

Snodland Town Council – Policy and Resources

11 March 2021

Committee Members present:	Cllrs Ms D Alford-Smith (C), J Butterfield (VC), P Hickmott, W Mallard, Mrs S Bell and Mrs S Shaw
Other Councillors present:	None
Council Staff Present:	Mrs K Sowten (CEO)
Members of the public:	None

1.	<p><u>Apologies for absence</u></p> <p>There were no apologies received.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>Minutes - to agree the minutes of the meeting held on 27th January 2021</u></p> <p>The minutes of the meeting held on 27th January 2021 were agreed as a correct 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 take representation, answer are advised that 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 Report to be given by a Councillor</u></p> <p>An audit trail was carried out by Councillor King which the CEO sent out to members of the Committee prior to the meeting. A copy is available on file. There were not any questions.</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 and the Committee did not have any questions to ask. A copy is available on file. The CEO advised that the future outlook for the end of the financial year was looking positive which was helped by the covid grants which were recently received from TMBC.</p>
7.	<p><u>To Consider proposals and quotes for the new tractor and grass cutting equipment</u></p> <p>The CEO advised the Committee that she had received excellent customer care from Contractor C. 3 quotes were received – A, B and C. The Committee members received information prior to the meeting, which is available on file.</p> <p>RECOMMEND – To purchase the machinery from Company C, which includes a service contract for 5 years and to allocate funds each year to reserves in order to purchase new machinery at the end of the 5 year term if needed.</p>

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8. 0692	<p><u>In accordance with financial regulations 6.8 to 6.10 to renew authorisation of the use of a variable direct debit, standing orders and BACS payments</u></p> <p>The CEO explained that this was the Council's authority for her to authorize utility bills and salaries from the Council bank account. This authority is sought every 2 years.</p> <p>RESOLVED – to renew the CEO's authorisation of the use of a variable direct debit, standing orders and BACS payments.</p>
9. 0693	<p><u>To consider revised quote, Demo page and updates relating to Council website</u></p> <p>A 'mock-up' of the proposed updated Council's website was sent from the Council's IT company for their comments. The CEO also advised that since the last meeting, it became apparent that the current Council's website (WIX) could easily be updated to a different format and design which would be the best cost effective option.</p> <p>RESOLVED – to update the current format of the Council's website with a modern and fresh design and to install a completely new website if this solution fails.</p>
10. 0694	<p><u>To Adopt the Model Publication Scheme created by the ICO</u></p> <p>The CEO presented the Model Publication Scheme created by the ICO.</p> <p>RESOLVED - to authorise the adoption of the Model Publication Scheme created by the ICO.</p>
11. 0695	<p><u>To consider the purchase of a Notice board for the Cemetery</u></p> <p>The CEO advised that a single notice board was needed for the cemetery which would display notices giving relevant information to family members visiting the cemetery. It would be situated near the entrance so it was visible. The cost of the notice board would be £770.43 plus VAT</p> <p>RESOLVED – to agree to the purchase of single notice board for the cemetery at a cost of £770.43.</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>
12. 0696	<p><u>To consider the renewal of Brooklands Lake Café Lease</u></p> <p>The CEO advised that the tenant had requested that the lease be extended.</p> <p>RESOLVED – It was agreed that the lease would be extended for a further 5 years.</p>

There being no other business, the meeting closed at 8.10pm.