

## Snodland Town Council – Policy and Resources Minutes

19 January 2023

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

1.	<u>Apologies for absence</u> see above
2.	<u>Declaration of Interests</u> None
3.	<u>Minutes - To agree the minutes of the meeting held on 17 November 2022</u> The minutes of the meeting held on the 17 November 2022 were agreed as a true record.
4.	<u>Questions from the Public</u> <i>Pursuant to Standing Order 3 e &amp; 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> There were no members of the public present.
5.	<u>Audit Trail to be given by a Councillor</u> Cllr Lawrence carried out an audit of the Councils Credit Card statements for the period for October – December 2022. (a copy is available on file) Small issues were identified and explanations given.
6.	<u>Financial Review</u> 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. Some invoices received from the Computer Consultant had been received very late and should have been in last years budget and will create an overspend in this years figures. Income from the market will be discussed under Confidential. In terms of next years budget which has already been set. The CEO advised that she had received an email from Rialtas, the Computer Software Management Company, who advised a 26% increase in charges. The CEO had sent an email challenging the figure and received a response with a satisfactory explanation.

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	<p>There is very few financial packages available which are suitable for Councils and investigations into these companies have resulted in Rialtas being the most efficient.</p> <p>The committee acknowledged that there may be a number of other suppliers who may be increasing their costs in April and that reserves may be needed to cover these costs.</p>
7.	<p><u>To review the Councils Audit Plan to assist Councillor Audit Trail</u></p> <p>As previously recommended by Councillors, an audit plan has been produced which can be expanded on and used to assist Councillors with future audits.</p> <p>Cllr Lawrence suggested that a rota for councillors to carry out the audit checks.</p> <p>Cllr Lawrence will produce a rota to cover future meetings, so Councillors are aware of what meeting they are covering.</p> <p>Councillors may need guidance, and the plan can be built on with notes explaining what is required and what needs to be done.</p>
8.	<p><u>To consider a grant application from Hi Kent Hearing Aid Support</u></p> <p>A grant application from Hi Kent hearing aid support was considered by the Committee, which provides support for Snodland Residents with hearing loss by running a clinic once a month offering expert advise to help look after their hearing aids.</p> <p><b>0984 RESOLVED</b> to support the grant application from Hi Kent Hearing Aid for £480.00</p>
9.	<p><u>Correspondence</u></p> <p>None</p>
	<p><b>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.</b></p>
10.	<p><u>To discuss Snodland Market lease</u></p> <p>Due to a drop in income from the market, it has become unsustainable for the market to continue.</p> <p>Following discussions it was <b>0985 RESOLVED</b> that if no grant funding was available from the Economic Regeneration programme from TMBC then Snodland market would need to close and the Fruit and Veg stall could be relocated to the Town Council Car Park from April 2023.</p>

There being no other business, the meeting closed at 20:06