

Snodland Town Council – Policy and Resources

30 June 2022

Committee Members in attendance:	Cllrs J Butterfield (C), Mrs S Bell, P Hickmott Ms D King, and Mrs S Shaw
Non Committee Members in attendance:	
Committee Members Absent with apologies:	Mrs N Misy, Mrs K Mordecai-Woolf, W Mallard
Committee Members Absent without apologies:	D Lettington
Council Staff Present:	Mrs K Sowten (CEO)
Members of the public:	None

1.	<p><u>Apologies for absence</u></p> <p>see above</p>
2.	<p><u>Declaration of Interests</u></p> <p>None</p>
3.	<p><u>Minutes - To agree the minutes of the meeting held on 19 May 2022</u></p> <p>The minutes of the meeting held on the 19 May 2022 were agreed as a true record.</p>
4.	<p><u>Questions from the Public</u></p> <p><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></p> <p>There were no members of the public present</p>
5.	<p><u>Audit Trail to be given by a Councillor</u></p> <p>Cllr Mrs King completed an audit trail which focused on Insurance. The insurance is due for renewal in November and one of the things that was checked was when the buildings were reviewed for insurance purposes. This was last completed in 2018 and the CEO advised that she had a meeting with the Surveyor and he was going to look into completing a new assessment and as well as taking into account current inflation, future inflation may also need to be accounted for. The Surveyor is going to speak to our Insurers.</p> <p>Cllr Mrs King also raised Aged Debtors. This now looks healthier and how it is expected to look.</p> <p>Cllr Mrs King also advised that she had discussed creating an audit check list so that any councillor can complete an audit by selecting any item on the list at random.</p> <p>The Chairman suggested using the KCC check list and modifying and adding to this list.</p>

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	<p>An additional audit trail was carried out by Councillor Mrs S Shaw and she advised that she had checked the bank reconciliations and advised that everything was in order.</p>
6.	<p><u>Financial Review</u></p> <p>A copy of the financial review was sent out to members of the committee prior to the meeting, a copy is available on file.</p> <p>No Comments were made by Councillors.</p> <p>The CEO advised that electricity direct debits had now been changed to variable direct debit and the amount taken based on monthly meter reads.</p> <p>A copy of the Aged Debtors report was sent out to members of the committee prior to the meeting, a copy is available on file with no major issues to report.</p>
7.	<p><u>To receive a copy of the Internal Audit Report from KCC</u></p> <p>The Committee reviewed the internal Audit report and noted the one issue identified regarding Playground safety and mitigating action.</p> <p>The report identified that the Council have a risk policy for play areas and open spaces and that play ground inspections are in place. However, the frequency of inspections is not documented. A play area/open spaces safety risk hasn't been documented and assessed within a specific risk assessment or risk register.</p> <p>The Committee accepted the finding.</p> <p>0922 RESOLVED to create a Play area and open spaces policy, risk assessment and risk register.</p> <p>Previous issues have been resolved, however the reserve balances need to be transferred to the CCLA and also a Cyber Security risk assessment needs to be completed.</p>
8.	<p><u>To consider a request from TMBC Y2Crew for the use of the 3G for one afternoon during the summer in place of their annual donation</u></p> <p>Correspondence had been received from TMBC Y2 Crew requesting the use of the 3g pitch for one day during the summer holidays, in place of their normal request for funding.</p> <p>0923 RESOLVED to allow the use of the 3g pitch by TMBC Y2 Crew, taking into account the use of the correct footwear for the 3g pitch.</p>

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9.	<p><u>To consider and if agreed accept the extended agreement for the refurbishment and additional Christmas Lights</u></p> <p>The committee considered the proposals for the extended agreement for the Christmas Lights.</p> <p>The Committee requested that more checks should be completed on the Lights once they are installed to ensure that they are all working throughout the festive season.</p> <p>RECOMMENDED to accept the costs of £13622.50 to included the refurbishment of the existing lights, the supply of icicles along the shop fronts, the new Boule Motifs (2No.) across the High Street , new icicles along the shop fronts between 2 and 4a. A new power supply from the Lamppost opposite number 15 to supply the parade of shops from Number 1 to Number 15. A new power supply from the Lampost next to number 3 Holborough Road to supply shops 3 and 3a Holborough Road. This will now mean that all power supplies are from the lampposts and none from the premises.</p>
10.	<p><u>Correspondence</u></p> <p><u>None</u></p>

There being no other business, the meeting closed at 20:05