

POLICY AND RESOURCES COMMITTEE

6 June 2016

Committee Members present: Cllrs D Purll (Chairman), Mrs B Brown (Vice Chairman), Mr D Keeley, Miss A Moloney, Ms D Alford-Smith, Mr B Garlick, and Mr P Hickmott

Council Members present: Cllrs A Keeley, Mrs B Keeley
Mrs K Sowten (Chief Executive)
Mrs V Tipp and Miss E Jones.

1. Apologies for absence
Apologies for absence were received from Cllrs M Sawkins and P Misy.
2. Declaration of Interests
There were no Declaration of Interests.
3. To confirm as a correct record the minutes of the Policy and Resources meeting held on 25 April 2016
The minutes of the Policy and Resources Committee held on 25 April 2016 were agreed a correct record of the meeting.
4. Questions from the public
There were no members of the public present.
5. Audit Trail Report to be given by a Councillor
An audit trail had been carried out by Cllr P Hickmott on 6 June 2016. Three payments were discussed which were firstly for the energy performance certificate required for the Cricket Pavilion. The second was for Countrystyle for bin lifts for Devonshire Rooms, Christ Church, Cemetery and the Cricket Pavilion. The third was for Southern Water for waste water for Devonshire Rooms, Brookland Lake and Café, Cricket Pavilion and the Museum.
Checks were also made to ensure that the new staff member, Miss Elinor Jones, had received her new contract of employment and pension details. It was also discussed that a DBS check needed to be completed and that a copy of her driving licence be taken to enable her to drive the council vehicle if necessary.
6. Financial Review
The CEO presented the financial review and explained why it appeared to be 16% overspent. The items discussed are listed below:
Annual subs
Photocopier
Legal fees
Brookland maintenance of gate (due to vandalism)
Lake council tax
Lake utilities
Kerbstones for the cemetery
Cricket pavilion maintenance
Museum – The CEO had queried the water rates set by SE Water as the standing charge is higher than the usage. This is because it is classed as business premises.
Play equipment – Quotes have been obtained for safety matting.
Catering for special events – Queens Beacon
Reserves – community centre

7. To report on the Review of Funding by TMBC following Parish Partnership Meeting – See Appendix 1

The Chairman attended the meeting at Tonbridge and Malling Borough Council (TMBC) regarding the reduction in government funding. A visual presentation from TMBC was shown at the meeting explaining this.

It was explained that due to the cuts in government funding, a local charge would be introduced to pay directly for the local facilities and services provided by the Borough Council. As there are only a small number of services for a Local Charge, there would only be relatively small charges to individual Council tax bills. It was agreed that this system would be a fairer way forward for Parish Council tax payers.

Further information regarding this can be obtained from the TMBC website.

RECOMMENDED – that the Council's payment to TMBC for Leybourne Lakes be removed.

8. To consider and accept proposals to carry out remedial works at the Town Council Offices

The CEO reported that the inner chimney breast wall is very damp and she would like this removed to create an open plan office. Plans would need to be drawn up in order for the work to begin. This was agreed.

RECOMMENDED - Once plans are drawn up and in consultation with the Chairman, Vice Chairman of Council and Policy and Resources to go to tender for the work to remove the wall in the Council office.

The CEO reported that Mr Hernandez, the Manager of the Co-op had informed her that the Co-op was reinstating its grants policy. In agreement with CEO Mr Hernandez would be getting a team of his manages to paint the Devonshire Room during the summer. The Council would only have to pay for materials.

9. Correspondence

There was no correspondence.

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.

10. To consider matters relating to Brookland Lake Café

The CEO reported that there were two interested parties to purchase the lease of the Brookland café. Mr Beswarick needed to obtain further information from the interested parties regarding their financial background.

There being no other business the meeting closed at 8.15pm.