

Snodland Town Council – Policy and Resources Minutes

9 March 2023

Committee Members in attendance:	Cllrs J Butterfield (C), Mrs S Bell, P Hickmott Ms D King, Miss V Lawrence and D Lettington
Non Committee Members in attendance:	Mr A Bennison
Committee Members Absent with apologies:	Mrs N Misy, Mrs K Mordecai-Woolf and W Mallard
Committee Members Absent without apologies:	Mrs S Shaw
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 19 January 2023</u></p> <p>The minutes of the meeting held on the 19 January 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 Lawrence carried out an audit of the bank statements from November. All correct and no issues.</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 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 could be changed. The CEO advised that the contract has a further 4 years left on the contract.</p>

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7. 0993	<p><u>To receive an update and put procedures in place in relation to the Councils Audit Plan to assist Councillor Audit Trail</u></p> <p>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 Councillors to carry out an audit. The new procedures would not be put in place until after the May elections when committees will be reassigned.</p> <p>RESOLVED to implement the new procedures in relation to Councillor Audit Trails from May 2023.</p>
8.	<p><u>To receive an update and consider initial quotations relating to Paddlesworth Road Car Park</u></p> <p>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.</p> <p>Quotes for the soil analysis were not available at the meeting and would be put forward to at a future meeting for recommendation.</p> <p>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.</p>
9.	<p><u>To consider single quote received for repair and refurbishment work for the Devonshire Rooms.</u></p> <p>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.</p>
10.	<p><u>To consider single quote for external repair and refurbishment work for the Pavilion Café.</u></p> <p>The CEO advised that she had again only received a single quote for mainly roof work. The council requested that further quotes were sought for this work.</p> <p>A review of all the assets including surveys need to be carried out.</p> <p>The 10 year plan also needs to be looked at again and brought to a meeting in the near future.</p>

