment is stored in a secure locked garage.</p>

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<p>0850</p>	<p>The Massey Ferguson Tractor has now been sold for £3000.</p> <p>A query was raised as to whether the agreed budget for 2022/23 for Cemetery burials needed to be adjusted. The CEO advised that the budget for burials and Exclusive rights was always difficult to predict and the figure is only ever based on the previous year's figures.</p> <p>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.</p> <p>To consider a request for assistance for the Pavilion Café</p> <p>Following discussion it was RESOLVED to offer assistance to the Pavilion Café.</p>
<p>7.</p>	<p><u>To consider and if agreed accept costs to transfer Rialtas accounts package to Cloud based</u></p> <p>The CEO presented a report on the implications of transferring the Rialtas Accounts package to Cloud based running through a browser.</p> <p>Councillors questions the security arrangements, which the CEO advised had a dual login initially to a landing page and then a second login into the actually Rialtas Suite. The Cloud running from a Two tier UK Data Centre.</p> <p>Additional functionality also includes the option for read only access to the accounts for Councillors.</p> <p>There is a 3 year minimum term contract, this does also include additional functionalities that include the ability to electronically store a copy of the invoice within the purchase ledger; the ability to email remittance advises as a batch following payments; free Knowledge Base that includes Training Videos and Webinar Recordings, Frequently Asked Questions and user Manuals and Documentation.</p> <p>The CEO also advised that with the introduction of the accounts package being cloud based, now would also be a good time to move all the councils IT over to a cloud based Office 365 system. This would eliminate the need for a server.</p> <p>The Councillors agreed that based on recent events it would be beneficial to have the opportunity to log in remotely from any location.</p> <p>The CEO also advised that the need for individual admin staff email addresses had been trialled and had not proved to be necessary.</p>

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<p>0851</p> <p>0852</p> <p>0853</p>	<p>RESOLVED to transfer to Rialtas Cloud Based package at a cost of £683.96 plus VAT.</p> <p>RESOLVED to transfer Council IT to Cloud based office Office 365 Business Standard (Provides latest version of desktop client) - £9.40 plus VAT per user per month. (currently only 2 users required).</p> <p>RESOLVED to remove the service for individual office staff email addresses, if not required for any banking purposes.</p>
<p>8.</p> <p>0854</p>	<p><u>To approve a quote for plans and to submit a planning application to TMBC for Paddlesworth Road Car Park</u></p> <p>A quote has been received to draw up plans and submit a planning application for Paddlesworth Car Park. The CEO advised that planning permission would be required for the car park, although some issues had been brought to her attention regarding drainage and further investigation work was needed. There was also a question on whether rates would be due on the car park.</p> <p>RESOLVED to accept the quote to cover the drawing up of plans and submit planning permission to TMBC for Paddlesworth Road Car Park at a cost of £350.00 plus VAT. This would not be completed until drainage issues had been solved and queries regarding liability for rates was sought.</p>
<p>9.</p> <p>0855</p>	<p><u>To consider costs relating to the planting in the Welcome back planters</u></p> <p>The Committee had received a quote for the supply of plants for the welcome back planters and hanging baskets for the High Street. The Company had gone into great detail regarding the quantity and type of plants required and the cost of the plants and compost for the planters and hanging baskets is £1379.47 plus VAT.</p> <p>RESOLVED to accept the quote for the plants and compost for the planters and hanging baskets is £1379.47 plus VAT.</p>
<p>10.</p> <p>0856</p>	<p><u>To agree fees and the proposed Internal Audit plan for 2022/23</u></p> <p>The Council received the proposals for the Internal Audit Plan for 2022/23. It was agreed that as KCC were reasonably priced and reliable, the Committee</p> <p>RESOLVED – to re-appoint KCC as the Council's Internal Auditors for 2022/23.</p>
<p>11.</p>	<p><u>Correspondence</u> None</p>

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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.	
12.	<p><u>To authorise payment of 2021 backdated pay increase to staff following the announcement of salary increase for 2021 by National Joint Council for Local Government Services</u></p> <p>National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021 and Employers are encouraged to implement this pay award as swiftly as possible. Due to the timing of this announcement and to ensure payment is received prior to the end of the financial year to prevent employees having to pay increased rates applicable to Tax, National Insurance and Pension. It will be necessary to run an additional payroll to cover the backdated amounts.</p> <p>A pay increase of 3% had been factored into the 2021/22 budget and agreed by full council. The actual increase is 1.75%</p>
0857	RESOLVED to run an additional payroll to cover the backdated salary increase from 1 April 2021.

There being no other business, the meeting closed at 8.45pm.