

**SNODLAND TOWN COUNCIL****POLICY AND RESOURCES COMMITTEE****21 FEBRUARY 2019**

Committee Members present:	Cllrs Mrs B Brown (Special Advisor), B Garlick, P Hickmott, Mrs D King and J Minter
Council Members present:	Mrs K Sowten (CEO), Cllr Mrs N Misy and Miss E Jones
Members of the public:	One member of the public was present

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllrs M Sawkins and D Keeley.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>To confirm as a correct record of the minutes of the Policy and Resources meeting held on 21<sup>st</sup> November 2018</u></p> <p>The minutes of the Policy and Resources Committee held on 21<sup>st</sup> November 2018 were agreed as a correct record.</p>
	<p>Pursuant to Standing Order 68 of the Chairman of the Committee will invite Members of the public to express an interest should they wish to make representations, ask questions, or give evidence in respect of any item of business included in the agenda.</p>
4.	<p><u>Questions from the public (<i>Members of the public are advised if they may speak for up to three minutes</i>)</u></p> <p>There were no questions asked from the member of the public.</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>Cllr Mrs B Brown carried out an audit trail report at the council offices on 19 February 2019, also reporting follow-up items reports from her report on 21<sup>st</sup> November 2018. The following items were reported to the Committee:</p> <p><u>Allotments</u> – The annual allotment renewal letters have been sent out and a flyer informing them to clear rubbish will be sent out with the AGM letters in due course.</p> <p><u>Christmas lights</u> – The CEO is still awaiting to meet with KCC with regard to the electrical upgrade.</p> <p><u>Cemetery Lodge</u> – The coving has now been completed in the lodge and the residents are in the process of painting.</p> <p><u>Old Mower</u> – The CEO will check with the operator to discuss whether to dispose of it.</p>

	<p><u>Clocktower</u> – The site operative has assured the CEO that he has his mobile phone on his person while carrying out his weekly clock-winding task in case of an emergency.</p> <p><u>Market lease</u> – STC’s solicitor is continuing to request a new lease from TMBC. In the meantime, a stall holder collects the rent on behalf of the Council each week. There are 2 new stall holders.</p> <p><u>Company vehicle</u> – Vehicle repairs were successfully completed in December and the CEO confirmed that a tracking device and new signage will be sourced for the replacement vehicle at the renewal date.</p> <p><u>Timesheets</u> – Site operatives’ timesheets were checked and countersigned – all were in order.</p> <p>All bank statements were up to date and have been countersigned by the CEO and the auditor.</p> <p>Due to time constraints, no cheques were looked at on this occasion.</p>
6.	<p><u>Financial Review</u></p> <p>The CEO presented the financial review along with accompanying copies of the Income and Expenditure budget report and notes. The CEO explained the increases of expenditure which were over 91.66%:</p> <ul style="list-style-type: none"> <li>• Subscriptions – slight increases in price;</li> <li>• Allotment software – purchased in advance;</li> <li>• Rates – increase in council tax;</li> <li>• Replacement mower;</li> <li>• Museum boiler – repairs;</li> <li>• MUGA – increased usage of electricity and new replacement of floodlight bulbs and cost of equipment to replace (hoist);</li> <li>• Remembrance – purchase of the “Tommy” and reimbursement of the second “Tommy” from the Partnership;</li> <li>• Christmas Lights – awaiting income from the Chamber of Commerce;</li> <li>• Vehicle insurance – Increased premiums due to unsettled claims. The CEO advised that a discrepancy had occurred with regard to the cement mixer’s registration number which was being looked into further;</li> <li>• Increased burials and kerbstones;</li> <li>• Increased usage of cemetery chapel;</li> <li>• Income received from the solar panels;</li> <li>• Increased income for hall hire;</li> <li>• Increased income for 3G hire.</li> </ul> <p>The CEO advised that she was satisfied that the income and expenditure of the Council was in order for the Auditor’s inspection.</p> <p>It was commented that the Allotment income was looking ‘healthy’ and the CEO advised that most of the allotment rents were now mostly all paid for the year and most of the plots allocated.</p>

7.	<p><u>To consider further recommendations in relation to the installation of the Air Conditioning Units in the MG Suite</u></p> <p>The CEO advised that the planning department would still not agree for the Air Conditioning Units (ACU) to be placed on the rear wall of the building due to an objection from a resident.</p> <p>The CEO advised that she had spoken to an ACU specialist who advised that a night time setting can be programmed which would give a quieter noise output of 49 decibels.</p> <p>Since the ACU order has been placed, a more efficient unit is now available to be purchased which produces a lower output of 44 decibels. Although this is more expensive to purchase, it would prove more cost effective in the long term.</p> <p><b>RECOMMENDED</b> – that the CEO liaise with the Environmental Officer at TMBC to obtain an agreement to install an ACU which gives a lower noise output of 49 or 44 decibels and report back to the Committee with the outcome of the meeting.</p>
8.	<p><u>To review the renewal of the license on the Pavilion Café</u></p> <p>The CEO advised that the Pavilion Café license was due to be renewed at the end of March and informed the Committee that the current tenant did not want to renew. The CEO advised that she would contact the local estate agents to enquire as to their fees to advertise the letting.</p> <p><b>0473 RESOLVED</b> – for the CEO to compare fees of local estate agents and to then advertise the letting.</p>
9.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>

There being no other business, the meeting closed at 7.57pm.