

Snodland Town Council – Policy and Resources

19 May 2022

Committee Members in attendance:	Cllrs J Butterfield (C), Mrs S Bell, P Hickmott Ms D King
Non Committee Members in attendance:	Mr A Bennison
Committee Members Absent with apologies:	Mrs N Misy, Mrs K Mordecai-Woolf, Mrs S Shaw, W Mallard
Committee Members Absent without apologies:	D Lettington
Council Staff Present:	Mrs K Sowten (CEO)
Members of the public:	None

1.	<p><u>Apologies for absence</u></p> <p>see above</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 24 March 2022</u></p> <p>The minutes of the meeting held on the 24 March 2022 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 Mrs King completed an audit trail which focused on Health and Safety (a copy is available on file).</p> <p>Risk assessments were up to date, having been reviewed in December 2021.</p> <p>The Health and Safety policy was also reviewed in conjunction with the Town Council's Health and Safety Consultant in December 2021, however this does need to be brought to the attention of the council at the next full council.</p> <p>A Fire risk assessment was also reviewed in December 2021, including checks to ensure that fire alarm point call testing, fire extinguisher and emergency lighting were carried out on a weekly basis.</p>

19 May 2022

0900	<p>There is a comprehensive collection of risk assessments which cover the council's activities • Council Meetings • Council Offices • Control of Asbestos • Cutter Use • Electrical Safety • First Aid • Using hand tools • Using powered hand tools • Slips, trips and falls (indoors) • Slips, trips and falls (outdoors) • Snow and ice on premises • Stock movement (outdoors) • Office and Outdoor locations – Violence from Customers & Public • Use of Ladders • Working near roads, footpaths and public areas • Mowing with Tractor and mower • Lone Working • Bird Fouling.</p> <p>RESOLVED Risk assessments form part of the operational procedures of the council and were happy that these were reviewed by the CEO and the Health and Safety Consultant.</p> <p>Individual risk assessments will be reviewed at random as part of future audits.</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>The following observations were made –</p> <ul style="list-style-type: none"> • Aged debtors will be included in future meetings. • All allotments are rented out. • The market income has picked up. • Concerns regarding drop in income due to current financial situation. The CEO advised that she is monitoring the situation closely. One tenant had approached the CEO requesting assistance but this will be addressed at full council. • Had sufficient funds been set aside in the budget to cover Wage increases due to inflation. The CEO advised that there was now a total of 4.25% in the budget due to the increase for 2021 being less than originally predicted.
7.	<p><u>To Receive Notice for the termination of the licence agreement for Brooklands Lake Car Park from South East Water</u></p> <p>The council have received a notice from South East Water to terminate their licence agreement. The licence will terminate in October and a pro-rata fee will be payable.</p> <p>0901 RESOLVED to accept the termination notice and charge for the remaining period up until October 2022.</p> <p>The future use of the car park will need to be looked at to ascertain its future use.</p>
8.	<p><u>To consider and agree quotations for the purchase of the litter bins for New Potyns and Cemetery</u></p> <p>The committee received quotations for bins for Potyns and the cemetery.</p>

Snodland Town Council – Policy and Resources

19 May 2022

	<p>Various options were put forward including square plastic, cast iron square, cast iron round and galvanised mesh bins.</p> <p>Plastic ones will be vandalised and round ones are far more user friendly, easier to empty and handle. Galvanised mesh ones were considered for the cemetery, however the committee felt that the wire mesh bins were not an acceptable style for the cemetery and that the round open topped cast iron bins with sack retention system should be used in the cemetery.</p> <p>RECOMMEND to purchase 8 cast iron bins for the Cemetery and review once they have been in situ at the end of the summer with a view to purchase 3 more for New Potyns. To be purchased from Repairs and Renewals budget at a cost of £2491.68 plus VAT and P&P.</p>
9.	<p><u>Correspondence</u></p> <p>None</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>	
10	<p><u>If available – to sign and seal the Lease for Brooklands Lake</u></p> <p>The committee received the new lease for Brooklands Lake.</p>
0902	<p>RESOLVED to sign and seal the lease for Brooklands Lake.</p>

There being no other business, the meeting closed at 8.05pm