

Snodland Town Council – Policy and Resources

22 October 2020

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| Committee Members present: | Cllrs Mrs D King (Chairman), Mrs S Bell, P Hickmott and A Keeley, J Butterfield, W Mallard, Mrs S Shaw and Miss L West |
| Council Members present: | Mrs K Sowten (CEO) |
| Members of the public: | None |

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| 1. | <p><u>Apologies for absence</u></p> <p>No apologies were received.</p> |
| 2. | <p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p> |
| 3. | <p><u>Minutes - To agree the minutes of the meeting held on 27th August 2020</u></p> <p>The minutes of the meeting held on 27th August 2020 were agreed as a correct 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 take representation, answer are advised that 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 Report to be given by a Councillor</u></p> <p>Full report relating to the audit is available on file.</p> <p>An audit trail was carried out by Councillor Mrs S Shaw.</p> <p>The CEO advised that with regard to the Remembrance service on 8th November 2020, Cllr Mrs S Shaw had volunteered to marshal members of the public to ensure that they maintain social distance and can be directed to a safe position to stand for the service. The CEO advised that she would also ask Mrs Comber to assist with Marshalling</p> |
| 6. | <p><u>Financial Review</u></p> <p>Full reports relating to the financial review are available on file.</p> <p>The Committee received the report on the financial position with an update on the forecast based on current information.</p> <p>Several questions were asked which the CEO was able to answer. these were in relation to -</p> |

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| <p>0648</p> | <ul style="list-style-type: none"> • expenditure for Street Lighting, which the CEO explained that the expenditure was for the new lighting on the 3g pitch and this had been allocated from EMR. The new way in which EMR is shown on the accounts system is a little unclear and therefore an additional column will be introduced on the report, together with a separate report showing the balances on EMR accounts <p>RESOLVED The CEO will add an additional column to her report to show EMR expenditure and produced a separate report with EMR balances</p> <ul style="list-style-type: none"> • The CEO also advised that the Street lighting maintenance contract has also been reduced due to the introduction of LED lights; • What is repair of equipment for- this is for repairs to equipment held by the council, this is mainly tools and machinery; • Pensions and tax and national insurance shows as a low percentage spent due to having to allow for all staff to have the opportunity to be part of the pension even if they have decided to opt out. A contingency is there if they decide to join during the year. Tax and national insurance will have a fluctuation due to having to estimate the amount for overtime. <p>The CEO advised the committee that the solicitors had been back in touch with regard to another request for the medical centre to be re-assigned. This was due to a inter group transfer. All legal costs would be covered by the medical practice. The CEO advised that this would be signed at the next full council meeting. The Chairman asked that the CEO ensure that before signing the lease that they were identical.</p> <p>RECOMMEND – to re-assign the lease for the Medical Centre and for the lease to be signed and sealed at the next full council meeting;</p> <p>The CEO advised that the Council’s insurance was due for renewal and could be approved at the next Full Council meeting but the motor insurance for the Council vehicle and the tractor were due before the full council meeting. She advised that the quotations received for the truck and the tractor were £1875.28 from £1925.39 and £362.08 from £374.29 respectively. It was</p> <p>0649</p> <p>RESOLVED - to accept the quotations with E C Parker for the Council vehicle and the tractor.</p> <p>RECOMMEND - The main insurance policy will be put forward at the next Full Council.</p> |
| <p>7.</p> | <p><u>To consider recommendations for expenditure for the budget for 2021</u></p> <p>The CEO asked the Committee if they had any views or comments to make on the budget. TMBC have indicated that the base figure should remain the same and wouldn’t be affected by any benefit changes and suggested that we use the current base figures. Must be prudent and try and make savings. Possible saving could be made by not having a contingency for 2 members of staff who are not in the pension.</p> <p>One member of staff reduced the number of days a week by one at the beginning of the financial year and the CEO has noticed the impact of the work</p> |

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| | <p>levels due to the reduction. Employment of another staff member would be required and this would also be beneficial for succession planning.</p> <p>The taking over of the public conveniences would also have a significant impact on the budget as the exemption from business rates has not yet been passed by central Government. TMBC will pay £9000 to cover any legal fees and transition to the Town Council. Several suggestions were also made regarding charging for the use and also the maintenance and locking. The Committee were also not happy that TMBC want to include a covenant in the agreement that the public conveniences only be used for that purpose, which may cause problems to STC in the future as this was not how the proposal had originally been put across. The CEO will make further enquiries with TMBC regarding the current cost of business rates and the covenant and will also speak to neighbouring parishes who are also taking over their public conveniences.</p> <p>RECOMMEND to report back on public conveniences at Full Council</p> |
| 8. | <p><u>To approve expenditure from Section 137 for the purchase of a Poppy Wreath</u></p> <p>0650 RESOLVED expenditure of £50.00 from Section 137 for the purchase of a poppy wreath</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> |
| 9. | <p><u>To consider new terms relating to the renewal of Licence for Brooklands Fishing Lake</u></p> <p>The committee discussed the renewal of the licence at Brooklands Lake fisheries and the current market rent value.</p> <p>0651 RESOLVED to obtain a market rent valuation from a surveyor before we enter into negotiations</p> |

There being no other business, the meeting closed at 20:30