

POLICY AND RESOURCES COMMITTEE**19 JULY 2016**

Committee Members present:	Cllrs D Purll (Chairman), Mrs B Brown (Vice Chairman) D Keeley, Miss A Moloney, Mrs D King, B Garlick, P Hickmott, M Sawkins and P Misy
Council Members present:	Cllrs A Keeley, Mrs S Bell, Mrs K Sowten (Chief Executive) and Miss Elinor Jones
Members of the public:	Mr Nathan Waller – Snodland Cricket Club

1.	<u>Apologies for absence</u> There were no apologies.
2.	<u>Declaration of Interests</u> Cllr P Hickmott - Item 8 Member of the Public - Item 8 They were advised that they would need to leave the meeting when this item was discussed.
3.	<u>To confirm as a correct record the minutes of the Policy and Resources meeting held on 6 June 2016</u> The minutes of the Policy and Resources Committee held on 6 June 2016 were agreed a correct record of the meeting.
4.	<u>Questions from the public</u> A member of Snodland Cricket Club attended the meeting and raised several requests regarding Snodland Cricket Club. It was agreed that a further meeting should be arranged to discuss these matters further.
5.	<u>Audit Trail Report to be given by a Councillor</u> An audit trail had been carried out by Cllr Mrs B Brown on 19 July 2016. She reported that a copy of the new employee's driving licence was acceptable, that their passport needed to be viewed and the results of the DBS check were being awaited. Cllr Mrs Brown had viewed notes from the last Councillors audit and one cheque discussed in that audit was checked. As a result it was highlighted that all auditing Councillors ensure that they initial, where possible, all checked documents. The staff work sheets have been changed to a week on one page and this is working satisfactorily. It was noted that Mr Kinslow's worksheets had also been checked and it was noted that numerous tasks had been recorded. It was requested that the CEO convey the Councillors thanks to Mr Kinslow for all his hard work. It was reported that a member of staff had been off work due to sickness for 3 weeks and her duties were being covered by her co-worker. The fire alarm and defibrillator are being checked weekly. The fire extinguishers will be checked when due later in the year. The new kerbstone bases have been installed in the cemetery and the CEO will arrange a cemetery sub-committee meeting within the next 2-3 months.

11.	<p><u>To receive a report and consider further the options relating to the “local charge” that is being considered as part of the changes to the funding arrangements by TMBC – Appendix 4</u></p> <p>The CEO explained that she had a meeting with officers at TMBC regarding the small pockets of land which TMBC currently maintain. They have suggested that STC may take back these areas. Apart from basic maintenance, it would also involve tree inspections and maintenance which would be a costly undertaking. RECOMMENDED – that the CEO should look into this further to investigate the breakdown of costs and its financial implications to STC.</p>
12. 0167	<p><u>To authorise expenditure relating to the purchase of bollards at the car park at Snodland Town Council</u></p> <p>A discussion took place regarding the possibility of erecting drop-down and fixed bollards under the trees in Delemere Road and the car park to prevent unauthorised parking and blocking emergency access to the road and the car park. The cost of this work would be approximately £500.00.</p> <p>RESOLVED – that this work should be completed.</p>
13.	<p><u>To receive and update on the Rateable Value of the Cricket Pavilion</u></p> <p>The CEO confirmed that following the re-assessment of the Cricket Pavilion/Café by the Valuation Office, the rateable value of the cricket pavilion remains the same as previously rated.</p>
14. 0168	<p><u>Correspondence</u></p> <p>The CEO reported that she had been sent a copy of a letter from TMBC regarding the Chamber of Commerce grant of £7,500.00 which had previously been earmarked for wi-fi in the High Street. An urgent response needs to be made by the Chamber of Commerce or the funding will be relinquished. It was discussed that this funding would be better placed towards some new Christmas lights for the town.</p> <p>RESOLVED – CEO to write on behalf of the Council suggesting that if a final decision has not been reached by the Chamber of Commerce by 30 July 2016 regarding the town funding, that it may be re-allocated to upgrade the Christmas lights.</p>

	<p>THE COMMITTEE HAS AGREED</p> <p>That in view of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.</p>
15. 0169	<p><u>To consider matters relating to Brookland Lake Café</u></p> <p>The CEO reported that a letter had been received from Hicks advising that satisfactory references had been received for a prospective new tenant for Brooklands Lake Café. Solicitors have been instructed to draw up a new lease, the cost would either be an hourly rate or fixed cost. Following discussions it was RESOLVED –that the prospective new tenant be granted a 3 year lease for Brookland Café and that Solicitors fees would be accepted at a fixed cost.</p>
16. 0170	<p><u>To consider and discuss response from owners of Cox’s Barn relating to the purchase of Land and New Potyns – Appendix 5</u></p> <p>A discussion took place relating to the counter offer for the parcel of land at New Potyns by the Owners of Cox’s Barn RESOLVED - The original asking price to remain.</p>
17.	<p><u>To consider the renewal terms on the market lease from TMBC and the proposals for the renewal of lease to the existing tenant</u></p> <p>The CEO reported that TMBC had agreed to renew the lease of the car park. The new terms would show an increase, however all other terms would remain the same. Following discussions it was RECOMMENDED that the CEO write to TMBC to try and negotiate and ask for justification for the increase and report back at the next available meeting.</p>
	<p>There being no other business the meeting ended at 9.10pm</p>