

SNODLAND TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

5 JULY 2018

Committee Members present:	Cllrs D Purll (C), M Sawkins (VC), Mrs B Brown (Special Advisor), B Garlick, P Hickmott, D Keeley and J Minter
Other Councillors present:	Cllr A Keeley
Council Members present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	One member of the public present

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllr Mrs D King.</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 of the minutes of the Policy and Resources meeting held on 24 May 2018</u></p> <p>The minutes of the Policy and Resources Committee held on 24 May 2018 were agreed as a correct record.</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 if they may speak for up to three minutes</i>)</u></p> <p>There were no questions from the member of the public.</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>An audit had been carried out at the office on 4th July 2018 by Cllr Mrs B Brown. She gave a full report on:</p> <ul style="list-style-type: none"> • Health and safety procedures were in place for the Snodland Carnival event on Saturday 7th July 2018; • Employees Liability Insurance was valid; • Issues concerning the company pick-up truck; • Health and Safety procedures in place for the clock tower; • CEO's annual appraisal; • Paperwork for cheques made payable to staff or councillors. <p>A full report of the audit can be seen on file.</p>

6.	<p><u>Financial Review</u></p> <p>The CEO presented the financial review along with accompanying copies of the Income and Expenditure report.</p> <p>Several questions were raised. The CEO highlighted items that were over 25% of the budget overspend:</p> <ul style="list-style-type: none"> • Allotment Water Rates due to a water leak; and • Maintenance to replace the water pipework. <p>The CEO also advised that a bill had not been produced for the Cemetery Water since October 2017 and that she had chased this up.</p> <p>The CEO advised the Committee that she had now received quotes for a debit/credit card machine and would put this on the Full Council Agenda to be discussed.</p>
7.	<p><u>To receive the KCC Internal Audit Report</u></p> <p>The Committee were given a copy of the Internal Audit Report. The CEO advised that she had arranged a meeting with Barclays with regard to the additional bank accounts. The CEO raised the matter regarding the building development plan and that this should be looked at in the near future. She also advised that the cyber insurance would be considered when the insurance renewal was due in November. The Chairman thanked the office staff for their due diligence with regards to the Accounting Procedures.</p>
8.	<p><u>To advise conclusion and recommendations relating to the tender process and appointment of Contractor for the installation of the 3G pitch at the MUGA</u></p> <p>Each Committee member was given a copy of the minutes of the special meeting to discuss the 3G tender report analysis which was held on 27 June 2018 (copy of file).</p> <p>The CEO advised that the Project Management Company who were employed to carry out a commercial assessment of each tender gave a full report on their findings and recommendations.</p> <p>At the meeting, several queries were raised concerning:</p> <ul style="list-style-type: none"> • Length of warranty; • Insurance; • Additional costs; • Grass samples were requested; • SSL to negotiate any reductions in additional costs. <p>The CEO passed the 2 grass samples (50mm and 60mm) around for Councillors to look at. The Project Management company recommended that the thicker grass would offer additional wear and a longer warranty of 8 years as opposed to 5 years for the lower grade.</p> <p>RESOLVED – to appoint the recommended contractor and to use the higher grade grass.</p>

9.	<p><u>To consider further quotations received for the installation of Air Conditioning in the MG Suite</u></p> <p>The CEO advised that she had sought 2 extra quotes for the air conditioning to be installed in the MG suite and was advised that each contractor provide units which provide heat and cool air but in order to reduce costs, radiators would not need to be purchased.</p> <p>Quote A - £7,346 Quote B - £10,933 Quote C - £8,140 Electrical work (for each contractor) will be an additional cost.</p> <p>The CEO advised the Committee that she would endeavour to appoint a contractor to carry out the work in conjunction with the refurbishment work but this may be difficult as planning permission would need to be sought from Tonbridge and Malling Borough Council. The CEO advised that she would e-mail the planning department as soon as possible.</p> <p>RESOLVED - to appoint Quote A to carry out the work and also to advise TMBC of the imminent refurbishment work so that planning permission could be passed as soon as possible.</p>
10.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>

There being no other business, the meeting closed at 8.03pm.