

POLICY AND RESOURCES COMMITTEE

6 APRIL 2017

Committee Members present:	Cllrs D Purll (C), Mrs B Brown (VC), D Keeley, Mrs D King and M Sawkins
Council Members present:	Mrs K Sowten (Chief Executive) and Miss Elinor Jones
Members of the public:	Mr Adrian Stagg, Virginia Jenner and Jean Hawken (Snodland residents)

1.	<p><u>Apologies</u></p> <p>Cllrs B Garlick, P Hickmott and P Misy.</p>
2.	<p><u>Declaration of Interests</u></p> <p>There were no declaration of interests.</p>
3.	<p><u>To confirm as a correct record the minutes of the Policy and Resources meeting held on 23 February 2017</u></p> <p>The minutes of the Policy and Resources Committee held on 23 February 2017 were agreed a correct record of the meeting.</p>
	<p>Pursuant to Standing Order 68 of the Chairman of the Committee will invite Members of the public to express an interest should they wish to make representations, ask questions, or give evidence in respect of any item of business included in the agenda.</p>
4.	<p><u>Questions from the public (<i>Members of the public are advised that they may speak for up to three minutes</i>)</u></p> <p>A member of the public asked where she could be updated on progress of the Bull/Co-op. She was advised that this was not on the Agenda, however the CEO advised that no further updates had been received.</p>
5.	<p><u>Audit Trail Report to be given by a Councillor</u></p> <p>Cllr M Sawkins carried out the audit trail at the Council offices on 4 April 2017:</p> <ul style="list-style-type: none"> - Proof of eligibility to work in the UK documents held for employees were checked and approved – certified copies are to be kept for people recruited; - Auto enrolment for the pension scheme was checked – 7 employees: 3 already in the pension scheme and 3 on threshold/advised they could opt-in if required and one automatically enrolled onto the pension scheme; - He confirmed that all relevant paperwork had been sent off for tax purposes for the financial year end and all P60s had been issued; - Timesheets were checked and approved; - He advised that all the fire alarm tests were very well documented; - Driving licenses were checked for insurance purposes and all were in order. <p>Cllr Mrs B Brown confirmed that she had carried out all the bank reconciliations against the bank statements and confirmed that they were all in order, as requested by the Internal Auditor.</p> <p>Upon signing the cheques, Cllr Mrs D King stated that there was not any supporting evidence for the cheque she was asked to sign and asked that this be shown before signing the cheque. This was carried out.</p>

6.	<p><u>Financial Review</u></p> <p>The CEO presented the financial review and advised Councillors that a she was currently working on the year process. Various questions were asked, which the CEO was able to answer.</p>
7.	<p><u>To consider and agree quotations received for the installation of the Lift to allow disabled access to the upper floor of the Council Building</u></p> <p>The CEO reported that 3 quotes had been received for the cost of installing a lift at the Council offices. The quotes were for installing a lift from the ground floor to the first floor. Quotes A and B would install ramps but the third would create a solid base/pit incorporating a small soak away drain.</p> <p>Quote A - £19,287.00 Quote B - £18,997.00 Quote C - £19,623.75</p> <p>RECOMMEND – to agree that Quote C carry out the work for the lift as they are a local company and can provide a pit base for the lift which will rule out the need for ramps and rails which could create trip hazards.</p>
8.	<p><u>To consider and if agreed accept the proposed Audit Plan for Parish Accounts 2017/18 from KCC</u></p> <p>The CEO reported that she had received a letter from KCC regarding the proposed Audit Plan for Parish Accounts 2017/18. She advised that KCC's fees had slightly increased from last year but were very reasonable compared to other companies.</p> <p>0244 RESOLVED – to accept the proposed Audit Plan for Parish Accounts 2017/18 from KCC.</p>
9.	<p>The Chairman moved to item 10 due to item 9 being confidential.</p>
10.	<p><u>To consider proposals to upgrade the remainder of the Street Lighting Columns</u></p> <p>The CEO spoke about the proposals that were discussed at the last Full Council Meeting for the remaining Street Lighting Columns. She reported that Phase 1 and 2 of replacing the streetlights to LED are now complete. Phase 3 consists of 24 lights to be replaced and Phase 4 consists of 37 street lights.</p> <p>RECOMMEND – that the CEO continue evaluation financial proposals for funding all phases of the street lights and to be put forward to Full Council.</p>
11.	<p><u>Correspondence</u></p>
11a	<p><u>NALC letter relating to Parish Precept</u></p> <p>A letter has been received from the Chairman of NALC which outlines comments made by a Government Minister in a letter to NALC advising that the possibility of extended council tax referendums had only been deferred and that all parish councils should continue to demonstrate restraint when increasing parish precepts and should ensure that parishes comply with existing transparency code requirements.</p>

9.	<p><u>To receive an update on Brooklands Café</u></p> <p>The CEO reported that the leases for Brooklands Café was now ready to be signed and sealed by 2 Councillors.</p>
0245	<p>RESOLVED – for 2 Councillors to sign and seal the leases.</p> <p>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.</p>
0246	<p>The CEO updated members on the current situation at the Café and following discussion it was</p> <p>RESOLVED not to extend the rent free period</p>

There being no other business, the meeting closed at 8.10pm.