

Snodland Town Council – Policy and Resources

16 July 2020

Committee Members present:	Cllrs Mrs D King (C), Mrs S Bell, P Hickmott, W Mallard and Mrs S Shaw
Council Members present:	Mrs K Sowten (CEO)
Members of the public:	None

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs J Butterfield (VC), Mrs K Mordecai-Woolf and Mrs N Misy.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest</p>
3.	<p><u>Minutes - To agree the minutes of the meeting held on 27 February 2020</u></p> <p>The minutes of the meeting held on 27 February 2020 were agreed as a correct 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 take representation, answer are advised that 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 Report to be given by a Councillor</u></p> <p>Full report relating to the audit is available on file.</p> <p>An audit trail was carried out by Councillr Mrs Shaw. She advised that she had checked the bank statements from March to July and although there were some complications relating to a set of payments, once further checks had been made they were all in order. Mrs Shaw went on to advise that she had been made aware by the CEO that the Bank had made a duplicate payment error. These payments have since been either repaid by the suppliers or credited to their accounts.</p> <p>Mrs Shaw also carried out an extensive audit relating to the health and safety measures that had been put in place during and after the Covid-19 Pandemic and commended the staff for their efforts and diligence in adapting to the changes. The Committee asked the CEO to convey this message onto the staff.</p>

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6.	<p><u>Financial Review</u></p> <p>Full reports relating to the financial review are available on file.</p> <p>The Committee received the report on the financial position and the forecast based on current information. Councillors felt that the financial impact of the Covid-19 pandemic would not have a dramatic effect on the budget or reserves.</p> <p>The CEO gave an update to the Committee on the financial options made available to the Tenants of the Council during the Covid-19 pandemic. She advised that tenant A and B had accepted a 3 month payment holiday, which had now ended. The repayments for this would commence in September and be split over a one year period. Tenant C declined the payment holiday and continued to pay their rent as per their agreement. Tenant D had not agreed and signed their licence agreement prior to the lockdown period.</p> <p>0607 RESOLVED that Tenant D would continue with their original payment method until the Licence was finalised, signed and agreed.</p>
7.	<p><u>To receive a report from KCC Internal Auditor for year end 2019/20</u></p> <p>A full report relating to the Internal Audit is available on file</p> <p>The Committee received a report on the internal audit conducted by KCC auditor. The outcome of the review highlighted two matters relating to the recording of income and payment card statement countersignatures and reconciliations. The CEO advised that new procedures had been put in place to rectify and streamline the processes.</p> <p>0608 RESOLVED to accept the findings of the KCC Auditor and accept the new procedures that had been put in place.</p>
8.	<p><u>Year End Write Off</u></p> <p>A Full report is available on file</p> <p>The CEO advised the Committee of an outstanding Debt that had not been paid to the Council. Despite numerous attempts to contact the Individual concerned, letters have been “returned to sender”.</p> <p>RECOMMENDED to write off outstanding balance of £234.00</p>

There being no other business, the meeting closed at 7.50pm.