

POLICY AND RESOURCES COMMITTEE

23 NOVEMBER 2016

Committee Members present:	Cllrs D Purll (Chairman), Mrs B Brown (Vice Chairman) Mrs D King, B Garlick and P Hickmott.
Council Members present:	Cllr A Keeley, Mrs K Sowten (Chief Executive) and Miss Elinor Jones
Members of the public:	None present

1.	<p><u>Apologies</u></p> <p>Cllrs Mrs B Keeley, P Misy and M Sawkins.</p>
2.	<p><u>Declaration of Interests</u></p> <p>None</p>
3.	<p><u>To confirm as a correct record the minutes of the Policy and Resources meeting held on 13 October 2016</u></p> <p>The minutes of the Policy and Resources Committee held on 13 October 2016 were agreed a correct record of the meeting.</p>
4.	<p><u>Questions from the public</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>An audit was carried out on the previous audit carried out by a Councillor. It was reported that there was one anomaly where documentation had not been countersigned. The staff timesheets were all satisfactory.</p> <p>a) It was also reported that the KCC Auditor has asked for an independent review of the bank reconciliations as part of the Councillor Audit procedures. It would not be viable for a Councillor to come into the office whenever a reconciliation was completed. The current financial package provides no provision to print details of reconciled transactions, which would make checking of the reconciliation easier for a Councillor to understand. CEO would speak to the software provider to check if there was a provision for this.</p> <p>b) The KCC Auditor has also reported that the petty cash book needed to be signed by the CEO which she has already put in place.</p>
6.	<p><u>Financial Review</u></p> <p>The CEO distributed the income and expenditure sheet for the Councillors perusal. Various questions were asked which the CEO answered. The CEO reported that a By-Election had been called to fill the vacant seat and the cost for this would approximately be around £8,000. £1,500 - £2,000 of this would be associated with the cost of producing and distributing polling cards. These are necessary to make residents aware of the By- Election and to give equal opportunity to all the candidates. Following discussion it was RECOMMENDED that polling cards are to be distributed.</p>

7.	<p><u>To consider and if agreed accept the quotation for replacement heaters in the Pavilion Café</u></p> <p>The CEO reported that a quote had been received to remove the three night storage heaters at the Pavilion Café and supply and install three Convector Panel Heaters with timers. Another two quotes were being awaited. RESOLVED to allow CEO to accept the most competitive quotation once the remaining quotes had been received</p>
8.	<p><u>To consider and if agreed accept the quotation for the removal of the trees in the cricket meadow which Site Staff were unable to complete</u></p> <p>The CEO reported that a quote had been received to carry out the removal of the trees in the cricket meadow. Only one quote has been received. Other companies unwilling to quote as they are unable to compete with our existing tree Surgeon who is very reasonably priced.</p> <p>a) A member of the site staff removed the mulberry tree which was located outside the Pavilion Café, which the tree surgeon reported was in poor condition and was splitting at the base. A letter had been received from a local resident explaining that this tree was originally planted to replace the mulberry tree which was destroyed in the hurricane of 1987 and requested that the tree would be replaced with another due to its historical significance to Snodland. RECOMMENDED – that a new mulberry tree be planted in its place.</p> <p>b) A Sycamore tree which has four stools growing from the one tree is growing between the boundary fence of South East Water and needs to be removed in order to protect the fence from getting damaged.</p> <p>c) One Oak tree growing beside the boundary fence of South East Water need to raise lower crown 3 metres above the fence and sever the Ivy. RESOLVED to accept quote of £550 to complete the works required.</p>
9.	<p><u>To receive a report on outcomes of KCC Internal Audit</u></p> <p>Three recommendations were made by the Internal Auditor:</p> <p>a) To introduce an independent review of the bank reconciliations by a member of the Council;</p> <p>b) Petty cash book to be signed by the CEO;</p> <p>c) Consider reviewing reserves are invested to ensure funds are adequately protected.</p> <p>Point a) & b) reported via Audit Trial report above at Item 5. Point c) considered as Item 10 below.</p>
10.	<p><u>To review banking arrangements for reserve funds</u></p> <p>The CEO recommended to the Committee that the Council's reserves are invested in separate accounts to ensure funds are adequately protected. RECOMMENDED – that the CEO liaise with TMBC to enquire what procedures are in place for their banking arrangements.</p>
11.	<p><u>To discuss details relating to New Trustees for the Council run Charities</u></p> <p>The CEO requested that new Trustees were needed for the Charities Funds in order that signatories be obtained. The CEO reported that she would report quarterly to the Policy and Resources Committee with regular updates on details of the investments. RECOMMENDED – To put forward to Full Council for New Trustee to be appointed.</p>

There being no other business, the meeting closed at 8.31pm