

## Snodland Town Council – Policy and Finance Minutes

7 March 2024

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

1.	<u>Apologies for absence</u>  see above
2.	<u>Declaration of Interests</u>  None
3.	<u>Minutes - To agree the minutes of the meeting held on 30<sup>th</sup> January 2024</u>  The minutes of the meeting held on the 30 <sup>th</sup> January 2024 were agreed as a true record.
4.	<u>Questions from the Public</u> <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>  There were no members of the public present
5.	<u>Audit Trail to be given by a Councillor</u>  Cllr Miss Lawrence completed an audit trail which focused on bank statements. No issues were raised. A copy of the the report is on file.
6.	<u>Financial Review</u>  <u>6.1 Income and Expenditure Report</u> A copy of the financial review was sent out to members of the committee prior to the meeting, a copy is available on file. No queries were raised. <u>6.2 Expenditure under delegated authority</u> Costs for the repairs to the ornate gates at the Recreation Ground £800. <u>6.3 Aged Debtors</u> The Committee reviewed the aged debtors. The Committee were aware of one significant debt. The remaining balances were discussed and accepted. <u>6.4 Earmarked and Capital Reserve Balances</u> The Committee received a report on the balances relating to Earmarked and Capital Reserves. The CEO reported that the Repairs and Renewal budget

## Snodland Town Council – Policy and Finance Minutes

7 March 2024

1183	<p>was quite low and that any significant repairs would need to be considered from the General Reserves budget. A Cllr queried the Potyns 106 balance and whether that was the new 106 funding from TMBC. The CEO advised that it was not and she would continue to work with TMBC to claim the new funding.</p> <p>The CEO reported on the new lease for the Community Hub (foodbank building) and that the utilities had been transferred to the Council. The existing electricity supply is currently running on a standard high cost tariff. The CEO reported that she had managed to obtain a two year fixed contract with British Gas Lite, which based on the current standard tariff and the estimated units will save approximately £2200 per year.</p> <p><b>RESOLVED</b> To accept the 2 year fixed tariff with British gas lite for electricity for the community hub.</p> <p>The CEO reported that she had also just received the new internal audit fees for 2024/25. As previously reported, the CEO will obtain some comparison quoted from other companies.</p>
7.	<p><u>To consider quotations for repair, replacement, or new installation of CCTV &amp; Intruder Alarm Systems for various premises of Snodland Town Council</u></p> <p>The Committee considered the proposal for the installation and upgrade of CCTV and Intruder alarm systems for various locations around Snodland Town Council Premises. Three companies hve been approached to quote with only two returning quotations. A copy of the report is available on file with details of both quotes for each of the council's areas.</p> <p><b>RECOMMEND</b> to accept the quote from Blackhawk Security for quotations for repair, replacement, or new installation of CCTV &amp; Intruder Alarm Systems for various premises of Snodland Town Council at a total cost over all sites of £9697.24, plus a secondary quote for a intruder alarm system at the Devonshire Rooms at a cost of £1541.68. Also to seek further advise and upgrade to the CCTV system at the Devonshire Rooms. Costs to be covered from General Reserves.</p>
8.	<p><u>To approve the Procurement document for cemetery roadway repairs</u></p> <p>The committee considered the procurement document for the Cemetery roadway repairs.</p> <p><b>1184 RESOLVED</b> to accept the procurement document for cemetery roadway repairs and submit on the Governments "Find a Tender" website.</p>
9.	<p><u>To consider and if agreed recommend to full council the adoption of the Investment Strategy 2024-2025.</u></p> <p>The Committee considered and discussed the Investment Strategy for 2024-25, with some concerns raised that there was no mention in the strategy relating to not supporting unethical causes.</p> <p><b>1185 RESOLVED</b> to accept this Investment Strategy for 2024-25. An amendment will be made to add a clause relating to unethical causes, which will be resubmitted at a future meeting.</p>

## Snodland Town Council – Policy and Finance Minutes

7 March 2024

<p>10.</p> <p><b>1186</b></p> <p><b>1187</b></p> <p><b>1188</b></p>	<p><u>To consider options relating to the costs of staff recruitment.</u></p> <p>The Committee considered the various options for advertising the Senior Administration post. A full copy of the report is available on file.</p> <p><b>RESOLVED</b> to advertise the new Senior Administrator role on the Town Council Website and promote through LinkedIn and the KALC website. These elements have no cost associated with them.</p> <p><b>RESOLVED</b> to approve the initial recruitment method spend of £200 to advertise the new senior administrator role on the SLCC website for 2 weeks.</p> <p><b>RESOLVED</b> to allow the Staffing Committee authority to approve spend on recruitment agency services if the initial recruitment approach for the senior administrator role is unsuccessful.</p>
<p>11.</p>	<p><u>Correspondence</u></p> <p>None received</p>
	<p><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></p>
<p>12.</p>	<p><u>To receive an update on Brooklands Lake Café.</u></p> <p>The Committee received a report relating to Brooklands Lake Café and the recommendations in the report were discussed. Two were ratified and one will be put forward to Full Council for ratification.</p>

There being no other business, the meeting closed at 20:29