

Snodland Town Council – Policy and Finance Minutes

8th August 2024

Committee Members in attendance:	Cllr Mrs V Lawrence-Rose (C), S Loader Mrs S Bell, P Hickmott, Ms D King, A Bennison, D Lettington, G Miners
Non Committee Members in attendance:	Mrs D Crook,
Committee Members Absent with apologies:	Cllr W Mallard, Mrs V Barker
Committee Members Absent without apologies:	
Council Staff Present:	Mrs K Sowten (CEO) Mrs K Miners
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 4th July 2024</u> The minutes of the meeting held on the 4 th July 2024 were agreed as a true record.
4.	<u>Questions from the Public</u> <i>Pursuant to Standing Order 3 e & 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 Bennison completed audit for incomes and leases on Cemetery. Next person for Audit is Cllr Hickmott, but he conducted a Retrospective one, a few weeks ago. Cllr Lettington has offered to complete the next Audit.
6.	<u>Financial Review</u> <u>6.1 Income and Expenditure Report.</u> – No Issues raised a copy of the report is available on file.

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	<p>The Chairman re-iterated the need for Councillors to look at the documents prior to the meeting and bring up any comments or concerns.</p> <p><u>6.2 Expenditure under delegated authority</u></p> <p><u>Security measures at Willowside</u></p> <p>Cllr Lettington – declared an interest in this item</p> <p>There have been travellers' incursions in the area. All sights have additional security except Willowside.</p> <p>We have been looking at a gate and 15 bollards concrete at a cost of £2020.50. There is an urgency to get this completed as soon as possible. We will need 16 concrete bollards, so there will be an additional cost.</p> <p>There are 3 entry points. Gate we have on Holborough Road, when we renew the fence, we will be taking that gate out. The entrance in first cul de sac will be a gated entrance and 8 bollards, the second cul de sac area will be 8 bollards.</p> <p>It was noted that the council had discussed the need to obtain quotes for Holborough in the past. The CEO advised that this was a work in progress, however with the concerns that the Travelling community are very active at the moment this has become an urgent issue and requested that the one quote that had been obtained was sufficient on this occasion. Concerns were also raised regarding the gate on Holborough Road and it was requested that this be made secure in the interim whilst quotes for the replacement fence along the entire length of Holborough road was obtained.</p>
1272	<p>RESOLVED To accept the one quote received for the works at Willowside, on this occasion due to the urgency. To install a gate and 15 bollards at a cost of £2020.50 with an additional bollard required and the Wooden gate on Holborough Road to be made secure at an additional cost.</p>
	<p><u>Photocopier lease due for renewal.</u></p> <p>The CEO is currently working with two suppliers looking at costs for a new photocopier lease for a five-year lease with one contractor offering ECO friendly options.</p>
1273	<p>RESOLVED to allow the CEO to continue to negotiate the best option and complete the contract renewal under delegated authority for the photocopier lease.</p> <p><u>6.3 Aged Debtors – No Issues raised.</u> A copy of the report is available on file.</p>

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	<p><u>6.4 Earmarked Reserve and Capital Reserve Balances</u></p> <p>It was suggested that changes to the spending could be highlighted. The CEO advised that she could prepare a report that shows the previous balance and new balance since the previous meeting.</p>
7.	<p><u>To Consider and if agreed accept quotes for the maintenance work at the Cemetery Cottage</u></p> <p>A report was presented for works at the Cemetery Cottage. The Companies were invited to provide like for like quotes. Three quotes were received.</p> <p>Quote B is the cheapest. Quote C had the more detailed quote with regards to the repointing of the Chimney. Quote B needs clarification that the pointing of the Chimney is covered.</p> <p>Concerns were raised that the same company had put forward quotes for items 7, 8, 9 and 10 and were the cheapest on all quotes. The Company although local have not carried out work for the council before.</p> <p>The work at the Cemetery is urgent.</p> <p>RECOMMEND:</p> <ul style="list-style-type: none"> • Approach – quote B for Cemetery Cottage to clarify that they are carrying out re-pointing of the chimney • Bring back to full Council (13/08)
8.	<p><u>To consider quotes for the renewal of the downpipe at the Devonshire rooms rear of building</u></p> <p>A report was presented for works at the Devonshire Rooms. The Companies were invited to provide like for like quotes. Three quotes were received</p> <p>This work is urgent, needs to be completed before nursery are back from summer holidays.</p> <p>1274 RESOLVED to accept quote C – Nationcare Construction Ltd for the renewal if the downpipe at the rear of the Devonshire Rooms. This quote has specified filling holes in front where notice board is removed with wet pour.</p>

