

**POLICY AND RESOURCES COMMITTEE****19 JULY 2016**

Committee Members present:	Cllrs D Purll (Chairman), Mrs B Brown (Vice Chairman) D Keeley, Miss A Moloney, Mrs D King, B Garlick, P Hickmott, M Sawkins and P Misy
Council Members present:	Cllrs A Keeley, Mrs S Bell, Mrs K Sowten (Chief Executive) and Miss Elinor Jones
Members of the public:	Mr Nathan Waller – Snodland Cricket Club

1.	<u>Apologies for absence</u>  There were no apologies.
2.	<u>Declaration of Interests</u>  Cllr P Hickmott - Item 8 Member of the Public - Item 8 They were advised that they would need to leave the meeting when this item was discussed.
3.	<u>To confirm as a correct record the minutes of the Policy and Resources meeting held on 6 June 2016</u>  The minutes of the Policy and Resources Committee held on 6 June 2016 were agreed a correct record of the meeting.
4.	<u>Questions from the public</u>  A member of Snodland Cricket Club attended the meeting and raised several requests regarding Snodland Cricket Club. It was agreed that a further meeting should be arranged to discuss these matters further.
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 19 July 2016. She reported that a copy of the new employee's driving licence was acceptable, that their passport needed to be viewed and the results of the DBS check were being awaited. Cllr Mrs Brown had viewed notes from the last Councillors audit and one cheque discussed in that audit was checked. As a result it was highlighted that all auditing Councillors ensure that they initial, where possible, all checked documents. The staff work sheets have been changed to a week on one page and this is working satisfactorily. It was noted that Mr Kinslow's worksheets had also been checked and it was noted that numerous tasks had been recorded. It was requested that the CEO convey the Councillors thanks to Mr Kinslow for all his hard work. It was reported that a member of staff had been off work due to sickness for 3 weeks and her duties were being covered by her co-worker. The fire alarm and defibrillator are being checked weekly. The fire extinguishers will be checked when due later in the year. The new kerbstone bases have been installed in the cemetery and the CEO will arrange a cemetery sub-committee meeting within the next 2-3 months.

6.	<p><u>Financial Review</u></p> <p>The CEO presented the financial review and advised Councillors of any variances. Various questions were asked, which the CEO was able to answer.</p>
7.	<p><u>To consider and agree which option relating to Speed Indicator Devices funded by County Councillor should be installed in Snodland – Appendix 1</u></p> <p>Following agreement for funding from the Kent County Councillor for the installation of speed signs along the Malling Road, we have the option of two types of speed indicators. The first is a static sign called the Vehicle Activated Signs (VAS) and the second is a portable device called Speed Indicator Device (SID). Both of the systems have positive benefit. Following discussions it was <b>RECOMMENDED</b> - to install the VAS (voted: for – 6, against – 4, abstention - 1).</p>
Cllr Hickmott and member of the public left the meeting	
8.          <b>0164</b>	<p><u>To consider and if agreed accept quotation for new hot water showers at the cricket pavilion</u></p> <p>Two quotes have been received to fit and supply new 300 litre direct unvented hot water storage cylinder and 3 new showers and all new pipework for the showers. Quote A was for £4150.00 and Quote B was for £4325.00. It was also agreed that a start and end date be requested and a timer be fitted to ensure cost efficiency.</p> <p><b>RESOLVED</b> – To accept quote A of £4150.00 with a request for a start and end date and a timer to be fitted.</p>
Cllr Hickmott and member of the public returned to the meeting	
9.          <b>0165</b>	<p><u>To consider matters relating to increase in costs of Grant of Right of Way – Appendix 2</u></p> <p>The matter of the increase in the cost in purchasing the Deed of Grant of Right of Way for residents at Oxford Street and Malling Road has been raised. Due to the Land Registry price index increase it was deemed appropriate to increase the cost to £2260.00. The CEO will also check that residents are not parking their vehicles on unpurchased land.</p> <p><b>RESOLVED</b> – to increase the cost to £2260.00 in line with the Land Registry Price Index Increase.</p>
10.          <b>0166</b>	<p><u>To receive information regarding the new Gas Contracts on the Devonshire Rooms and Museum – Appendix 3</u></p> <p>The CEO advised that she had received comparisons from an external agency for the gas contract which runs out in November. The current supplier, Scottish Power have always been very good value for money compared to other utility companies.</p> <p><b>RESOLVED</b> – Following discussions it was agreed that the CEO be given executive powers to consider the new gas contract when they are due for renewal in November and accept the best option taking into account best value.</p>

