

POLICY AND RESOURCES COMMITTEE

26 JANUARY 2017

Committee Members present:	Cllrs Mrs B Brown (Vice Chairman), Mrs D King, B Garlick, P Hickmott, D Keeley and P Misy
Council Members present:	Cllrs Mrs D Crook, Mrs L Downes, Mrs K Mordecai-Woolf, A Keeley, J Minter, Mrs K Sowten (Chief Executive) and Miss Elinor Jones
Members of the public:	None present

1.	<u>Apologies</u> Cllrs D Purl (Chairman), M Sawkins
2.	<u>Declaration of Interests</u> None
3.	<u>To confirm as a correct record the minutes of the Policy and Resources meeting held on 23 November 2016</u> The minutes of the Policy and Resources Committee held on 23 November 2016 were agreed a correct record of the meeting.
4.	<u>Questions from the public</u> There were no members of the public present.
5.	<u>Audit Trail Report to be given by a Councillor</u> An audit trail had been carried out by Cllr Mrs B Brown on 25 January 2017 at the Council offices. She reported that she checked the petty cash and documents and confirmed they were all satisfactory. Bank print-outs and statements from October were also satisfactory and signed off. A cheque was paid to councillor and this was checked and signed. She checked the office notice boards and confirmed they were all up to date with current posters and information.
6.	<u>Financial Review</u> The Committee were given copies of the Income and Expenditure Report and the CEO explained the transactions. There were no further questions.
7.	<u>To ratify the proposal put forward in the 2017/18 budget to discontinue funding for Leybourne Lakes Country Park</u> The CEO reported that funding for Leybourne Lakes has been gradually reduced from £5,000 per annum to £3,000 per annum. Due to the cuts in funding from Tonbridge and Malling Borough Council, it was suggested that funding for Leybourne Lakes should be stopped. 0212 RESOLVED – that funding be withdrawn for Leybourne Lakes Country Park from 2017/18.
8.	<u>To consider and agree quotations received for new Waste Collection Contract</u> The CEO reported that the Waste Collection company currently being used by Snodland Town Council had increased their prices twice in a year and proposed that other companies should be looked at to remain cost effective. The CEO had sought prices from other companies and advised the Committee that three competitive quotes had been received: A) £14.85 per lift per bin; B) £14.25 per lift per bin C) £13.75 per lift per bin. 0213 RESOLVED – that quote C should be accepted.

9. 0214	<p><u>To consider a request for funding from the Medway Valley Partnership</u></p> <p>The CEO reported that a letter had been received from the Kent Community Rail Partnership requesting funding for continued support to help maintain and promote local stations</p> <p>RESOLVED – that £200.00 be given towards the Kent Community Rail Partnership.</p>
10. 0215	<p><u>To consider a request for funding for the 2017 Y2 Crew Scheme</u></p> <p>The CEO reported that correspondence had been received for funding for the Y2 Crew Scheme. This a scheme that is run specifically for vulnerable 11 to 18 year olds, providing support through the Summer holidays.</p> <p>It was also discussed that funding would also be needed for the Summer Play scheme which provides a diverse range of activities for children. The CEO reported that 12 young people from Snodland are benefiting from using the Scheme.</p> <p>RESOLVED – that Y2 Crew receive £125.00 for 2016 and that the Y2 Crew and the Playscheme receive £500.00 each for 2017.</p>
11. 0216	<p><u>To consider and if agreed, approve the Sage Employee Benefit Scheme</u></p> <p>The CEO requested the approval of the Committee for employees to join the Sage Employee Benefit Scheme. The scheme provides many benefits to employees including insurance, shopping, tax savings, leisure, health and wellbeing and an employee assistance service (offering support and advice). It was also agreed that this scheme would be an incentive for new employees joining STC.</p> <p>RESOLVED - that the Council join the Scheme.</p>
12. 0217	<p><u>To execute Deed of Variation and Transfer to Land relating to Land to the North Side of Paddlesworth Road (Cox's Barn)</u></p> <p>The CEO requested approval to execute the Deed of Variation.</p> <p>RESOLVED – the Deed of Variation and Transfer to Land relating to Land to the North Side of Paddlesworth Road (Cox's Barn) was signed and sealed.</p>
13. 0218	<p><u>To consider and agree renewal of photocopier contract</u></p> <p>The CEO informed the Committee that the office photocopier's 3-year contract was due to be renewed. She reported that the current supplier has offered a larger and faster photocopier for the same quarterly price. The CEO also explained that the price included all consumables such as toners and ink cartridges and they provided an excellent maintenance service. A further quote had been obtained but was much higher.</p> <p>RESOLVED – that the photocopier contract be renewed with the existing supplier</p>
14. 0219	<p><u>To approve recommendation from Amenities and Recreation Committee to include funding to participate in the KCC Volunteer Support Warden Scheme in 2017/18 budget</u></p> <p>The CEO reported that it was recommended at the Amenities and Recreation Committee meeting on 4 January 2017, to participate in the Volunteer Support Warden Scheme. The CEO confirmed that the cost had now been included in this year's budget. She informed the Committee that the Scheme is being funded mainly by KCC (£15,000 for the first year) and the cost to STC would be £1075 for the first year and £585 for the second year. The costs are for uniforms, training, equipment, security, advertising etc.</p> <p>RESOLVED – for funding to be included in the 2017/18 budget.</p>

15. 0220	<p><u>To consider and if agreed accept the quotation for replacement vehicle Contract</u></p> <p>The CEO explained to the Committee that the vehicle contract with Mitsubishi was due to expire in April 2017 and she requested the approval of the Committee to renew another 3 year contract with them. She explained that the price had only increased by £12.00 and that they were also the only company that had 2 door pick-ups. The renewal needs to be accepted by the end of January 2017.</p> <p>RESOLVED – to renew the contract with Mitsubishi for 3 years.</p>
16.	<p><u>To receive a report relating to the KCC 3 year pension Actuary valuation Appendix 1</u></p> <p>The CEO reported KCC review their pension contributions every 3 years – STC contributions have decreased to 20.1% from 20.8%. The CEO went on to explain that as an Employer that has fewer than five active members in the pension scheme, KCC have agreed with the Fund that they will show an indicative cessation position which represents the debt payable to the Fund should STC have left the Fund as at 31 March 2016. This may be as a result of the last active member leaving the Fund.</p> <p>The CEO reported that the Council should be mindful that should no future members of staff join the scheme; after the last active member of the scheme in employment leaves or retires, then a debt would be repayable to KCC (but this is a highly unlikely event).</p>
17. 0221	<p><u>To consider and if agreed, approve the Budget for 2017/18</u></p> <p>The Committee were provided with budget documentation for reference. The CEO circulated the draft budget for 2017/18. Based on the figures this would mean an increase of £5.79 for Band D households. The full report can be viewed on file.</p> <p>RESOLVED – to increase the precept from £256224 to £286535, making an increase of £5.79 for Band D households.</p> <p>Votes to agree budget: Agreed to budget - 5 Against - 0 Abstained - 1</p>
18. 0222	<p><u>To discuss matters relating to the Pavilion Café</u></p> <p>A discussion took place relating to matters raised by the licence holder of the Pavilion Café.</p> <p>RESOLVED – to change licence holder's name.</p>

There being no other business, the meeting closed at 8.05pm.