

## Snodland Town Council – Policy and Resources

15 July 2021

Committee Members present:	Cllrs J Butterfield (C), Mrs S Bell, P Hickmott, W Mallard and Mrs S Shaw
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 Mrs D King.</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> June 2021</u></p> <p>The minutes of the meeting held on 1<sup>st</sup> June 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 and she advised that she had checked the bank reconciliations, bacs payments and Petty Cash and advised that everything was in order. The CEO reported that the Auditor would be checking the bacs payments at future audits and it was good practice to regularly check as part of the audit procedures. A full report of the audit can be viewed on file. There were no questions.</p>
6.	<p><u>Financial Review</u></p> <p>A copy of the financial review was sent out to members of the committee prior to the meeting and no questions were asked (a copy is available on file). The CEO also advised that the market income has reduced due to the impact of covid and this should be monitored due to the rental expenditure of the car park to TMBC. The Chairman raised the point that more income could be generated in the town with the impending impact of the implementation of the pump track and the amount of interest it would hopefully create. The CEO also commented that the market layout had changed with the addition of new stalls and this seemed to be attracting new customers. The CEO also reported that emergency repairs had been carried out on the Cemetery Garage.</p>

## Snodland Town Council – Policy and Resources

15 July 2021

7.	<p><u>To advise the Council of tractor insurance costs</u></p> <p>The CEO advised that the No Claims Bonus was transferred from the old tractor to the new one at a cost of £61.35</p> <p>The cost of the insurance for the new tractor is £1894.99. The additional cost for the grass cutter is £363.97</p> <p>The CEO reported on the current storage facilities for the new tractor and grass cutter.</p> <p>The CEO advised that a new storage facility would need to be created to house some of the new equipment. Several ideas were suggested for new storage.</p> <p><b>0758 RESOLVED</b> – that the CEO would visit the cemetery yard to check if the grass cutter would fit in the garage where the old tractor is stored and also obtain quotes for garage roller doors for the existing garage and the new storage facility and quotes to build a new storage facility for the cemetery equipment/grass cutter if it did not fit in the old tractor's storage unit.</p>
----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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