

**POLICY AND RESOURCES COMMITTEE****13 OCTOBER 2016**

Committee Members present:	Cllrs D Purl (Chairman), Mrs B Brown (Vice Chairman) D Keeley, Mrs D King, B Garlick, P Hickmott, M Sawkins and P Misy
Council Members present:	Cllr A Keeley, Mrs K Sowten (Chief Executive) and Miss Elinor Jones
Members of the public:	None present

	<b>A minute's silence was held for Cllr Miss A Moloney before the meeting began.</b>
1.	<u>Apologies</u>  There were no apologies.
2.	<u>Declaration of Interests</u>  None
3.	<u>To confirm as a correct record the minutes of the Policy and Resources meeting held on 19 July 2016</u>  The minutes of the Policy and Resources Committee held on 19 July 2016 were agreed a correct record of the meeting.
4.	<u>Questions from the public</u>  There were no members of the public present
5.	<u>Audit Trail Report to be given by a Councillor</u>  An audit trail had been carried out by Cllr D Keeley on 13 October 2016. He reported that four cheques were looked at and staff timesheets were checked and all appeared to be in order.
6.	<u>Financial Review</u>  The CEO presented the financial review and advised Councillors of any variances. Various questions were asked, which the CEO was able to answer.
7.	<u>To consider and if agreed accept the quotation for the Council's Annual Insurance renewal</u>  The CEO reported that E C Parker were still trying to obtain a quote with a prospective insurance company but are in the process of negotiating with them to lower the excess premium. It was agreed that E C Parker have worked with the Council for quite some time and have good knowledge and experience of Snodland and the Council. Councillors are happy for E C Parker to continue to act as our broker.
8.	<u>To consider and if agreed accept the quotation for the tree work at the Cricket Meadow</u>  The CEO reported that Mr Kinslow would carry out this work as it is a small tree that needs cutting back from the boundary fence of the South East Water.

9.	<p><u>To receive an update relating to the Funding Arrangements with Parish Councils 2017/18</u></p> <p>The CEO reported that she had received a letter from the Director of Finance at TMBC regarding the recent Parish Partnership meeting, highlighting the withdrawal of Financial Arrangements Parish grants and Council Tax Reduction grants from 1 April 2017. In respect of Fairer Charging, the introduction of a Special Expenses Policy from April 2017 to Parish Councils would be recommended for approval and adoption by TMBC Full Council.</p> <p>An issue had been raised regarding Tonbridge Cemetery. TMBC felt that Tonbridge Parish Council should not be included in the Special Expenses Scheme on the grounds that it was a facility that was available equally to all residents in Tonbridge and Malling. This point was argued that Snodland Cemetery could adopt the same principle. The CEO to contact TMBC to discuss.</p> <p>The Overview and Scrutiny Committee at TMBC would also be undertaking a thorough review of Christmas lights funding.</p>
10.	<p><u>To respond to the new consultation on the 2017/18 Local Government Finance Settlement on the potential for council tax referendum principles to apply to parish and town councils. Appendix 1</u></p> <p>The CEO reported that DCLG had released a new consultation on the 2017/18 Local Government Finance Settlement. The consultation proposes to apply referendum principles to parish and town councils.</p> <p>Referendums could be extended to larger parishes whose precept for 2016/17 is at least £500,000 and whose Band D precept is higher than that of the lowest charging district councils for 2016/17 (£75.46).</p> <p>Currently, none of the parish or town councils in Tonbridge and Malling meet the criteria. However, there is a suggestion that the principles could be extended to all parish and town councils, although DCLG does not favour this.</p> <p>A response to the consultation must be made by 28 October 2016.</p> <p>Various points were raised by Councillors and following discussion it was <b>RESOLVED</b> that the CEO, Chairman and Vice Chairman of this Committee would respond to this consultation.</p>
11.	<p><u>To consider details to increase the storage space as part of the refurbishment of the Council Offices</u></p> <p>The CEO reported that as part of the ongoing plans for the refurbishment of the office due to the damp problem, the internal wall would be removed. This would create an open plan office. It was also reported that more storage would be required to store the office files and correspondence. To maximise and utilise the current space effectively, the CEO suggested that the WC and the tea making area be removed and changed to a storage facility. Office staff would then use the upstairs toilet and would use the Devonshire Room's kitchen facilities.</p> <p><b>RESOLVED</b> to remove the WC and tea making area to create more storage space</p>
12.	<p><u>Correspondence</u></p> <p>There was no correspondence.</p>

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