

## Snodland Town Council – Policy and Finance Minutes

29<sup>th</sup> August 2023

Committee Members in attendance:	Cllr Miss V Lawrence (C) D Lettington (VC), Mrs Sue Bell, Angus Bennison, Ms D King,
Non Committee Members in attendance:	Cllr G Miners
Committee Members Absent with apologies:	Paul Hickmott and W Mallard
Committee Members Absent without apologies:	Mrs V Barker
Council Staff Present:	Mrs K Sowten (CEO)
Members of the public:	

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 20<sup>th</sup> July 2023</u></p> <p>The minutes of the meeting held on the 20 July 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 &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></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 Bennison gave a verbal report relating to his attendance at the council offices to carry out an audit relating to the Asset Register. He confirmed that he had check several items in the CEO's office, Devonshire Rooms and external car park area. All items were correct on the register. No written report was received.</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 committee reviewed the aged debtors directly from the Rialtas package. The Committee were aware of one significant debt which will be discussed under confidential items. The remaining balances were discussed and accepted.</p>

## Snodland Town Council – Policy and Finance Minutes

29<sup>th</sup> August 2023

1094	<p>The CEO advised that a response had been received from the CCLA who would be happy to send a representative to a council meeting to discuss the options available regarding investment funding.</p> <p><b>RESOLVED</b> to ask the CCLA representative to attend a full council meeting to discuss available options regarding investment funding.</p>
<p>7.</p> <p>1095</p> <p>1096</p>	<p><u>To agree legal costs relating to the Lease on the proposed foodbank building.</u></p> <p>The committee considered the legal costs in relation to the lease on the proposed foodbank building. As this is a joint venture incorporating the Henry Peters Trust, which is administered by the Town Council, it was felt that the legal costs should be split 50/50 with the trust. The CEO reported that the works being carried out inside the building would be carried out by Clarion and they are ready to commence. The Council agreed to push forward as soon as possible with the lease and licence to assign and that this could be signed and sealed outside of a council meeting.</p> <p><b>RESOLVED</b> to agree the legal costs of £2750 for the Lease and Licence to Assign for the foodbank building and to split the costs 50/50 with the Henry Peters Trust.</p> <p><b>RESOLVED</b> to sign and seal the lease and licence to assign for the foodbank building outside of a Council meeting if required to expediate the matter.</p>
1097	<p>8.</p> <p><u>To consider and agree changes to the social media policy.</u></p> <p>The committee considered the changes to the social media policy. The main changes are around personal use and some advise on how as Councillors and employees be more cautious about how social media is used and how that might represent the council.</p> <p>The following recommendations were put forward</p> <ul style="list-style-type: none"> <li>• when the council move forward with individual councillor email addresses, the guidance on appropriate use should be added to the social media policy.</li> <li>• training should be implemented for the staff and councillors to support the appropriate use of social media.</li> <li>• That the social media policy be issued to staff and councillors. Staff with a reply slip to acknowledge receiving and reading the policy.</li> </ul> <p><b>RESOLVED</b> to adopt the revised social media policy. The document will be reviewed when the councillor email addresses have been implemented. Social Media policy to be issued to councillors and staff. As with all staff documents a reply slip will be required to acknowledge that the policy has been received and read.</p>

## Snodland Town Council – Policy and Finance Minutes

29<sup>th</sup> August 2023

	The CEO advised that SLCC and KALC have in the past offered social media training , however there appears to be nothing lined up for the foreseeable future. The CEO will contact SLCC and KALC to see if anything can be organised for staff and councillors.
9.	<u>Correspondence</u>  None
	<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>
10.	<u>To receive an update on Brooklands Café and if available Sign and Seal the lease for the new tenant.</u>  The deed of surrender has been signed by the existing tenant and he has vacated the premises. The outstanding balance will be paid when the new tenant has signed his lease.  The Council agreed to push forward as soon as possible with the new lease and that this could be signed and sealed outside of a council meeting if necessary.
<b>1098</b>	<b>RESOLVED</b> to sign and seal the new lease for Brooklands Café outside of a Council meeting if required to expediate the matter.

There being no other business, the meeting closed at 20:02