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9. 1275	<p><u>To consider quotes for works required at Brooklands Pavilion</u></p> <p>A report was presented for works at Brooklands Pavilion. The Companies were invited to provide like for like quotes. Three quotes were received.</p> <p>Quote B, looks better with bricked windows.</p> <p>RESOLVED to accept quote B from Forum Developments for the works at Brooklands Pavilion as they have quoted to brick up the windows which will look more aesthetically pleasing as opposed to block.</p>
10.	<p><u>To consider quotes for works required to the flat roof at Snodland Museum</u></p> <p>A report was presented for works at Snodland Museum. The Companies were invited to provide like for like quotes. Two quotes were received</p> <p>RECOMMEND</p> <ul style="list-style-type: none"> • Ask Company B, for comparison quote for 3 layer felt covering. • Ask both companies to quote for stainless steel flashing in place of led. • Bring back to Council (13/08)
11.	<p><u>If received, consider additional quotes for alarm system in the Devonshire Rooms. If not received give delegated authority to the CEO to accept the quote when received</u></p> <p>Official quotes have not yet been received, however a verbal report was considered.</p> <p>System installed at Devonshire Rooms is not big enough. Blackhawk would upgrade the panel at the Devonshire Rooms and take these parts to the Brooklands Lake to do that alarm.</p> <p>To upgrade at the Devonshire Rooms is £850 plus VAT.</p> <p>This includes upgrade panel to expand further in the future if we need to. Adding 2 more sensors, and keypad in the downstairs office, to ensure both offices are alarmed.</p> <p>£170 will come of the cost of Brooklands Alarm system together with £96 maintenance fee.</p> <p>A further cost has been provided if Pre-school would like their own keypad at £250 at their cost if they want one, to enable the pre-school to be alarmed as a separate area.</p> <p>The Committee were happy with cost, it is reasonable. The Pre-school should not be expected to pay as it's our building.</p>

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1276	<p>Once quotes received – happy to agree for us to cover costs for Pre-school keypad.</p> <p>RESOLVED Accept quotes for Alarm at Devonshire Rooms and Brooklands Lake under delegated powers once they have been received and costs clarified.</p>
12.	<p><u>If received, consider a quote for an Alarm System and reduced CCTV at Brooklands Lake. If not received give delegated authority to the CEO to accept the quote when received</u></p> <p>See above in item 11.</p>
1277	<p>13. <u>To give delegated authority for the CEO to change the card payment facility</u></p> <p>CEO is reviewing bank charges and carrying out an Audit as Worldpay are charging a lot of fees. Currently looking at NatWest, Unity, as based around our bank accounts. Will also look at Sum-up. We need to look at card reader and/or online option. Are Council in agreement to give delegated authority for the CEO to obtain the best option for card payment services and proceed with the best option available.</p> <p>RESOLVED to allow the CEO delegated authority to obtain best option for card payment services and proceed with the best option available.</p>
14.	<p><u>Correspondence</u></p> <p>None</p>
	<p>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.</p>
15.	<p><u>Staffing matters</u></p> <p>A Member of staff retired on 31 July after 46 years at the Council. A retire gift to be presented, the cost to be covered by the council.</p>

There being no other business, the meeting closed at 20:33

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