

SNODLAND TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

6 JULY 2017

Committee Members present:	Cllrs D Purll (C), Mrs B Brown (VC), B Garlick, P Hickmott, D Keeley, Mrs D King, P Misy, M Sawkins and J Minter
Council Members present:	Mrs K Sowten (Chief Executive) and Miss Elinor Jones
Members of the public:	No members of the public present

1.	<p><u>Apologies</u></p> <p>There were no apologies.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There was a declaration of interest from Cllrs P Hickmott – Item 5 Councillor service cheque</p>
3.	<p><u>To confirm as a correct record the minutes of the Policy and Resources meeting held on 6 April 2017</u></p> <p>There were 2 grammatical errors in the minutes of the Policy and Resources Committee held on 6 April 2017 but were agreed a correct record of the meeting.</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 that they may speak for up to three minutes</i>)</u></p> <p>There were no members of the public present.</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>Cllr Mrs B Brown carried out the audit trail at the Council offices on 4 July 2017:</p> <ul style="list-style-type: none"> - Cheques payable for services were checked – all the paperwork was in place and items on the bank statement agreed; - All recent bank statements were checked and counter-signed; - The company vehicle was checked for damage – there is damage to the rear nearside correct procedures had been followed with regard to the reporting of the damage. Speedometer reading of 1292 miles. No sign-writing or Council advertising is to be placed on the vehicle at the present time. The vehicle is cleaned on a regular basis and the CEO will make enquiries regarding any Advanced Motorists employed by STC; - An audit was carried out at a Committee meeting on 18 May 2017. It was confirmed that Standing Orders and code of conduct had been given to each Councillor which Councillors should adhere to. Particular attention

	<p>- 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 interested should take no part in the proceedings.</p> <p>RECOMMENDED that this item will be an agenda item for the next Full Council meeting.</p>
6.	<p><u>Financial Review – including Asset Register update relating to the sale of equipment</u></p> <p>The CEO presented the financial review along with accompanying detailed income and expenditure comments. Various questions were asked, which the CEO was able to answer.</p> <p>Several issues were discussed in this item:</p> <ul style="list-style-type: none"> • Disposal of Asset - Office floor polisher was sold to Snodland CEP School for £200.00 as it was no longer being used by the caretaking staff; • Use of Reserves for Streetlights; see item 8. • Use of Reserves to purchase new play equipment at Nevill Park and the Recreation Ground; • Use of Reserves for Maintenance of Cemetery footpaths; • Earmarked reserves currently coded as Grants of right of way to be changed to Maintenance for Catts Alley. <p>Feedback from the public consultation stall, which took place at the Carnival on Saturday 1 July 2017 was positive and the residents were enthusiastic about the possible installation of new play equipment at the Recreation Ground and Nevill Park. A further notice will be placed in the Kent Messenger “local news” column giving residents a further opportunity for public consultation. All the comments will be looked at closely and plans drawn up before any decision is made.</p>
7.	<p><u>To receive a report from KCC Internal Audit for 2016/17</u></p> <p>The CEO reported that she had received a letter from the Internal Auditor. He did not have any recommendations to make but advised to consider the impact of the General Data Protection Regulations which come into force in May 2018. Cllr Mrs King volunteered to champion this.</p>
8.	<p><u>To consider proposals to upgrade the remainder of the Street Lighting Columns</u></p> <p>The CEO advised the Committee that it would be more cost effective to carry out all the remaining upgrading of streetlights together. Some lights are in desperate need to be changed in some streets as they have not been operational for a long time and the streets are very dark for pedestrians at night. Funding has been allocated in the last two year’s budget with the balance coming from the general reserve account.</p> <p>RECOMMEND - that the work should be carried out as soon as possible with the funding that has been allocated from the last two years budget and the balance coming from the general reserve account.</p>
9.	<p>a) <u>To approve changes to the specification of the Office refurbishment to include a suspended ceiling</u></p> <p>The CEO advised the Committee that following a meeting between the building contractor, the Electrical contractor and the CEO, it was recommended that a suspended ceiling would be the preferred option as this would enable all the light</p>

<p>0299</p> <p>0300</p> <p>0301</p>	<p>cabling to be hidden above it. Additionally skirting trunking would be used to contain cables for sockets and data cables (this would be supplied by the electrical contractor) alterations to the quotation allowing for the changes have led to an additional cost of £350 plus VAT</p> <p>RESOLVED – to agree that a suspended ceiling would be the best option at an additional cost of £350.00;</p> <p>b) <u>To approve the costs relating to the electrical work for the office refurbishment</u></p> <p>The CEO advised of the total cost of the electrical work to be carried out for the refurbishment of the office. She explained that the original pc sum of £2000 had been agreed, however this had not taken into account that the electrical socket wiring and Data cabling will be contained behind the plastic skirting trunking. The work will also include electrical work to be carried out on the emergency lighting, door entry system and the fire alarm.</p> <p>RESOLVED – to approve the electrical contractor to carry out the work at a cost of £2948.71 plus VAT.</p> <p>c) <u>To approve the cost of the carpets for the office refurbishment</u></p> <p>The CEO reported that she had received 2 quotes to lay new carpet for the office refurbishment.</p> <p>Quote A - £875.40 plus VAT Quote B - £960.00 plus VAT</p> <p>RESOLVED – to appoint the contractor of Quote A to carry out the work at the Council offices.</p>
<p>10.</p>	<p><u>Correspondence</u></p> <p>The CEO reported that she had received an e-mail from Kent Community Rail Partnership regarding details of the launch of the Mosaic & Train made by pupils from Holmesdale School at Snodland Station. The opening would take place on 7 July at 9.30am. The CEO asked if Councillors could do their best to attend.</p>

There being no other business the meeting closed at 8.14pm.