

SNODLAND TOWN COUNCIL**POLICY AND RESOURCES COMMITTEE****30 AUGUST 2018**

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

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllrs Mrs B Brown, Mrs D King, J Minter and Mrs K Mordecai-Woolf.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There was one declaration of interest from Cllr P Hickmott with regard to cheque number 017892.</p>
3.	<p><u>To confirm as a correct record of the minutes of the Policy and Resources meeting held on 5 July 2018</u></p> <p>The minutes of the Policy and Resources Committee held on 5 July 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>Cllr D Keeley carried out an audit trail report at the council offices on 30 August 2018:</p> <p>Cllr D Keeley checked that all paperwork in relation to The Construction (Design and Management) Regulations 2015 was in order for the refurbishment work currently being carried out at the council offices and confirmed that the Construction Phase Plan and insurance documentation received from the Contractor was up to date and all in order.</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 which the CEO answered:</p>

	<ul style="list-style-type: none"> • Water rates – the CEO advised the Committee that the original bill for the recent water leak at Sloughfields allotment of £4,259 was completely refunded by South East Water. The Committee commended the CEO for this; • Cemetery Kerbstones (VAT) – the CEO explained that Kerbstones is the only item in which VAT is added for cemetery charges. She also reported that the income for kerbstones had increased during this financial year and advised the Committee that more kerbstones would need to be purchased (following a Cemetery Advisory Committee meeting) as most of the kerbstones purchased in 2017 had been sold; • MUGA – the CEO advised that this was an earmarked capital reserve which would be looked at as in-year adjustment.
7.	<p><u>Assignment of lease – Medical Centre, Malling Road</u></p> <p>The CEO advised that this item was initially discussed at the last Full Council meeting and was asked to seek an explanation of the rationale behind the transaction before a decision could be made.</p> <p>The CEO advised the Committee that a parent company owns the current tenant Company as well as a number of other primary care centre holding companies across the UK. The current Tenant Company are now undertaking a corporate restructuring exercise, consolidating all the medical centre properties so that they are all held by the sole parent company – in effect, consolidating into one company.</p> <p>Before a final decision could be made the Committee wanted confirmation that the piece of land which lies adjacent to the Medical Centre was not part of the agreement. The CEO checked this and confirmed that it was not.</p> <p>0419 RESOLVED – to sign and seal the assignment of lease of the Medical Centre, Malling Road and return by 31 August 2018.</p>
8.	<p><u>To consider and if agreed accept proposals with regards to Consultancy services provided for Health and Safety at Snodland events including event cover, Fire Risk Assessments and General Health and Safety</u></p> <p>The CEO advised the Committee that she had received a quote for Consultancy services to provide Health and Safety at Snodland events on an annual retained contract basis. The CEO read out the services and costs that the Consultancy would provide:</p> <ul style="list-style-type: none"> • Event management responsibility on behalf of STC for special events, including one pre-event meeting to provide advice and guidance prior to the event; • Advice on legislative changes providing 12 months telephone assistance; • Complete Fire risk assessment of the Council offices (carried out every 3 years and at an extra cost). • Undertake the roles of fire marshal, event safety manager, event security (SIA trained) and first aiders – numbers would be calculated on the risk assessment and the cost would be £27.00 per hour per person; <p>The cost for the services would be £1,200 per annum, paid quarterly.</p>

<p>0420</p>	<p>Additional services that were also offered by the Company include –</p> <ul style="list-style-type: none"> • CDM compliance if required for big Construction projects carried out by STC <p>The cost for this service would be dependent upon the project.</p> <ul style="list-style-type: none"> • To undertake a Fire Risk Assessment of the Council offices, compliant with the Regulatory Reform (Fire Safety) Order 2005 <p>The cost for this service would be £525.00 plus VAT</p> <p>The CEO advised that she had spoken to Cllr Mrs B Brown (Special Advisor) prior to the meeting and she had enquired whether the fire risk assessment would be carried out around the entire Council building and that adequate insurance was in place. The CEO confirmed that the fire risk assessment would cover the entire building and that adequate insurance was in place.</p> <p>The CEO advised the Committee that the company were very helpful and had a great deal of knowledge and experience of managing larger events.</p> <p>It was agreed that the STC Fireworks display needed to be professionally managed to ensure complete safety as residents from surrounding areas may also start to attend STC events in the future.</p> <p>The CEO also reported that the Police and Fire Service were much more proactive and required more information on the health and safety aspects of STC events.</p> <p>The CEO confirmed that the road closures will still be run by STC and volunteers.</p> <p>RESOLVED – to accept quotation to provide Health and Safety Services including event cover at a cost of £1200.00 plus VAT per annum and fire risk assessment at a cost of £525.00 plus VAT.</p>
<p>9.</p>	<p><u>To agree recommended changes to the Council Standing Orders following amendments made by NALC</u></p> <p>The CEO reported that amendments were made in respect of model standing order 17(d)(ii), model standing order 21 and 15 (b) (ix) and model standing order 18 respectively which now states:</p> <p><i>“to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.”</i></p> <p>Further to the government’s decision to exempt local councils from the definition of “<i>public authority</i>” for the purposes of the General Data Protection Regulation the previous reference to “<i>shall appoint a Data Protection Officer</i>” in model standing order 21(a) has been change to “<i>may appoint a Data Protection Officer</i>”. Model standing order 15 (b)(ix) has also been changed to conform to the new position.</p> <p>Model standing order 18 (c) “A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the</p>

12.	<p><u>To consider and if agreed accept quotation for blinds in the MG Suite</u></p> <p>The CEO advised that she had obtained 3 quotes for roller blinds for the MG Suite.</p> <p>A) £1053.13 + VAT (Including fitting) B) £1233.75 + VAT (“) C) £1430.00 + VAT (“)</p> <p>0424 RESOLVED – to appoint Quote A to undertake the fitting of new roller blinds in the MG Suite.</p>
13.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>

There being no other business, the meeting closed at 8.20pm.