

Snodland Town Council – Policy and Finance Minutes

30 January 2024

Committee Members in attendance:	Miss V Lawrence (C), D Lettington (VC), Mrs Sue Bell and S Loader
Non Committee Members in attendance:	Cllr G Miners
Committee Members Absent with apologies:	Cllr Paul Hickmott, Ms D King, Mrs V Barker, W Mallard
Committee Members Absent without apologies:	Angus Bennison
Council Staff Present:	Mrs K Sowten (CEO)
Members of the public:	

1.	<p><u>Apologies for absence</u></p> <p>see above</p>
2.	<p><u>Declaration of Interests</u></p> <p>Cllr Miss Lawrence – Agenda Item 8</p>
3.	<p><u>Minutes - To agree the minutes of the meeting held on 23 November 2023</u></p> <p>The minutes of the meeting held on the 23 November 2023 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 Lettington completed an audit trail which focused on Insurance services provided to the council. A copy of the report is available on file.</p>
6.	<p><u>Financial Review</u></p> <p><u>6.1 Income and Expenditure Report.</u></p> <ul style="list-style-type: none"> • A copy of the financial review was sent out to members of the committee prior to the meeting, a copy is available on file. • The CEO advised of an error in the price increase for the 3g pitch in April 2023, which will be rectified in the April 2024 increase.

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1160	<ul style="list-style-type: none"> Concerns were raised over the utility costs for the Pavilion Café and whether these costs need to be reviewed in light of the shared use of the café. <p>RESOLVED to carry out an audit of the utility costs at the Pavilion café.</p> <p><u>6.2 Expenditure under delegated authority</u></p> <ul style="list-style-type: none"> No spending has been carried out under delegated authority. <p><u>6.3 Aged Debtors</u></p> <ul style="list-style-type: none"> The committee reviewed the aged debtors. The Committee were aware of one significant debt which was discussed at previous meetings under confidential items. The remaining balances were discussed and accepted. <p><u>6.4 Earmarked Reserve and Capital Reserve Balances</u></p> <ul style="list-style-type: none"> The Committee received a report on the balances relating to Earmarked and Capital Reserves, which gives an overall view of the reserve balances.
7.	<p><u>To consider options relating to the Councils Website</u></p> <p>The Committee received a report on options relating to the Councils website. The committee discussed the need for improvements to the website. The main problem with the existing site is that it does not currently meet accessibility requirements set out in the Public sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018. There are also issues around the search engine rating of the website. The Committee also considered accessibility training for appropriate council staff to support with ongoing maintenance of the website, along with an accessibility statement for the website.</p> <p>1161 RESOLVED To move the hosting of Snodland Town Council website to Hugo Fox Limited.</p> <p>1162 RESOLVED To write an accessibility statement to be displayed on the Council website.</p> <p>1163 RESOLVED to look into accessibility training for the staff to support the ongoing maintenance of the website.</p>
8.	<p><u>To receive details relating to the Winter Support Scheme</u></p> <p>The Committee had previously received email correspondence relating to the winter support scheme.</p>

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1164	<p>Cllr Mrs Barker had previously confirmed that she would be happy to complete the application form. Various schemes were discussed however it was felt that the best option would be to focus on one project. It was felt that the new Community Hub that is being created in Rocfort Road Car Park would be an ideal project.</p> <p>RESOLVED to apply for the Winter Support Scheme and Councillor Mrs Parker will complete the application.</p>
9. 1165	<p><u>To grant permission for the CEO to transfer funds from Unity to Nat West Bank Accounts.</u></p> <p>The Committee were advised that since the opening of the Unity Bank account, income is no longer credited into the Nat West Bank Account. However for ease the Nat West Account is currently used for Supplier and Salary payment and it is therefore necessary to keep the level of funds in the Nat West Bank at a level to cover these payments.</p> <p>RESOLVED to allow the CEO to make online transfers between Unity and Nat West Bank as necessary and report at each Policy and Finance Meeting.</p>
10.	<u>Correspondence</u> - None
	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.
11.	<p><u>To receive an update on Brooklands Lake Café</u></p> <p>The CEO reported on the current position relating to the Lease on Brooklands Lake Café.</p>

There being no other business, the meeting closed at 20:25