

## Snodland Town Council – Policy and Finance Minutes

4<sup>th</sup> July 2024

Committee Members in attendance:	Cllrs Mrs V Lawrence-Rose (C), Ms D King (VC), S Loader, P Hickmott, A Bennison, G Miners
Non-Committee Members in attendance:	
Committee Members Absent with apologies:	Cllrs W Mallard, Mrs S Bell, Mrs V Barker, D Lettington, Mrs Mordecai-Woolf
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 28<sup>th</sup> May 2024</u> The minutes of the meeting held on the 28 <sup>th</sup> May 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>  A copy of the audit reports was circulated to councillors prior to the meeting (copy on file)  Thank you to Cllr Bell for her audit and Cllr Hickmott for the retrospective one.  Cllr Bennison required for next audit.
6.	<u>Financial Review</u>  <u>6.1 Income and Expenditure Report</u> – No issues raised.

## Snodland Town Council – Policy and Finance Minutes

4<sup>th</sup> July 2024

	<p><u>6.2 Expenditure under delegated authority</u></p> <p>Vehicle Insurance Renewal – See Item 8 Street Lighting Electrical Renewal – See Item 9</p> <p>Holborough Park/Cricket</p> <p>There was a Bees nest within the ceiling of the pavilion, which was estimated at the size of 6x5 feet in size. There were concerns for safety and welfare to the public, and work has been authorised for the removal at £1836 including VAT. Chairman and Vice Chairman of Council were advised of expenditure.</p> <p>There is a lease in place with Tarmac and Holborough Park, which expires in 5 years.</p> <p>There was a verbal agreement that Holborough Cricket Club maintain the work to the building, but anything major this would fall upon us.</p> <p>The original verbal agreement was for Holborough Cricket Club to cut and maintain the grounds, but of late, which could be potentially due to the Groundsman who is in his 90's, we are cutting the ground fortnightly, and cutting the edges.</p> <p>We need to look at a lease agreement between Holborough Cricket Club and the Town Council.</p> <p><b>RECOMMEND</b> that a report is brought to council for further discussion.</p> <p><u>6.3 Aged Debtors</u></p> <p>One main debtor, the treasurer has retired, and there was a delay. All payments were made on Tuesday afternoon (2/7).</p> <p>One aged debtor is continuing to pay off back dated electricity, and payment received this month.</p> <p>One aged debtor had CCJ issued and have not heard anything back.</p> <p><u>6.4 Earmarked Reserve and Capital Reserve Balances</u> – nothing to note.</p>
7.	<p><u>To receive the Internal Audit report for 2023/24 from KCC Audit if received from KCC.</u></p> <p>Official internal report, no concerns identified.</p>

## Snodland Town Council – Policy and Finance Minutes

4<sup>th</sup> July 2024

8.	<p><u>To receive details of Vehicle Insurance Renewal</u></p> <p>Renewal Premium £1901.98  New insurance is for any driver over the age of 25.  Insurance is lower than last year.  Due to the timing of the renewal, this was carried out under delegated authority by the CEO</p>
9.	<p><u>To receive details of Street Lighting Electricity renewal</u></p> <p>Quotations for unmetered electricity supply is difficult to obtain.  Quotes requested from Matrix, Eon and SSE.  Matrix and Eon unable to provide quote.  SSE given a new variable rate which was accepted  This is for 1 year, and diaries for a month or two before next expiry date to try and obtain comparison quotes. The CEO re-iterated that quotes for unmetered supplies are difficult to obtain.</p>
10.	<p><u>Consider removal of notice board in front of the building</u></p> <p>Looked at renewing it, as it is looking tatty and better for magnetic board, but this is over £1000 to renew.  We have a notice board at the back of the building, in front of the office, and therefore felt an unnecessary expense for a second board at the front of the building.</p> <p>If the “Snodland Town Council” sign above the board goes on the building, no objection for board to be taken down.</p> <p><b>1259 RESOLVED</b> to remove the Notice board from the front of the Devonshire Rooms if the “Snodland Town Council” sign can be relocated above the main door and to secure the base of the flagpole once the notice board has been removed.</p>
11.	<p><u>Correspondence</u></p> <p>None</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>
12.	<p><u>To receive an update relating to Peridise Café</u></p> <p>Rendering quotes – coming in.</p>

## Snodland Town Council – Policy and Finance Minutes

4<sup>th</sup> July 2024

	<p>There were intruders around the perimeter of the café on 3 July 2024, and staff were notified, Concerns were raised about staff going to the property to check it. Any reports of intruders inside the premises should be reported to the police.</p> <p>The locks have been changed, and making sure who has the other keys. CCTV to go into the property. To consider a security camera in the carpark to look at the building, as a security measure.</p> <p>Are we happy for equipment to be cleared by Medway Valley Fisheries (MVF)? This will not be at a cost to us, and we will not receive anything in return.</p> <p><b>1260</b> <b>RESOLVED</b> to instruct MVF to clear all spoils from Brooklands Café. Mrs Miners to give the approval to MVF.</p> <p>Do we need a camera or alarm?</p> <p><b>1261</b> <b>RESOLVED</b> - Alarm is required for Brooklands Cafe and revised costs to be requested from Contractor. Also Look at getting 1 camera, and CCTV – revised costs to be requested from Contractor.</p> <p>Cllr Miners will liaise with Contractor regarding location of hard drives.</p>
--	--

There being no other business, the meeting closed at 20:14