

## Snodland Town Council – Policy and Resources

1 June 2021

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

**In the Chairman's absence, Cllr Mrs D King (VC) chaired the meeting.**

1.	<u>Apologies for absence</u> Apologies were received from Cllr J Butterfield (C).
2.	<u>Declaration of Interests</u> There were no declarations of interest.
3.	<u>Minutes - to agree the minutes of the meeting held on 11<sup>th</sup> March 2021</u> The minutes of the meeting held on 11 <sup>th</sup> 2021 were agreed as a correct record.
4.	<u>Questions from the public</u> <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> There were no members of the public present.
5.	<u>Audit Trail Report to be given by a Councillor</u> An audit trail was carried out by Councillor Mrs S Shaw and a copy is available on file. There were no questions.
6.	<u>Financial Review</u> A copy of the financial review was sent out to members of the committee prior to the meeting and the Committee did not have any questions to ask. A copy is available on file.
7.	<u>To receive the internal audit review and implement any necessary actions</u> The CEO reported that the internal audit review which was carried out by KCC, went very well but 2 matters were raised: <ul style="list-style-type: none"> <li>The auditor was aware that the Council had Cyber Insurance, however a risk assessment had not been completed and staff had not received cyber security training. The CEO confirmed that the office staff were vigilant of scam e-mails and a risk assessment and further training would be put in place.</li> </ul>

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0729	<ul style="list-style-type: none"> <li>The office blinds had been omitted from the asset register but had since been added.</li> </ul> <p>The CEO also advised that the new mowing equipment would also be added once purchased.</p> <p><b>RESOLVED</b> - the issued identified in the Audit Report had been reviewed and the necessary actions implemented.</p>
8.	<p><u>To receive the unaudited accounts for the year 2020/21</u></p> <p>The CEO presented the unaudited accounts and advised that despite a difficult year due to Covid, the councils account balance was in a healthy position. She advised that the new mowing equipment would be purchased from the Reserve Account as previously agreed by the Council. Other projects currently on the 10 year plan would also be looked into this year which include lighting for the Community Centre Car Park and Refurbishment of the Devonshire Rooms due to the current poor state of the cupboards and the ineffectual heating system.</p> <p>The unaudited accounts would be presented to Full Council for approval.</p>
9.	<p><u>To respond to a request for reduction of annual rent for the Chess Club</u></p> <p>The CEO advised that a letter had been received from the Chess Club requesting a recalculation of the fees paid for in relation to the use of the Cricket Pavilion due to the Covid-19 restrictions since March 2020.</p> <p><b>RESOLVED</b> – that the Council would issue a credit note for the 2021 invoice to reflect the closed season since March 2020.</p>
10.	<p><u>To consider a grant application from TMBC Y2 Crew</u></p> <p>The CEO reported that the Y2 Crew had made their annual request for funding but had yet to complete the newly drafted application form.</p> <p><b>RESOLVED</b> – to await the receipt of the completed form before making a decision and this would be discussed at the next meeting.</p>
11.	<p><u>To advise the council of the renewal relating to the Street Lighting Electrical renewal</u></p> <p>The CEO reported that the electric contract for the street lighting had been renewed. She had tried to source three quotes but suppliers for electricity for Lighting appears to be a limited market. Due to the market fluctuations on a daily basis, it was necessary for the CEO to accept the best price from their existing supplier, EON. The price is slightly higher than originally budgeted due to increased prices for energy and LED lighting useage. The Committee agreed to this and advised that perhaps for the future, the CEO check what suppliers other local parishes use.</p> <p><b>RESOLVED</b> – to accept EONs quote but to also make enquiries with other parish councils to check what electricity supplier they use.</p>



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15.	<p><u>To receive an update on the Tenancy renewal and other matters relating to Brooklands Lake Café (Peridise)</u></p> <p>The CEO gave a brief report on the tenants business acumen and issues that had occurred during the tenancy.</p>
<b>0737</b>	<p><b>RESOLVED</b> – it was agreed that the CEO would make tentative enquiries and to check the term length of a tenancy at will.</p>

There being no other business, the meeting closed at 8.45pm.