

**SNODLAND TOWN COUNCIL****20 JULY 2017**

Committee Members present:	Mrs D King (VC), Mrs B Brown, Mrs D Crook, Mrs L Downes, P Hickmott, A Keeley, D Keeley, Mrs K Mordecai-Woolf, D Purl, J Minter .
Council Members present:	Mrs K Sowten (CEO) and Miss Elinor Jones Cllrs S King
Members of the public:	No members of the public were present

1.	<u>Apologies for absence</u>  Apologies were received from Cllrs P Misy (C), M Sawkins, Mrs S Bell, Mrs B Keeley and Cllr S Hohler
2.	<u>Declaration of Interest</u>  There were declarations of interest from Cllrs Mrs D Crook and P Hickmott (item 11 cheque payments).
3.	<u>Report from Neighbourhood Police Team</u>  The Neighbourhood Police Team were not present at the meeting but crime information obtained from the website for June/July was distributed to each Councillor.
4.	<u>County Councillor's Report</u>  Cllr Mrs Sarah Hohler did not attend the meeting but the CEO reported that she had sent an e-mail to inform the Committee that KCC Children's Services had been awarded a rating of Good by Ofsted following a recent and thorough review.
5.	<u>Questions from the public (<i>Members of the public are advised that they may speak for up to three minutes</i>)</u>  There were no members of the public present.
6.	<u>Chairman's Announcements</u>  The Chairman was not present at the meeting and Cllr Mrs D King (VC) presided as Chairman.
7.  <b>0303</b>	<u>To resolve that the Minutes of the Council Meeting held on 15 June 2017 are a correct record</u> <b>RESOLVED</b> – that the Minutes of the Full Council Meeting held on 15 June 2017 be approved a correct record and be signed by the Chairman. Signed .....

8.	<u>To receive reports and consider recommendations of Council Committees</u>	
8.1	<b>Amenities and Recreation</b>	29 June 2017 (pp 16 – 21)
	The Chairman reported that there was one recommendation, that a decision be made whether to fence around the playground in the Recreation ground, taking into consideration the feedback from the public consultation which took place at the carnival. It was agreed that this would be looked at in more detail at the next Amenities and Recreation meeting to be held on 29 August 2017.	
8.2	<b>Policy and Resources</b>	6 July 2017 (pp 22 – 24)
	The Chairman reported 2 recommendations:	
<b>0304</b>	<b>RESOLVED (item 5)</b> – An audit was carried out at a Committee meeting on 18 May 2017. It was confirmed that Standing Orders and the Code of Conduct had been given to each Councillor which Councillors should adhere to. Particular attention should be given to Item J in the Standing Orders. Councillors are also reminded that, where they act on behalf of the Council in any matters, their personal interests should take no part in the proceedings.	
<b>0305</b>	<b>RESOLVED (item 8)</b> – that the work to upgrade the remainder of the street lighting columns should be carried out as soon as possible with the funding that has been allocated from the last two year's budget and balance coming from the general reserve account – this will be between £45,0000 - £50,000.	
8.3	<b>Planning and Environment</b>	10 July 2017 (pp 25 – 27)
	The Chairman reported that there were no recommendations.	
9.	<u>Reports from Borough Councillors</u>	
	Cllr Mrs B Brown reported that she had attended the official opening of the Snodland Station displaying the mosaic art panels which were created by the pupils at Holmesdale School.	
10.	<u>Town Councillors reports on meetings attended on behalf of the Council</u>	
	Cllrs Mrs D Crook, Mrs L Downes, P Hickmott, A Keeley, D Keeley, Mrs D King, P Misy, Mrs S Bell and M Sawkins attended the Snodland Carnival.	
	Cllrs Mrs B Brown, A Keeley and Mrs K Mordecai-Woolf attended the Snodland Station mosaic official opening.	
	Cllrs P Hickmott and Mrs D King attended the open air Church Service.	
11.	<u>To receive details of cheques signed since the last Council Meeting</u>	
	A list of cheque payments, direct debits and transfers into reserve account from 15 June 2017 to 20 July 2017 totalling £30,556.77 was given to each Councillor. Various questions were asked which the CEO was able to answer.	

12.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO reported that the 5-a-side tournament, organised by STFC, and which took place on 17<sup>th</sup> and 18<sup>th</sup> June 2017 at Potyns Sportsground, went very well.</p> <p>She also reported that the Carnival was a big success and thanked the staff and road marshals for their help.</p> <p>The CEO informed the Committee that 2 members of office staff and a Councillor had carried out the Speedwatch training and she was hoping to organise a few sessions and would welcome new volunteers to take part in the Scheme. She advised that Wednesdays would be the preferred days.</p> <p>She said that she had attended the Snodland Station mosaic official opening.</p> <p>She informed the Committee that the office had temporarily been relocated to the Medway Room as the main office would be undergoing refurbishment works from Monday 24 July 2017.</p> <p>She reported some changes to the Amenities meeting dates for August and October and advised that these would be e-mailed to each Councillor.</p>
13.	<p><u>To receive an audit report relating to Standing Orders and Code of Conduct as recommended at Policy and Resources Meeting held on 6 July 2017</u></p> <p>Cllr Mrs B Brown reported that as part of the audit, she had observed a Committee meeting held on 18 May 2017. From that meeting, she reminded Committee members that all proceedings are recorded, and if members of the public wish to record a meeting, they are also entitled to do this. All members are in receipt of the Standing Orders manual and should make themselves aware of its contents, paying particular attention to item J. Only one person may speak at a time and the Chairman of the meeting should control all proceedings of each meeting. Councillors carrying out Council business should not allow their personal interests to take part in any of the proceedings.</p>
14.	<p><u>To consider and if agreed accept a quotation for replacement/additional computer for office</u></p> <p>The CEO advised the Committee that she had received a quotation for a new Intel Core i3 office computer composing of 8GB memory and a 24" LED screen.</p> <p><b>RECOMMEND</b> - It was agreed that the price was too expensive and that further quotes should be sought.</p>
15.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>

There being no other business, the meeting closed at 8.00pm.