11.	<p><u>To receive a report and consider further the options relating to the “local charge” that is being considered as part of the changes to the funding arrangements by TMBC – Appendix 4</u></p> <p>The CEO explained that she had a meeting with officers at TMBC regarding the small pockets of land which TMBC currently maintain. They have suggested that STC may take back these areas. Apart from basic maintenance, it would also involve tree inspections and maintenance which would be a costly undertaking. <b>RECOMMENDED</b> – that the CEO should look into this further to investigate the breakdown of costs and its financial implications to STC.</p>
12.       <b>0167</b>	<p><u>To authorise expenditure relating to the purchase of bollards at the car park at Snodland Town Council</u></p> <p>A discussion took place regarding the possibility of erecting drop-down and fixed bollards under the trees in Delemere Road and the car park to prevent unauthorised parking and blocking emergency access to the road and the car park. The cost of this work would be approximately £500.00.</p> <p><b>RESOLVED</b> – that this work should be completed.</p>
13.	<p><u>To receive and update on the Rateable Value of the Cricket Pavilion</u></p> <p>The CEO confirmed that following the re-assessment of the Cricket Pavilion/Café by the Valuation Office, the rateable value of the cricket pavilion remains the same as previously rated.</p>
14.       <b>0168</b>	<p><u>Correspondence</u></p> <p>The CEO reported that she had been sent a copy of a letter from TMBC regarding the Chamber of Commerce grant of £7,500.00 which had previously been earmarked for wi-fi in the High Street. An urgent response needs to be made by the Chamber of Commerce or the funding will be relinquished. It was discussed that this funding would be better placed towards some new Christmas lights for the town.</p> <p><b>RESOLVED</b> – CEO to write on behalf of the Council suggesting that if a final decision has not been reached by the Chamber of Commerce by 30 July 2016 regarding the town funding, that it may be re-allocated to upgrade the Christmas lights.</p>

	<p><b>THE COMMITTEE HAS AGREED</b></p> <p>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.  <b>0169</b>	<p><u>To consider matters relating to Brookland Lake Café</u></p> <p>The CEO reported that a letter had been received from Hicks advising that satisfactory references had been received for a prospective new tenant for Brooklands Lake Café. Solicitors have been instructed to draw up a new lease, the cost would either be an hourly rate or fixed cost. Following discussions it was <b>RESOLVED</b> –that the prospective new tenant be granted a 3 year lease for Brookland Café and that Solicitors fees would be accepted at a fixed cost.</p>
16.  <b>0170</b>	<p><u>To consider and discuss response from owners of Cox’s Barn relating to the purchase of Land and New Potyns – Appendix 5</u></p> <p>A discussion took place relating to the counter offer for the parcel of land at New Potyns by the Owners of Cox’s Barn <b>RESOLVED</b> - The original asking price to remain.</p>
17.	<p><u>To consider the renewal terms on the market lease from TMBC and the proposals for the renewal of lease to the existing tenant</u></p> <p>The CEO reported that TMBC had agreed to renew the lease of the car park. The new terms would show an increase, however all other terms would remain the same. Following discussions it was <b>RECOMMENDED</b> that the CEO write to TMBC to try and negotiate and ask for justification for the increase and report back at the next available meeting.</p>
	<p>There being no other business the meeting ended at 9.10pm</p>