

Snodland Town Council – Policy and Resources Minutes

20 July 2023

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

1.	<p><u>Apologies for absence</u></p> <p>see above. In the absence of the Chairman the Vice Chairman conducted the meeting.</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 13th June 2023</u></p> <p>The minutes of the meeting held on the 13 July 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 Mrs Bell completed an audit trail which focused on Petty Cash and section 137 payments. A copy of the report is available on file.</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 CEO pointed out that there will be an increase in broadband costs in line with RPI for January at 13.4%. This is the first increase in 5 years. This was not anticipated in the budget and therefore may result in an overspend.</p> <p>The CEO also advised that the market income and expenditure had not been included in the original budget as the market was due to close. However TMBC agreed to reduce the market rent and therefore this has allowed it to continue.</p>

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	<p>A breakdown of costs relating to the uncontested election has also been received. The total cost was £3152.50.</p>										
7.	<p><u>To accept a quotation for the provision of an external underground utility detection and location survey at Paddlesworth Road Car Park.</u></p> <p>A quotation for further preliminary work for an underground utility survey required for the planning stages had been received at a cost of £1350 plus VAT.</p> <p>The committee agreed that this was an essential part of the process to ensure that all services were identified and a record available. The Council queried why the survey was not going up to the location of the soakaway and agreed that this should be the case and accepted that there may be an additional charge if required.</p> <p>1072 RESOLVED to accept the quotation for external underground utility detection and location survey at Paddlesworth Road Car Park at a cost of £1350 plus VAT. The council accepted that there may be an additional charge if the survey had to be extended to the soakaway location.</p>										
8.	<p><u>To receive an update on the 10 year plan</u></p> <p>A meeting of the 10 year plan sub committee took place on 6 July where the plan was reviewed and revised.</p> <p>The committee discussed how the plan would be implemented. The new plan incorporated tabs for each year, together with tabs for rolling, completed and archived projects. An additional tab was introduced for projects for consideration which would be brought back to Policy and Finance for these projects to be set into the appropriate year. The Plan will be reviewed annually in July unless there is anything that comes up for consideration.</p> <p>Cllr Lettington has agreed to look at the Pavilion Café to see what upgrade works are required.</p> <p>Cllr Mallard noted that the car park at Paddlesworth Road was not on the 10 year plan. This was added to year 1.</p> <p>Items for consideration in the 10 year plan were considered and placed in the appropriate year as follows –</p> <table> <tr> <td>Museum</td> <td>New fascia boards rear extension - year 1</td> </tr> <tr> <td>Museum</td> <td>New Fascia boards side - year 2</td> </tr> <tr> <td>Museum</td> <td>Reposition guttering on flat roof - year 1</td> </tr> <tr> <td>Museum</td> <td>Repointing where necessary - year 1</td> </tr> <tr> <td>Museum</td> <td>External drain cover needs ramping off - year 1</td> </tr> </table> <p>Cllr Lettington conveyed his apologies for not attending the 10 year sub committee meeting.</p>	Museum	New fascia boards rear extension - year 1	Museum	New Fascia boards side - year 2	Museum	Reposition guttering on flat roof - year 1	Museum	Repointing where necessary - year 1	Museum	External drain cover needs ramping off - year 1
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1073	<p>Thanks was conveyed to the the Chairman Cllr Lawrence for updating the plan.</p> <p>RESOLVED to accept the revised 10 year plan.</p>
9.	<p><u>Correspondence</u></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>To receive an update on Brooklands Lake Café (Peridise) and if available sign and seal the new lease and deed of surrender.</u></p> <p>The new lease and deed of surrender are not yet available.</p> <p>The CEO advised the committee that the café was currently closed on health and safety grounds. TMBC Food Safety unit have also been advised. The electrics were currently being updated and the costs had been approved under delegated emergency authority and had been cleared with the Chairman of the Council and the Chairman of Policy and Finance. Since these costs were approved, further work had been identified as urgent and the committee approved these additional works. PAT testing will also be required before the premises can reopen. Monitoring and electrical tests need to be carried out on a regular basis in the future.</p>

There being no other business, the meeting closed at 20:18