

**SNODLAND TOWN COUNCIL****POLICY AND RESOURCES COMMITTEE****4 JULY 2019**

Committee Members present:	Cllrs J Butterfield (C), Mrs S Bell, P Hickmott, W Mallard and Mrs S Shaw
Council Members present:	Mrs K Sowten (CEO), Miss E Jones and Cllr A Bennison
Members of the public:	One member of the public present

1.	<p><u>Apologies</u></p> <p>Apologies were received from Mrs K Mordecai-Woolf (VC), A Keeley and Mrs N Misy.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>To confirm as a correct record of the minutes of the Policy and Resources meeting held on 28<sup>th</sup> March 2019</u></p> <p>The minutes of the 28<sup>th</sup> March 2019 were agreed as a correct record.</p>
	<p>Pursuant to Standing Order 68 of the Chairman of the Committee will invite Members of the public to express an interest should they wish to make representations, ask questions, or give evidence in respect of any item of business included in the agenda.</p>
4.	<p><u>Questions from the public (<i>Members of the public are advised if they may speak for up to three minutes</i>)</u></p> <p>The member of the public raised the matter that the Co-op were making store deliveries before 7.30am and that the noise was disturbing residents. The issue of lorries blocking the customer's car park was also causing problems. The CEO advised that the planning application stated that deliveries would be made using the allocated bays on Holborough Road. She advised that she would look into this further and report back at the next meeting. The Chairman advised that he had been into the Co-op to report residents' complaints.</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>The CEO read out the policy for carrying out audits to the Committee and advised that once the Policy and Resources Agenda was circulated she would request that a Councillor carry out an audit check on financial and business matters of the Council, eg invoices, cheques, wages, health and safety, leases, company vehicle, staff time sheets etc. The CEO advised that an audit check had not been carried out this week due to the office being kept very busy with the carnival preparations – with this in mind the CEO asked the Committee to look through the carnival lever arch folder which contained all the relevant documents and paperwork for the carnival event to take place.</p>

6.	<p><u>Financial Review</u></p> <p>The CEO presented the financial review along with accompanying copies of the Income and Expenditure budget report and notes for the Committee</p> <p>The CEO advised that to date, the average spent should be 25% or less - anything exceeding this amount would be explained in the accompanying notes.</p> <p>A few items over 25% income were queried:</p> <p>Photocopying – the CEO explained that this was due to members of the public and pre-school staff using the photocopier (but receive invoices for usage);</p> <p>Annual subscriptions – these are usually paid at the beginning of the year;</p> <p>Cemetery Memorials – the CEO explained the high cemetery expenditure was due to the recent purchase of 80 new kerbstones for the northern memorial section in the cemetery – this was taken out of the cemetery capital reserve which can now be seen due to the upgraded financial system.</p> <p>A Councillor queried the water consumption at the cemetery and the CEO advised that the cemetery staff have grown their own plants this year and water usage may have increased due to this but advised that there were no water leaks.</p>
7.	<p><u>To consider and if agreed accept quotation for Topographical Survey for the Cemetery Extension</u></p> <p>The CEO advised that in order to continue with the progression of the new cemetery extension, a topographical survey needed to be carried out. The cost for the topographical survey would cost £800.00. The other costs which have already been agreed are:</p> <p>Drainage plan - £500.00 Planting plan - £800.00 Burial plan - £450.00</p> <p><b>0504 RESOLVED</b> – to accept the quotation of £800.00 for the topographical survey to be carried out by the Project Management currently carrying out the work.</p>
8.	<p><u>To consider and if agreed accept quotation for Cemetery and Memorial Management Software</u></p> <p>The CEO advised that the cost of the package would be £1265 of which a £265.00 would be applied if purchased alongside the Facilities Management Software.</p> <p><b>0505 RESOLVED</b> – to accept the quotation for the Cemetery and Memorial Management Software package.</p>
9.	<p><u>To consider and if agreed accept quotation for Facilities Booking Software</u></p> <p>The CEO advised that this package would be used to make online bookings for the 3G pitch and the hire of rooms at the Council Offices. The cost of the package would be £950.00. A Councillor queried whether this would run alongside the Council's website for customer's to make bookings online.</p>

<b>0506</b>	He also raised the question whether the website would be updated? Several Councillors agreed that the website could be modernized. The CEO advised that this could be done but would be another cost which the Committee would need look at at a later date.  <b>RESOLVED</b> – to accept the quotation for the Facilities Management Software.
10.	<u>Correspondence</u>  There was no correspondence.

There being no other business, the meeting closed 8.00pm.