

SNODLAND TOWN COUNCIL**POLICY AND RESOURCES COMMITTEE****28 MARCH 2019**

Committee Members present:	Cllrs Mrs B Brown ((Sp Advisor), P Hickmott, D Keeley, Mrs D King and J Minter
Council Members present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	One member of the public

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllrs M Sawkins (VC) and B Garlick.</p> <p>In the absence of Cllr M Sawkins, 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 21st February 2019</u></p> <p>Cllr Mrs B Brown reported that there was one recommendation at item 7 of the minutes of the meeting held on 21st February 2019 that the CEO would liaise with the Environmental Officer at TMBC to obtain an agreement to install an Air Conditioning Unit at the Council offices. This was resolved at the Full Council meeting on 14th March 2019.</p> <p>The CEO reported that since the meeting, it has transpired that the ACUs were too big to be fitted next to the lift and may now be fitted outside the CEOs office window. This is being investigated further.</p> <p>Item 8 – this would be discussed as a listed item on the Agenda.</p> <p>The minutes of the Policy and Resources Committee held on 21st February 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>There were no questions from the member of the public.</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>Cllr Mrs B Brown carried out an audit trail report at the council offices on 27th March 2019. The following items were reported to the Committee:</p>

	<p><u>VAT return</u></p> <p>The VAT return as at 31st December 2018 was checked against entries in the nominal ledger together with a variety suppliers invoices. The suppliers VAT calculations were also checked. Cheque stubs written for those items were countersigned and no discrepancies were found. Cheque stub no 17969 had not been initialled by the cheque signatory and Councillors should ensure that all paperwork is countersigned/initialled.</p> <p><u>Income Tax and National Insurance Return</u></p> <p>Handwritten BACS payments forms for October and November 2018 were check against actual payments made to HMRC and all were in order.</p> <p><u>Recent cheques</u></p> <p>Several cheques were checked against invoices and cheque stubs were signed. They had not been countersigned by the signatories as the actual cheques had not been signed at the time of the audit. It was noted that the opening and closing of Potyns Gates is now invoice to the Community Association rather than directly to the Gatekeeper and all parties are in agreement with this.</p> <p><u>Recent bank statement</u></p> <p>All recent bank statements were checked and countersigned, along with the supporting paperwork.</p> <p><u>Properties in Oxford Street (Right of Way)</u></p> <p>The CEO confirmed that the land at the rear of some of Oxford Street properties were invoiced and legally transferred to the property owners some time ago and Certificates of Ownership issued to them. The onus to inform the Land Registry of correct/new ownership is the residents' responsibility and not the Council's.</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. The CEO advised that a few more invoices were due to come in and accruals and prepayments to be made.</p> <p>The CEO explained that the new software package now allows the CEO to allocate ear marked (EMR) expenditure direct to the right area and will display that it has come out of the ear marked reserves (EMR) account, as carried out for the street lighting funds (£25,236). The CEO advised the Committee that she would provide a copy of all the earmarked reserves for their information at every meeting.</p> <p>The CEO went on to explain that in the event that the community centre is taken back by STC in the future a contingency fund had been set up. She explained that the balance was increasing annually and advised that the community centre car park needed lighting and CCTV and suggested that monies be taken out of the fund to finance it.</p>

	<p>The CEO was please to advise the she had received most of the street lighting invoices from KCC and informed the Committee that there would be a remaining surplus from the fund once the invoices had been completely paid. She advised that there were a few remaining telegraph poles that still needed to be replaced and the CEO had been trying to contact BT to request that they be removed.</p>
7.	<p><u>To consider and if agreed allocate funding to Y2 Crew Youth Scheme</u></p> <p>The CEO advised that she had received an e-mail from TMBC regarding the Y2 Crew Youth Scheme asking for STC to make another donation towards the scheme. She explained that 72 vulnerable young people from Tonbridge and Malling took part in the scheme, of which 16 were from Snodland and KCC Early Years and Preventative Scheme had now confirmed their intention to continue the scheme in 2019. She advised that £500 was donated for 2018/19.</p> <p>0479 RESOLVED – to donate £500 plus 2% in line with inflation.</p>
8.	<p><u>To receive an update on the Pavilion Café License</u></p> <p>The CEO advised the Committee that she had instructed a local estate agent to carry out the advertising for the letting of the Pavilion Café License. She advised that he carried out the revaluation on the premises and confirmed that the annual rent had increased. The current tenant has agreed to continue her business at the café until a new tenant has been contracted.</p> <p>The CEO advised that she would add this to every agenda so that the Committee are kept up to date with progress.</p>
9.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>

There being no other business, the meeting closed at 7.56pm.