

SNODLAND TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

24 MAY 2018

Committee Members present:	Cllrs M Sawkins (VC), Mrs B Brown (Special Advisor), B Garlick, P Hickmott, D Keeley, Mrs D King and J Minter
Other Councillors present:	Cllr Mrs S Bell
Council Members present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	No members of the public present

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllr D Purll. In the absence of Cllr D Purll, Cllr Mrs B Brown chaired the meeting.</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 5 April 2018</u></p> <p>The minutes of the Policy and Resources Committee held on 5 April 2018 were agreed a correct record of the meeting.</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>None</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>An audit had been carried out at the office earlier in the day by Cllr D Keeley and 4 cheques were checked:</p> <ul style="list-style-type: none"> • 017776 – TMBC £1131.84 – Market Quarterly Rent • 017752 – Business stream - £347.87 – 3 invoices for sewerage • 017743 – Viridor £396.00 – 4 invoices for waste bins • 017736 – Extinguisher doctor £50.24 – 2 invoices for fire extinguisher service
6.	<p><u>Financial Review</u></p> <p>The CEO presented the financial review along with accompanying copies of the Income and Expenditure report.</p> <p>Several questions were raised:</p>

	<p>Transaction 4150 – it was queried why were some of the water rates transactions showing negative figures? The CEO explained that there had been accruals for these at year end and invoices had not yet been received.</p> <p>Transaction 1349 - Exclusive Rights – The CEO explained that the budget income had been received for this as 6 plots had been purchased in succession at the beginning of April 2018 by one person.</p>
7.	<p><u>To review and agree year end reserve Accounts</u></p> <p>The CEO gave a detailed report on the year end reserve Accounts which was circulated to Councillors -</p> <ul style="list-style-type: none"> • She advised that there was sufficient funds in the street lighting account to renew the current street lights; • Estimated costs for the new cemetery driveway has been allocated. The CEO reported that following a recent meeting with Tarmac they may contribute some funding or materials for this; • MUGA – Funds have has been set aside for this. The CEO explained that 106 funding which was set aside for the Woodland Farm play equipment could be used to help fund the MUGA, however she was waiting for confirmation from TMBC as to whether this was a viable expenditure for the 106 fund; • She explained the Earmarked and Capital Reserve funds that have been allocated to specific projects; • The CEO advised that there is a sufficient remaining balance in the General Reserve account. <p>The CEO reported that a water leak had occurred at Sloughfields allotment and is now awaiting the final bill for this. She advised the Committee that this unexpected cost will have to be drawn from the General Reserves account. The CEO advised that Cllr P Hickmott and some allotment holders helped to find the leak but it could not be found. The CEO confirmed that all the water pipes have now been completely replaced as the original pipework was very old and thin.</p>
8.	<p><u>Response received from TMBC relating to loss of transitional relief on Cemetery Non Domestic Rates Bill</u></p> <p>The CEO explained to the Committee the circumstances relating to the unusually high Non Domestic Rates bill for the Cemetery. She advised that due to the cemetery revaluation being decreased, the transitional relief was taken away, starting from 2017/18, and therefore increased the final bill due to the transitional relief being backdated to last year. She reported that this amount will be drawn from the General Reserve account.</p>
9.	<p><u>To receive an update on GDPR</u></p> <p>The CEO reported that the office had carried out a great deal of work in respect of GDPR compliance:</p> <ul style="list-style-type: none"> • She advised that she had received a toolkit from NALC and had used their format and adopted their privacy notice which has been put on the Council’s website. A separate privacy notice will be sent to Councillors and staff;

	<ul style="list-style-type: none"> • A blanket e-mail has been sent out to all contacts requesting their consent to retain their information on file. The CEO advised that contacts who do not respond to the e-mail will have to be deleted. Footers have also been attached to all outgoing e-mails advising the recipient to destroy the e-mail if they were not the intended recipient; • It was advised that a Data Officer would not be necessary due the small amount of staff employed by the Council; • The CEO wondered what procedures would need to be carried out in the event of a breach of security? She was advised that in the event of a breach, staff and Councillors would discuss the situation and if necessary, make a report to the ICO; • The CEO advised that a standard reply has been created to send to a complainant for consent to pass on their information to the relevant person/organisation (ie MP, Police, TMBC). It was advised that if a query is made via the Council's website, then this would be regarded as a business query and would not require further consent; • The CEO advised the Committee that all personal information is locked away at the end of the working day and all computers are password protected; • Retention Policy – Information will be sent to the CEO giving information on how long to retain personal information; • Finally, the CEO informed the Committee that herself and the office staff are continuing to work through the checklist to ensure that all GDPR policies and procedures were being followed and adopted.
10.	<p><u>To receive a report on Pre-tender cost estimate for the 3G Facility at the MUGA</u></p> <p>The CEO advised that the Project Manager had produced the pre-tender cost estimate which could be reduced further with a lower grade turf. The CEO approached Cllr Mrs S Hohler with regard to possible funding but was advised that any funding would be put towards the A228 crossing. The CEO said she would approach the Snodland Partnership to assist with the cost of maintenance equipment and goals. The CEO asked the Committees permission that she could call upon the Chairmen of the Committees and the Deputy VC of the Council to look at the tender documents outside of the Council meetings? This was RESOLVED – for Committee Chairmen and VC of the Council to look at tender documents and subsequently report to the Full Council with a final decision.</p> <p>It was also RECOMMENDED – that the CEO speak to the Project Management company with regard to obtaining grass samples for the Committee to look at so that a decision can be made whether to use the higher specification grass.</p>
11.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>
	<p>At the end of the meeting, the Chairman reminded Councillors about the Standing Orders and Financial Regulations documents were in their folders for their information. She also apologised to Cllr M Sawkins who, in the absence of the Chairman, should have chaired the meeting.</p>

There being no other business, the meeting closed at 8.33pm

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