

Snodland Town Council – Policy and Resources

10 February 2022

Committee Members present:	J Butterfield (C) Ms D King (VC), Mrs S Bell, P Hickmott, W Mallard and Mrs S Shaw
Other Councillors present:	
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> Cllr Hickmott declared an interest in Item 9
3.	<u>Minutes - To agree the minutes of the meeting held on 26th August 2021</u> The minutes of the meeting held on the 2 December 2021 were agreed as a true record
4.	<u>Questions from the Public</u> <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> There were no members of the public present
5.	<u>Audit Trail to be given by a Councillor</u> 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. The audit focussed on the recent departure of two members of staff and the security arrangements relating to computers, banking and entry to council offices. Cllr King also noted that there are a number of regular monthly and quarterly payments that could be changed over to direct debit. The CEO advised that she would look into this and compile a list to put to council for agreement.
6.	<u>Financial Review</u> 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 that due to the change in staff, arrangements have been made to remove a member of staff from the online banking procedures. 0829 RESOLVED to remove Michelle Loader from the online banking procedures and confirm the acceptance of the resolution as detailed on page 7 of the summary of changes form from Unity Trust (copy attached).

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	<p>The following question was raised with the CEO -</p> <ul style="list-style-type: none"> • East Kent recycling – skip for the removal of rubbish from the Council Yard. <p>The CEO advised that there may be a requirement for an additional 1100l wheeliebin for the Council Yard due to the amount of general waste and litter that is being collected around the town. This has come to light following the CEO querying an overweight charge on the waste collection due. The CEO will monitor this and report back if an additional bin is required.</p> <p>An emergency purchase of a ride on mower has been made as the existing one has broken beyond repair. A local company have been able to supply a reconditioned ride on mower for £800. The Committee felt that the inhouse mowing was going very well and the need for the correct equipment was essential.</p> <p>0830 RESOLVED to accept this emergency purchase for a reconditioned mower for £800 as there is sufficient funds in the Mowing budget.</p>
7.	<p><u>To discuss electricity usage for the Cemetery Chapel</u></p> <p>Since the introduction of the body fridges installed for use by the Undertakers, there has been an increase in the electricity usage. The committee discussed either an option to charge for 90% of the cost or to install a dedicated check meter which would show more clarity.</p> <p>0831 RESOLVED to invoice the Undertaker for the use of the electric. The Committee requested looking into the cost of installation of a check meter for the electric.</p>
8.	<p><u>To consider and if agreed sell the old Massey Ferguson Tractor</u></p> <p>Since the purchase of the new tractor the old Massey Ferguson is no longer required. We have received enquiries from 2 interested persons.</p> <p>0832 RESOLVED to sell the old Massey Ferguson Tractor.</p>
9.	<p><u>To consider if received quotations for replacement radiators in the Devonshire Rooms Hall.</u></p> <p>Cllr Hickmott, having previously declared an interest left the meeting.</p> <p>The CEO advised that she had approached 3 companies to provide quotations for the replacement of the radiators in the Devonshire Rooms. The CEO had been trying to get these quotes for the past year. Only one quotation has been received, the second company had promised a quote by the deadline date of 10 February, however this has not been received,</p>

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<p>0833</p>	<p>the third company failed to respond. There is an urgency to change the radiators as there is currently a problem with the system.</p> <p>RESOLVED to accept the quotation of £3200 for the replacement of the radiators in the Devonshire Rooms and toilets.</p> <p>Cllr Hickmott rejoined the meeting.</p>
<p>10.</p> <p>0834</p>	<p><u>To consider the future costs associated with the planters around the Town as part of the Welcome Back fund.</u></p> <p>Part of the welcome back fund was to have planters throughout the town. The original plan was to have trees planted in the planters, however Highways will not allow for planting over 900mm high. Therefore it has been suggested that the planters are planted with seasonal flowers and shrubs. If this is agreed there will be a cost year on year for planting and maintenance.</p> <p>It was suggested that there may be volunteers who would be willing to plant these up. Councillors also volunteered to assist.</p> <p>The Committee felt that this was a worthwhile project and would brighten up the town.</p> <p>RESOLVED to allow the expenditure for planters and plants from the Welcome back fund this year and add to the budget for future years.</p>

There being no other business, the meeting closed at 7.55pm.