

**SNODLAND TOWN COUNCIL****POLICY AND RESOURCES COMMITTEE****21 NOVEMBER 2018**

Committee Members present:	Cllrs Mrs B Brown (Special Advisor), B Garlick, P Hickmott, D Keeley, Mrs D King and J Minter
Council Members present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	None

1.	<p><u>Apologies</u></p> <p>Apologies were received from Cllr M Sawkins.</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 30<sup>th</sup> August 2018</u></p> <p>The minutes of the Policy and Resources Committee held on 30<sup>th</sup> August 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 members of the public present at the meeting.</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>Cllr Mrs B Brown carried out an audit trail report at the council offices on 21<sup>st</sup> November 2018. The following items were reported to the Committee:</p> <p><u>Christmas lights</u> – KCC have requested that essential works be carried out within the next two weeks to allow their lamp posts to be used for the Christmas lights. The CEO is liaising closely with KCC to resolve this problem and will keep the Chairman of the Amenities and Recreation Committee updated.</p> <p><u>Allotments</u> – A few problems had arisen with regard to hedgerow debris being left on plots after being cut back by the allotment Committee. It was reported that all allotment holders would receive a new tenancy agreement in the New Year stating that allotment holders were responsible for clearing their rubbish and vegetation.</p> <p><u>Council vehicle</u> – It was reported that during the week commencing 3<sup>rd</sup> December 2018, the truck would be off the road due to repairs carried out due to a not-at-fault incident – during this week the site staff would carry out office based duties. It was also advised that when the CEO looked at the lease renewal/purchase, she would look at the options to fit Bluetooth and a tracker in order to improve lone-working health and safety requirements.</p>

0453	<p><u>Work sheets</u> – It was reported that all worksheets were satisfactorily completed.</p> <p><u>Cemetery &amp; Cemetery Lodge</u> – It was reported that there was now only one working disabled scooter located at the Cemetery. The Cemetery lodge ceiling is almost complete and the log burner has been installed. Fire risk assessments have been carried out but the hard wiring of the smoke alarm needs to be checked by an assessor.</p> <p><u>Sit on Mower</u> – It was reported that the present the sit on mower’s engine had blown up and a replacement will cost £1400 plus VAT.</p> <p><b>RESOLVED</b> to purchase a new mower at £1400 plus VAT.</p> <p><u>Mobile Telephone</u> – As previously agreed by Council 50% of the CEO’s mobile phone bill would be reimbursed to cover business use.</p> <p><u>Market</u> – The market is now being run by the Council with a stall holder acting as Market Manager and collecting pitch fees and paying to the council offices. The current lease with TMBC is still being worked on and the Council insist on a break clause being included in the new lease.</p> <p>The full audit report can be viewed 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 budget report and notes. Several questions were raised which the CEO answered:</p> <ul style="list-style-type: none"> <li>• The CEO explained that the figure for play equipment renewal was high as this could not be taken from the General Reserves until the end of the financial year;</li> <li>• Receipts/Income threshold – The CEO explained that some aspects of the receipts were hard to predict eg Cemetery income – this can fluctuate from year to year;</li> <li>• Fireworks event income – the CEO confirmed that £1,572.00 was collected from donations at the firework display and the cost of the fireworks would probably increase by 5% for next year;</li> </ul> <p>The CEO advised that the mid-year audit had been carried out and 2 issues were identified:</p> <ol style="list-style-type: none"> <li>i) The use of loyalty cards when purchasing goods from petty cash was questioned – as the Committee were agreeable to this, he requested that this option be inserted into the Council’s financial regulations. Cllr Mrs B Brown said that this would be added to the financial regulations;</li> <li>ii) He raised the matter that the Council’s contracts above £25,000 should be advertised on the Contract Finders Website. This is a standard requirement for Town Councils and is in the Council’s Standing Orders and cannot be removed. The Audit recommended that Council should ensure that financial regulations and standing orders are followed when entering into contracts above £25,000 and that Councillors are sufficiently trained in order to identify when a</li> </ol>

0454	<p>contract requires advertising. A Councillor enquired about financial training and the CEO said that she would look into this.</p> <p>Apart from these 2 issues, the Auditor was satisfied with all paperwork and financial regulations.</p> <p>The CEO advised that KCC's fees for the Audit of accounts 2019/20 will not be increased. The cost will be £480.00 + VAT per visit – this figure has been included in the budget.</p> <p><b>RESOLVED</b> – to remain with KCC to carry out the Council's internal audit.</p>
7.	<p><u>To discuss and consider any recommendations to amend the budget for 2019/20</u></p> <p>The Committee received copies of the first draft budget and asked the CEO for clarification on the following items:</p> <ul style="list-style-type: none"> <li>• Item 4100 Legal (Increase) – the CEO explained that this was increased due to the implementation of the new health and safety measures;</li> <li>• Item 4015 Telephone (Reduction) – The CEO explained that this was due to the implementation of the new telephone system;</li> <li>• Item 1150 Allotment rents (Increase) – this was due to all allotment plots being rented to tenants;</li> <li>• Item 1600 Muga Hire fees (Increase) – this was due to the increased usage of the new 3G pitch;</li> <li>• Item 4610 Fireworks (Increase) – the CEO explained that the fireworks contractor increases his prices by 5% every year and the figure was an estimate for next year's cost;</li> <li>• Item 4535 Mowing (Reduction) – the CEO explained that she had overestimated the previous year's contract amount but she advised that she would double-check these figures.</li> </ul> <p>Cllr Mrs D King stated that the draft budget was very well thought out and was pleased with the CEO's explanations.</p> <p><b>RESOLVED</b> – to agree on the first draft of the budget for 2019/20.</p> <p>The CEO asked the Committee for their comments on further refurbishment work to be carried out on the Devonshire Rooms Hall and downstairs kitchen. It was confirmed that there were sufficient funds in the repairs and renewal budget for essential work to be carried out on the flooring and storage facilities, the toilets, ceiling and the downstairs kitchen.</p> <p>The CEO also advised the Committee that the fire alarm system and emergency lighting may also need to be upgraded.</p> <p><b>RESOLVED</b> – It was agreed that the CEO would liaise with the pre-school staff to assess their immediate requirements and also assess the amount of work that needed to be carried out in the wash rooms. It was agreed that work would be best carried out in phases in order to fit into the schedule for pre-school opening. CEO to obtain quotes.</p> <p>The CEO reported that she was awaiting the new tax base rates from TMBC in December to give an accurate projection for council tax figures – depending on how quick the rates are given, this may be available for discussion at Full Council</p>
0455	

	on 13 <sup>th</sup> December, if not, it would be discussed at the next Policy and Resources meeting in January 2019 when the budget will then be finalised.
8.	<p><u>To discuss and consider increasing Amenities charges for 2019/20</u></p> <p>A list of hire charges for Council premises were distributed to the Committee. The CEO advised that the new charges were based on the Consumer Price Index and then rounded. The CEO advised that the charges for the function rooms remained competitive. The MUGA was excluded due the charges only being recently introduced.</p> <p><b>0456 RESOLVED</b> – to agree the new hire charges from April 2019.</p>
9.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>

There being no other business, the meeting closed at 8.25pm.