Snodland Town Council – Policy and Resources Minutes

9 March 2023

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

1.	Apologies for absence
	see above
2.	Declaration of Interests
	None
3.	Minutes - To agree the minutes of the meeting held on 19 January 2023
	The minutes of the meeting held on the 19 January 2023 were agreed as a true record.
4.	Questions from the Public 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
	There were no members of the public present
5.	Audit Trail to be given by a Councillor
	Cllr Lawrence carried out an audit of the bank statements from November. All correct and no issues.
6.	Financial Review
	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 reported that there were no significant variances. The bank charges are increasing due to the increased use of online payments. The CEO advised that she had received notification from BT for the Pavilion Broadband that prices will increase from April by 14%. This may have an effect on the agreed budget as previously acknowledged by the Committee due to the current financial climate. A Councillor asked if the contract cound be changed. The CEO advised that the contract has a further 4 years left on the contract.

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7. To receive an update and put procedures in place in relation to the Councils Audit Plan to assist Councillor Audit Trail Cllr Lawrence reported on the audit spreadsheet that had been compiled along with a rota for councillors to carry out the audit. This would enable clarity and stability around the audit process and the CEO would not have to chase

place until after the May elections when committees will be reassigned.

RESOLVED to implement the new procedures in relation to Councillor Audit Trails from May 2023.

Councillors to carry out an audit. The new procedures would not be put in

8. <u>To receive an update and consider initial quotations relating to Paddlesworth</u>

<u>Road Car Park</u>

The CEO advised the council on the progress on the Paddlesworth Road Car Park. Since the agenda was published further developments have come to light and the main objective at the moment is no obtain a soil analysis to ascertain what the make up of the car park area is and to investigate possible drainage solutions.

Quotes for the soil analysis were not available at the meeting and would be put forward to at a future meeting for recommendation.

Cllr Hickmott asked if any soil analysis was carried out when the football pitches were constructed. The CEO advised that she would check, however it was believed that these were mainly carried out on New Potyns.

9. <u>To consider single quote received for repair and refurbishment work for the Devonshire Rooms.</u>

The CEO advised that she had only received a single quote for a number of projects that needed to be carried out at the Devonshire Rooms. These include the refurbishment of the main downstairs hall, painting of the external staircase, work to the roof and gutters, repairs and rendering to the inside of the porch. The Committee requested that further quotes were sought and it may be better to break the jobs down into smaller projects.

10. <u>To consider single quote for external repair and refurbishment work for the Pavilion Café.</u>

The CEO advised that whe had again only received a single quote for mainly roof work. The council requested that further quotes were sought for this work.

A review of all the assets including surveys need to be carried out.

The 10 year plan also needs to be looked at again and brought to a meeting in the near future.

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11.	To agree fees and the proposed Internal Audit plan for 2023/24
	The Council Received the proposals for the internal Audit Plan for 2023/24 It was agreed that the KCC were reasonably priced and reliable, the Committee.
0994	RESOLVED – to re-appoint KCC as the Council's Internal Auditors for 2023/24
12.	To agree the renewal of licence for the Forest School at Holborough Park for Zoe Evans Childcare
	Zoe Evans Childcare have approached the council to renew their licence for the Forest School at Holborough Park. Everything remains the same in terms of what activities they provide. The only addition would be for a small fire pit to have fires in the woodland as part of their sessions to cook on and keep warm, fires being a common occurrence in Forest School sessions. Fires would be risk assessed by the Forest School ensuring everyone's safety, including the woodland.
	 The following concerns were raised – Does our insurance cover this facility A full plan of the area is needed, including the size and type of fire pit A copy of their risk assessment would be required before any decision would be made Droughts and high risk of fire
	It was agreed that a full risk assessment would be required before any further decision would be made.
13.	Correspondence
	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.
14.	To consider the transfer of the lease on Brooklands Lake Café
	Two further applications have been received for the transfer of the lease from the existing Tenant.
	The Committee considered both applicants.
0995	RESOLVED to accept the transfer of the lease for Brooklands Lake Cafe to the Company, subject to satisfactory audited accounts. The Second applicant was unable to provide a business plan. Slight changes will need to be made to the lease to include no unorganised events without prior approval of the council.

There being no other business, the meeting closed at 20:15