

## Snodland Town Council – Policy and Resources

27 August 2020

Committee Members present:	Cllrs Mrs D King (Chairman), Mrs S Bell, P Hickmott and A Keeley
Council Members present:	Mrs K Sowten (CEO)
Members of the public:	None

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllrs J Butterfield (VC), W Mallard, Mrs N Misy, Mrs K Mordecai-Woolf and 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 16<sup>th</sup> July 2020</u></p> <p>The minutes of the meeting held on 16<sup>th</sup> July 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 &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>Full report relating to the audit is available on file.</p> <p>An audit trail was carried out by Councillor Mrs King and the full report had been circulated to Councillors prior to the meeting. Mrs King had checked that the Insurance certificate was displayed in the Council Offices and that it was up to date.</p> <p>Mrs King also carried out a series of checks on fire procedures and disaster recovery plans.</p> <p>Mrs King made her final check to ensure that Payee names were included on invoices relating to a recent payment.</p>
6.	<p><u>Financial Review</u></p> <p>Full reports relating to the financial review are available on file.</p> <p>The Committee received the report on the financial position with an update on the forecast based on current information.</p>

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	<p>The CEO has introduced aged debtors onto the financial review to allow councillors to be aware of any outstanding debts. In this particular case one outstanding debtor for use on the 3g pitch was identified who had not been contactable since the outbreak of Covid-19. New procedures have been put in place to ensure that any outstanding 3g payments are paid within 2 weeks of receipt of invoice and failure to pay would result in further use being withdrawn until payment received.</p>
<p>7.</p> <p><b>0626</b> <b>0627</b></p>	<p><u>To consider any updates and amendments relating to the Museum and Snodland Historical Society</u></p> <p>The Committee discussed the arrangements in place for the Historical society, a full report is on file.</p> <p><b>RESOLVED</b> to draw up a licence agreement</p> <p><b>RESOLVED</b> to accept any grant money offered by SHS and use towards refurbishment works in the museum</p>
<p>8.</p>	<p><u>Snodland 3 Year Plan – Stage 2 the way forward</u></p> <p>The committee briefly discussed the 3 year plan, however, they agreed that a separate meeting with the Chairman and Vice Chairman of each committee should be set up to look at prioritising the issues raised . It was felt that a socially distanced meeting with the use of the flip chart would be beneficial on this occasion.</p> <p>The CEO will contact those involved to try and arrange a suitable date.</p>

There being no other business, the meeting closed at 7.57pm