

## Snodland Town Council – Policy and Resources

27 January 2021

Committee Members present:	Cllrs Ms D Alford-Smith (C), P Hickmott, Mrs S Shaw, and Mrs S Bell.
Other Councillors present:	None
Council Staff Present:	Mrs K Sowten (CEO)
Members of the public:	None

1.	<p><u>Apologies for absence</u></p> <p>Apologies were received from Cllr A Bennison (non-committee member).</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 1<sup>st</sup> December 2020</u></p> <p>The minutes of the meeting held on 1<sup>st</sup> December 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>An audit trail was carried out by Councillor Mrs S Shaw. She reported that she carried out checks of the the petty cash and the VAT and confirmed that these were all in order.</p>
6.	<p><u>Financial Review</u></p> <p>The CEO was pleased to report that the year end forecast would not be in deficit. She also advised that she had received a phonecall from TMBC to advise that a grant was available for businesses that pay business rates and had lost income through the pandemic. She asked that the Committee to give their approval to make the application for lost business on the Market and the Council's function rooms.</p> <p><b>0681 RESOLVED</b> – to agree for the CEO to make the grant application to TMBC.</p> <p>Full reports relating to the financial review are available on file.</p>
7.	<p><u>To consider and if agreed re-appoint KCC Internal Auditor for 2021/22</u></p> <p>Councillors were sent information regarding this prior to the meeting. The Chairman advised that the price for KCC Internal Auditors had slightly increased from the previous year but advised the committee that she thought that KCC had worked with the Council for some time and were well adept with the Council's business functions. The CEO confirmed that on the recommendation of the</p>

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0682	<p>Committee last year, she had sourced other Auditors but had not received a response from them. It was agreed that as KCC were reasonably priced and reliable, the Committee</p> <p><b>RESOLVED</b> – to re-appoint KCC as the Council’s Internal Auditors for 2021/22. The CEO advised that she would consider other Auditors once the Pandemic was over.</p>
0683	<p>8. <u>To consider quotations for maintenance of the 3g pitch</u></p> <p>The Committee had all received information regarding this prior to the meeting.</p> <p>The Chairman asked the CEO if the original installers of the 3G pitch had recommended how many maintenance visits it would require but the CEO advised that they did not specify this. She advised that they recommended that the Council take out their Silver maintenance package, which was shown on the report supplied and had the least maintenance visits of the three Companies (Company A). Councillor Hickmott requested that more information be provided from Companies B and C which the CEO was able to elaborate on. The CEO advised that the 3G had now been in use for 2 years and it was in need of regular maintenance. It was therefore</p> <p><b>RESOLVED</b> – that Company C be appointed to carry out 6 visits a year on a one year contract, and to price match with the three year contract price (if possible) with a view to extending the contract to 3 years if the maintenance service was satisfactory.</p>
0684	<p>9. <u>To consider and if agreed accept new grant policy and application form</u></p> <p>The Chairman asked the Committee if they were content with the grant policy and application form which the CEO had devised.</p> <p><b>RESOLVED</b> - To approve and accept the new grant policy and application form.</p>
10.	<p><u>To Consider costs for the implementation of a new website</u></p> <p>Information was previously e-mailed to the Committee members prior to the meeting. Two companies have been asked to implement a new Snodland Town Council website and it was decided that in order to decide which company should be awarded the contract, the two companies would be asked to give a specific cost and timeframe to design a specific website which the Committee all agreed looked professional and easy to use. They must also be Gwag compliant. Councillor Mrs D King also suggested that she could source a third company to tender for the contract.</p> <p><b>RECOMMENDED</b> – that the CEO speak to the 2 companies to ask for comparable costs to design a particular design of website and Mrs King to try and source a third Company.</p>

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