

## Snodland Town Council – Policy and Resources

26 August 2021

Committee Members present:	Cllrs J Butterfield (C), Ms D King, Mrs S Bell, P Hickmott and W Mallard
Other Councillors present:	None
Council Staff Present:	Mrs K Sowten (CEO) and Miss E Jones
Members of the public:	None

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllr Mrs S Shaw.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p>
3.	<p><u>Minutes - to agree the minutes of the meeting held on 15<sup>th</sup> July 2021</u></p> <p>The minutes of the meeting held on 15<sup>th</sup> July 2021 were agreed as a correct record. The CEO reported that work at the cemetery yard had mostly been completed.</p>
4.	<p><u>Questions from the public</u></p> <p><i>Pursuant to Standing Order 3 e &amp; 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</u></p> <p>The audit trail was carried out by Councillor Ms D King and was e-mailed to the committee for their information. A copy can be viewed on file. The Chairman asked about the staffing committees and the CEO advised that these were carried out every 3 months. The CEO reported that the 2 new members of staff were settling in very well.</p>
6.	<p><u>Financial Review</u></p> <p>A copy of the financial review was sent out to members of the committee prior to the meeting. Cllr Hickmott raised a query regarding the Brooklands Lake car park charges and the CEO advised that South East Water were due to be sent their annual invoice.</p> <p>Following on from a resident's query, the CEO asked the Committee if the Council's website address should be changed from snodlandcouncil.co.uk to snodlandcouncil.org. The CEO advised that she had secured the new address and it was</p>

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0765	<b>RESOLVED</b> - that the original address would remain for the time being but to continue to pay a yearly charge to keep the new address in the event that it needed to be changed in the future.
	<b>THE COMMITTEE HAS AGREED 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.</b>
7.	<p><u>To receive an update relating to Brooklands Lake Café Lease</u></p> <p>The CEO gave a report of the meeting that was held between herself, Cllrs J Butterfield and Mrs S Bell and the new tenant. She, along with Cllr Butterfield and Cllr Mrs S Bell reported that they were satisfied with his business acumen and were confident that he had the necessary experience and skills to lease the café. It was</p>
0766	<b>RESOLVED</b> – that the new tenant would be offered a 5 year lease, using the same terms and conditions as the previous lease.
8.	<p><u>To receive an update relating to Brooklands Lake Lease</u></p> <p>The CEO advised that there was nothing to report and that the solicitors were currently drawing up the new lease, following the valuation report.</p>

There being no other business, the meeting closed at 7.55pm.