

SNODLAND TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

31 AUGUST 2017

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| Committee Members present: | Cllrs D Purll (C), Mrs B Brown (VC), B Garlick, P Hickmott, D Keeley, Mrs D King, M Sawkins and J Minter |
| Council Members present: | Mrs K Sowten (Chief Executive) and Miss Elinor Jones |
| Members of the public: | None present |

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| 1. | <p><u>Apologies</u></p> <p>Apologies were received from Cllr P Misy.</p> |
| 2. | <p><u>Declaration of Interests</u></p> <p>There were no declarations of interest.</p> |
| 3. | <p><u>To confirm as a correct record the minutes of the Policy and Resources meeting held on 6 July 2017</u></p> <p>The recommendation at Item 8 was queried and this was confirmed by the CEO that this was still ongoing.</p> <p>The minutes of 6 July 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>There were no members of the public present.</p> |
| 5. | <p><u>Audit Trail Report to be given by a Councillor</u></p> <p>Cllr D Keeley carried out the audit trail at the Council offices on 31 August 2017:</p> <ul style="list-style-type: none"> - Cheques payable for services were checked – all the paperwork was in place and items on the cheque stubs and invoices agreed; - One invoice and cheque stub had only one Councillor Signature. Upon checking it would appear to have been an oversight. <p>The CEO contacted Cllr D Keeley regarding the emergency damp proofing that needed to be carried out during the office refurbishment as the cost had to be agreed outside a meeting. The CEO also contacted a number of other Councillors to obtain their prior approval.</p> |

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| 6. | <p><u>Financial Review</u></p> <p>The CEO presented the financial review along with accompanying detailed income and expenditure comments. Various questions were asked, which the CEO was able to answer.</p> |
| 7. | <p><u>To consider and if agreed accept quotation for structural testing of Street Light Columns</u></p> <p>The CEO reported that in order to get the street lights updated 12 columns needed to be tested for structural soundness. She had obtained two separate quotes for the 12 columns to be tested. The two quotes were:</p> <p>A) £697.00 and B) £365.00</p> <p>RESOLVED - to appoint quote B to carry out the tests on all 12 street light columns.</p> |
| 8. | <p><u>To consider revised price for new computer for Office</u></p> <p>The CEO reported that she had received a quote for the refurbished hard drive at a cost of £400.00 (Intel Core i7). Councillors expressed their concerns at purchasing a re-furbished computer. She had also looked at prices for new computers (Intel Core 7) with other companies and were priced around £700.00.</p> <p>RECOMMEND – that Cllr Mrs D King assist the CEO to source a competitively priced computer.</p> |
| 9. | <p><u>To consider and if agreed accept quotation for supplier of waste water</u></p> <p>The CEO reported that she was experiencing difficulties with the current waste water contractor, Business Stream, for the 4 contracted properties (cricket pavilion, museum, Brooklands lake and the Devonshire Rooms). She requested that the 4 properties be transferred over to South East Water who would also be more cost effective.</p> <p>RESOLVED – to change waste water supplier to South East Water.</p> |
| 10. | <p><u>Correspondence</u></p> <p>There was no correspondence.</p> |

There being no other business the meeting closed at 7.52pm.

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| 7. | <p><u>To consider and if agreed accept quotation for structural testing of Street Light Columns</u></p> <p>The CEO reported that in order to get the street lights updated 12 columns needed to be tested for structural soundness. She had obtained two separate quotes for the 12 columns to be tested. The two quotes were:</p> <p style="padding-left: 40px;">A) £697.00 and B) £365.00</p> <p>RESOLVED - to appoint quote B to carry out the tests on all 12 street light columns.</p> |
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