

SNODLAND TOWN COUNCIL**POLICY AND RESOURCES COMMITTEE****21 AUGUST 2019**

Committee Members present:	Cllrs Mrs D King (C), P Hickmott (VC), Mrs S Shaw, J Butterfield, A Keeley and W Mallard
Council Members present:	Mrs K Sowten (CEO)
Members of the public:	None Present

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllr Mrs K Mordecai-Woolf, Mrs S Bell and Mrs N Misy.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>To confirm as a correct record of the minutes of the Policy and Resources meeting held on 4 July 2019</u></p> <p>The minutes of the 4 July 2019 were agreed as a correct record.</p>
	<p>Pursuant to Standing Order 68 of the Chairman of the Committee will invite Members of the public to express an interest should they wish to make representations, ask questions, or give evidence in respect of any item of business included in the agenda.</p>
4.	<p><u>Questions from the public (<i>Members of the public are advised if they may speak for up to three minutes</i>)</u></p> <p>None Present.</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>Cllr Shaw carried out an audit report on reconciled statements from April to August. All were found in order apart from – a) one statement which hadn't been signed by the CEO, although it had been reconciled and ticked b) one statement which didn't have a cross reference for split receipts. A Councillor asked a question regarding the split receipts which the CEO explained.</p>
6.	<p><u>Financial Review</u></p> <p>The CEO presented the financial review along with accompanying copies of the Income and Expenditure budget report and notes for the Committee.</p> <p>The CEO advised that to date the average spend should be approximately 42%, anything exceeding this amount was explained in the accompanying notes.</p> <p>The CEO advised that expenses shown on Allotment and Cemetery Cost Centres had come from either Earmarked or Capital Reserves and the amounts transferred were shown in the end column of the report.</p>

	<p>A Councillor asked if the Code description could be changed from “MUGA” to “3G”. The CEO advised that this would be looked into and see if it could be changed mid-year or if it had to wait until the end of the financial year.</p>
7.	<p><u>To authorise the upgrade from Autopay fax/phone service to Autopay online</u></p> <p>The CEO advised that the current system of using Fax Autopay was being upgraded to an online service with the fax service being discontinued from 30 September. The CEO explained the current use of the system and the costs and audit implications of the changes.</p> <p>0524 RESOLVED to change to online Autopay service and for the CEO to complete relevant paperwork on behalf of the Council.</p>
8.	<p><u>To consider mobile phone usage by CEO</u></p> <p>The CEO currently uses her personal mobile phone for Council business and it was felt that in order to maintain a work/life balance a contract for a business mobile would be secured.</p> <p>0525 RESOLVED to secure a contract for a business mobile phone for the CEO.</p>
9.	<p><u>To discuss creating a working group to look at a 3 year plan to improve the Councils facilities and services</u></p> <p>A discussion was held regarding the facilities and services currently held under outside contractors or completed by staff at the Town Council. It was felt that a three year plan should be introduced to look at facilities, buildings and services carried out by, or on behalf of the Council.</p> <p>RECOMMENDED to set up a sub-committee to work on the three year plan.</p>
10.	<p><u>Correspondence</u></p> <p>The Chairman advised that additional bank signatories needed to be added to our existing mandate and retired Councillors removed.</p> <p>0526 RESOLVED to add Cllr J Butterfield and W Mallard to the bank signatory Mandate.</p>

There being no other business, the meeting closed at 8.15pm