

Snodland Town Council – Policy and Resources

27 February 2020

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| Committee Members present: | Cllrs Mrs D King (C), J Butterfield (VC), Mrs K Mordecai-Woolf, Mrs S Bell, P Hickmott, A Keeley and Mrs S Shaw |
| Council Members present: | Mrs K Sowten (CEO) and Miss E Jones and Cllr A Bennison |
| Members of the public: | None |

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| 1. | <p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs W Mallard and Mrs N Misy.</p> |
| 2. | <p><u>Declaration of Interests</u></p> <p>There were declarations of interest from Cllr P Hickmott with regard to item 7.</p> |
| 3. | <p><u>Minutes - To agree the minutes of the meeting held on 16th January 2020</u></p> <p>The minutes of the meeting held on 16th January 2020 were agreed as a correct record.</p> |
| 4. | <p><u>Questions from the public</u></p> <p><i>Pursuant to Standing Order 3 e & g Members of the public may take representation, answer are advised that they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than 3 minutes.</i></p> <p>There were no members of the public present.</p> |
| 5. | <p><u>Audit Trail Report to be given by a Councillor and Financial Review</u></p> <p>An audit trail was carried out by Councillor Mrs S Shaw. She advised that she had checked the bank statements from October 2019 and that they were all in order. She advised that she would carry out some auditing training in the next few weeks and they discussed the Income and Expenditure which the CEO report to the Committee (full report on file).</p> <p>The CEO advised that for Policy and Resources meetings, paper documents would be distributed to the Committee as the income and expenditure figures were easier to read rather than looking at the screen.</p> <p>The CEO advised that she was content that the the budget was satisfactory.</p> <p>A question was raised regarding the purchase of the company truck. The CEO advised that this was still in progress as the vehicle needed to undergo the MOT. She also advised that the matter had been hampered due to the fact that the passenger door was damaged and the garage were waiting for a new part to be delivered from overseas. (It was suspected that the door may have been damaged through an attempted break-in). The CEO advised that the purchase should hopefully be completed by the end of March via BACS and</p> |

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| | that the vehicle would be fitted with bluetooth, a tracker and a dashcam for security. |
| 6. | <p><u>To consider and if agreed allocated funding to the Y2 Crew Youth Scheme 2020</u></p> <p>The CEO advised the Committee that the Y2 Crew Youth Scheme was organisation aimed at vulnerable young people in Tonbridge and Malling and work alongside summer play schemes. The CEO advised that the Council had always contributed to the scheme as it benefited young people in Snodland.</p> <p>0582 RESOLVED – To agree to donate the regular amount with a 10% increase to the Y2 Crew Youth Scheme (£560.00).</p> |
| 7. | <p><u>To consider and if agreed accept quotation for the downstairs kitchen refurbishment</u></p> <p>The CEO and Councillor Hickmott both had an interest in this item and were asked to leave the meeting so that the item could be discussed and a decision made.</p> <p>The Chairman advised that three quotes were sought and were all given the same specifications. She advised the Committee that the first quote that the CEO received, was from the CEO's husbands company but this was e-mailed straight away to the Chairman before the 2 remaining quotes were seen. The Chairman advised that the third company had only submitted a partial quote and that they should be discounted. The Chairman advised the Committee that there were sufficient funds in Repairs and Renewals fund to carry out the work.</p> <p>Company A - £9,000 Company B - £7,200</p> <p>RECOMMEND – it was unanimously agreed that Company B's quotation should be accepted.</p> |
| 8. | <p><u>To consider and if agreed re-appoint KCC Internal Auditor for 2020/21</u></p> <p>The CEO advised the Committee that our current Internal Auditors are KCC and have been carrying out the work for about 6 years. It was suggested that further quotes should be sought from other organisations in order to remain competitive.</p> <p>0583 RESOLVED – if quotes were sought but were not as competitive as KCCs, then KCC should continue to carry out the internal audits for the Council.</p> |

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| 9. | <p><u>To consider a new request from the current tenant of the Snodland Medical Centre to assign the lease to PHP SPV Limited, a wholly owned subsidiary of Primary Health Properties Plc</u></p> <p>The CEO advised that the current owners of the property wanted to assign the lease to a new company and advised that none of the terms had changed.</p> <p>RECOMMEND – that further clarification was sought regarding the term "sale of property" and if the explanation was satisfactory then the document would then be signed and sealed at the next Full Council meeting.</p> |
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There being no other business, the meeting closed at 8.00pm.