

SNODLAND TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

22 NOVEMBER 2017

Committee Members present:	Cllrs D Purll (C), Mrs B Brown (VC), B Garlick, P Misy, M Sawkins and J Minter
Council Members present:	Mrs K Sowten (Chief Executive) and Miss Elinor Jones
Members of the public:	None present

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllrs Mrs D King and D Keeley.</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 the minutes of the Policy and Resources meeting held on 31 August 2017</u></p> <p>The minutes of the Policy and Resources Committee held on 31 August 2017 were agreed a correct record of the meeting.</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 that they may speak for up to three minutes</i>)</u></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>The audit trail was carried out by Cllr Mrs B Brown on 22 November 2017 at the Council offices and the following items were checked. A full report can be viewed on file.</p> <p><u>Employees worksheets</u></p> <p>Employees' worksheets were checked and found to be up-to-date. Time sheets for one employee are not being submitted on time, this was highlighted and the employee has been advised to submit time sheets promptly.</p> <p><u>Council minutes</u></p> <p>Council minutes were all filed with the exception of minutes that needed to be authorised at the next Council meeting.</p> <p><u>Cheques</u></p> <p>One computer error was detected and due to this, it was requested that all cheque signatories ensure, where multiple invoices were being paid together, that the cheque and remittance advice correspond with the actual invoices before counter signing.</p>

	<p><u>Data Protection</u></p> <p>Councillors are reminded to ensure that they comply with the law in relation to Data protection, including the new laws on GDPR which come into effect next year. The CEO will be attending a KALC workshop in December and will report back at a future meeting.</p>
6.	<p><u>Financial Review</u></p> <p>This was discussed as part of the draft budget item 7.</p>
7.	<p><u>To consider draft proposals for 2018/19 Budget</u></p> <p>The CEO presented the first draft proposals for 2018/19 Budget. A copy of the draft budget and accompanying notes are available on file.</p> <p>The Committee asked questions relating to Council expenditure which the CEO was able to answer.</p> <p>The CEO advised the Committee that advertising costs had been removed due to the fact that this facility was not used as regularly now due to the added use of the Website and Social Media .</p> <p>The CEO confirmed to the Committee that the new play equipment to be installed at the Recreation Ground and Nevil Park; and the new lift for the Moyeuivre-Grande were all budgeted to come out of Earmarked Reserves. With regards to the LED street lighting, £50,000 would come out of General Reserves as resolved at a previous council meeting.</p> <p>A Councillor raised the matter of maintenance for the Clocktower and how this would be funded? The CEO advised that £2000 per year is currently paid into the Clocktower investment fund to allow the interest paid on this investment to cover the annual maintenance charges. Any future maintenance on the clocktower would need to be allocated from the General Reserves.</p> <p>It was also reported that the Cemetery Lodge's ground floor ceiling was in need of repair. This would be covered within Earmarked Reserves Repairs and Renewal budget.</p> <p>Finally, it was agreed that with only 30 remaining grave spaces left that the Cemetery should be extended to accommodate more grave spaces and the pathway around the North perimeter of the cemetery is also in need of resurfacing due to its very poor condition.</p> <p>It was felt that the existing charges for the Cemetery should remain the same as this is in line with other local Burial Grounds.</p> <p>0327 RESOLVED – to arrange a Cemetery meeting with the Cemetery Committee and the Local Funeral Director to discuss future plans for the Cemetery.</p> <p>The CEO reported that the with prudent financial planning and cost savings it would be likely that the precept would not be increased this year, however until the tax base has been received from TMBC this could not be confirmed.</p>
8.	<p><u>Correspondence</u></p> <p>The CEO advised the Committee that she had received an e-mail from Kent Community Rail Partnership (KCRP) requesting their £100.00 yearly donation.</p> <p>0328 RESOLVED – to donate £100.00 to KCRP</p>

There being no other business the meeting closed at 8.22pm