

SNODLAND TOWN COUNCIL**POLICY AND RESOURCES COMMITTEE****5 APRIL 2018**

Committee Members present:	Cllrs D Purll (C), Mrs B Brown, B Garlick, P Hickmott, D Keeley, Mrs D King, J Minter and M Sawkins
Other Councillors present:	Cllrs A Keeley, Mrs K Mordecai-Woolf
Council Members present:	Mrs K Sowten (CEO)
Members of the public:	Member of the public present

	A two minute's silence was held for Cllr Peter Misy before the meeting began.
1.	<u>Apologies</u> None
2.	<u>Declaration of Interests</u> There were no declarations of interest.
	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.
3.	<u>To confirm as a correct record of the minutes of the Policy and Resources meeting held on 11 January 2018</u> The minutes of the Policy and Resources Committee held on 11 January 2018 were agreed a correct record of the meeting.
4.	<u>Questions from the public (<i>Members of the public are advised if they may speak for up to three minutes</i>)</u> None
5.	<u>Audit Trail Report to be given by a Councillor</u> An audit had been carried out earlier in the day by Cllr Brown and the full details of the report are available on file. The Audit covered the following - <ul style="list-style-type: none"> • Councillors payments for services rendered – none made within the last month • Bank Statement reconciliations – countersigned as requested by internal Auditor • Health and Safety documentation – In place and up-to-date • Snodland Town Council Website – Hire charges for MUGA shown in two places and show different charges. Two items requested at a previous council meeting had not been added to the website. • Company Vehicle and Trailer – minor wear and tear. Internally the Cab is very dirty and needs to be cleaned on a regular basis. Trailer needs a more legible number plate. Driver to supply advanced motorist paperwork

	<p>to CEO. Auditor recommended that the vehicle mileage was recorded at the end of each day. Investigate the installation of a Tracker.</p> <ul style="list-style-type: none"> • Site Staff timesheets – comprehensive timesheets completed. CEO to write to Operative informing him that he must have his phone on him at all times for health and safety reasons, especially when winding the clock. • Staff Appraisals – The Auditor seeks decisions from the Committee to discontinue carrying out Staff Appraisals. The reasoning behind this is the open relationship which prevails between the CEO and her staff, time constraints, low level staffing and the nature of the work carried out. <p>RECOMMENDED to put forward to Full Council for further discussion.</p>
<p>6.</p> <p>0368</p>	<p><u>Financial Review</u></p> <p>The CEO presented the financial review along with accompanying detailed income and expenditure comments.</p> <p>Estimated Council reserves were presented and explained. Details available on file. These figures are not final figures as year-end adjustments have not yet been made.</p> <p>A Councillor asked what the cost relating to Twinning was for. The CEO explained that the Town in France twinned with Snodland make a bi-annual visit to Snodland and the budget amount was used to cover the cost of a welcoming reception. Councillor Hickmott asked if the Council would be putting on a reception for the forth coming Twinning visit on 5 May. Councillors RESOLVED to hold a reception for their arrival. All Councillors are requested to attend. An email would be sent to all Councillors advising them of the event and requesting their attendance. It would also be mentioned at Full Council.</p>
<p>7.</p> <p>0369</p>	<p><u>To consider a request for funding for the 2018 Y2 Crew Scheme</u></p> <p>Each year we contribute to the Y2 scheme run by Tonbridge and Malling Borough Council. The CEO explained the background of the scheme. Attendance levels for 2017 from Snodland was 19 out of 86 participants. Proposed to contribute £500 towards this worthwhile scheme.</p> <p>RESOLVED to contribute £500 towards the Y2 Scheme for 2018</p>
<p>8.</p>	<p><u>Budget implications due to high increase on Non Domestic Rates Bill</u></p> <p>The rates bill has been received for the Cemetery and the Devonshire Rooms non domestic rates bill. The local authority work out the non-domestic rating multiplier that is based on RPI. There rates have increased which in turn has increased our rates by a considerable amount which has not been reflected in our budget. It is possible for the budget to be adjusted by reducing the maintenance budget in each of these areas to allow for the increased rates bill. The figures appear to be out of line in relation to RPI and it was RECOMMENDED to speak to TMBC to confirm and explain the figures and then appeal to TMBC on the increase.</p>

9.	<p><u>To discuss and consider a further quotation and future proposals for the resurfacing of the North side of the Cemetery driveway</u></p> <p>Last year one quote had been received for £100,000 to resurface the Northern side of the Cemetery. Upon further investigation the CEO had been given three Contractor's details from Tarmac Ltd. Tarmac Ltd have indicated that there may be a possibility that they can offer Asphalt to the Council at a reduced rate. The quote received from one of the Contractors is very favourable and the CEO is still waiting to hear from the other two contractors. The CEO has also approached Tarmac Ltd to see what offer they can give the Council on the Asphalt and is awaiting a response.</p>
10.	<p><u>Correspondence</u></p> <p>The CEO presented an email that had been received from Playdale relating to their financial position and the decision by the Council to withdraw the order for play equipment.</p> <p>Following discussions it was 0370 RESOLVED to request a Financial representative from Playdale to attend either the Amenities and Recreation meeting on 12 April or Full Council meeting on 25 April 2018 to discuss their financial position and the order for Play Equipment.</p>

There being no other business, the meeting closed at 8.33pm