

SNODLAND TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

11 JANUARY 2018

Committee Members present:	Cllrs D Purll (C), B Garlick, P Hickmott, D Keeley, Mrs D King and P Misy
Council Members present:	Cllrs Mrs S Bell, A Keeley, Mrs D Crook, Mrs K Mordecai-Woolf, Mrs K Sowten (Chief Executive) and Miss Elinor Jones
Members of the public:	Members of the public were present

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllrs M Sawkins and J Minter.</p>
2.	<p><u>Declaration of Interests</u></p> <p>Cllr P Misy and Mrs K Sowten declared an interest with item 8 and 9.</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>
3.	<p><u>To confirm as a correct record of the minutes of the Policy and Resources meeting held on 22 November 2017</u></p> <p>The minutes of the Policy and Resources Committee held on 22 November 2017 were agreed a correct record of the meeting.</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>There were no questions from the members of the public.</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>Cllr Mrs D King carried out the audit trail at the office on 11 January 2018. She checked the following items:</p> <ul style="list-style-type: none"> • Insurance certificates that were displayed were checked to ensure they were up-to-date and she confirmed that they were; • The petty cash tin balance was checked and she confirmed that this was all in order.
6.	<p><u>Financial Review</u></p> <p>The CEO requested that this item be discussed as part of the Budget.</p>
7.	<p><u>To consider renewal of Open Spaces Society Subscription – Appendix 1</u></p> <p>The CEO explained to the Committee that the Council have been paying a historic annual subscription of £45.00 to the Open Spaces Society and asked the Committee if they should continue with this? The CEO advised that they provide an advice service with regard to open space issues/footpaths.</p>

0335	RESOLVED – it was agreed that the Council should continue with the annual subscription to the Open Spaces Society.
8.	<p><u>To consider and if agreed accept quotation for Ground work for the new lift</u></p> <p>The CEO explained to the Committee what work would need to be carried out for the installation of the lift at the Council offices. She explained that in preparation for the lift to be installed, a deep hole needed to be dug and then levelled with a concrete base and also the railings would need to be removed. The Chairman then asked Cllr P Misy and Mrs K Sowten to leave the meeting while Items 8 and 9 were discussed further.</p> <p>Company Quote A - £4,260.00 plus VAT</p> <p>Company Quote B - £3,876.00 plus VAT</p> <p>The Chairman confirmed that the 2 quotes were for the same work to be carried out and also advised that on one of the quotes there was an exclusion regarding water and electricity costs for the construction works.</p> <p>RECOMMENDED – it was agreed that due to the high quality of the office refurbishment carried out last year that Company A should be appointed to carry out the work.</p>
9.	<p><u>To consider and if agreed accept quotation for replacement security shutter to facilitate new lift</u></p> <p>The work would involve removing the wooden doors at the top of the external staircase and install an electronic shutter in its place.</p> <p>Company Quote A – £1,127.00 plus VAT</p> <p>Company Quote B - £1,430.00 plus VAT</p> <p>Company Quote C - £1,620.00 plus VAT</p> <p>The Chairman confirmed that all 3 quotes were for the same work to be carried out.</p>
0336	RESOLVED – it was unanimously agreed that Company A should be appointed to carry out the work as they were a local company and they specialised in supplying electronic doors/shutters. There would be an additional cost for the electricity supply.
10.	<p><u>To consider and if agreed, approve the Budget for 2018/19 – Appendix 2</u></p> <p>Copies of the Budget 2018/19 were distributed to the Committee.</p> <p>The CEO advised that since the last Policy and Resources meeting she had received the tax base from TMBC. At a previous meeting, it was agreed to authorise money from the General Reserves account towards the street lighting. She advised that she had allowed for increased insurance premiums, cyber-attack insurance and increased purchases for the replacement of equipment which had been stolen at the cemetery. These changes have led to an increase in the precept, however, due to the increase in the tax base from TMBC this had</p>

	<p>cancelled out any increase. The CEO confirmed that there would be no increase in the precept this year.</p> <p>As part of the financial report, the CEO advised that the electricity contracts were due for renewal. She advised that on comparing tariffs to other companies, EDF were the most competitive and the CEO seeks Council approval to remain with them for another 2 years.</p> <p>0337 RESOLVED – to remain with EDF as the most competitive Electricity supplier for the next two years</p> <p>Charges for amenities have been increased in line with CPI. These include the cricket club, chess club, Devonshire Rooms hire, pre-school, football club, council offices and the MUGA/floodlights</p> <p>0338 RESOLVED – to increase charges for amenities in line with CPI.</p> <p>As discussed at the previous Policy & Resources meeting on 22 November 2017, it was felt that the existing Cemetery charges should remain the same as this is in line with other local Burial Grounds.</p> <p>0339 RESOLVED – Cemetery Charges to remain the same for April 2018.</p> <p>The CEO reported on Local Government finance settlement agreement. It has been confirmed that the Government intends to defer the setting of referendum principles for parish and town councils for 3 years (copy of this document can be seen on file)</p> <p>The CEO advised the Committee of the need for Cyber-attack insurance. She advised that there are a number of different options: Executive liability insurance – which would cover against legal costs in the event of adverse publicity. Cyber and data risk insurance costs can range from £147.60 up to £450.00 depending on the limit of cover that is required.</p> <p>RECOMMENDED – to make further enquiries with the auditor at KCC with regard to GDPR and report back at the next Policy meeting and advise what level of cover he recommends.</p> <p>The CEO advised that she has opened a new savings account with the Nationwide and needed agreement from the Committee to open another account with Barclays Bank,</p> <p>0340 RESOLVED –to open an account with Barclays Bank.</p> <p>Cllr P Hickmott asked the CEO to confirm what was earmarked to be spent from the capital reserves account for 2018/19. The CEO explained each expenditure item. Cllr Hickmott queried if there would be funding available for a 3G pitch at the MUGA? She confirmed that she would have a clearer indication of available funds at the end of the year when all the items had been paid.</p> <p>RECOMMENDED – to agree the Budget for 2018/19.</p>
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There being no other business the meeting closed at 8.13pm.