

**POLICY AND FINANCE**

**MINUTES**

**Wednesday 22<sup>nd</sup> November 2017**

**Present:** Chair Cllr M Horwood, Cllr L Ball, Cllr M Hogg, Cllr R Morris,  
Cllr T Searles, Cllr V Southern

**Also Present:** Cllr C Barnes, Cllr J Barnes, Cllr P Darrington, Cllr E Komolafe,  
Cllr N Scott, Cllr H Willingale

**Officers:** CEO Steve Nash,  
RFO Steve Innes  
Democratic Services Officer Barb Playfoot

**APOLOGIES FOR ABSENCE**

Cllr L Dyball – Cllr P Darrington substitute for Cllr L Dyball

**DECLARATIONS OF INTEREST**

None Received

**10307 MINUTES OF THE PREVIOUS MEETING**

To approve as correct the Minutes of the Meeting held on Wednesday 18<sup>th</sup> October 2017

**APPROVED**

**10308 TO RECEIVE THE MONTHLY FINANCES**

- The RFO took several questions from Councillors regarding the reports.
- Cllr Southern queried the allocation of Income and Expenditure suggested that changes be made to the accounts to reflect a reallocation of nominal code transactions across the venues. The RFO confirmed that he was happy to make Income and Expenditure sheets retrospective to 1<sup>st</sup> April 2017. The RFO is due to meet with Cllr Southern on 4<sup>th</sup> December 2017 to agree the appropriate allocations
- Cllr Hogg and Cllr Morris agreed that this would show a more accurate account of each venue
- Cllr Southern also requested that the RFO investigate the bill for Swanley Park from Thames Water to ascertain if there could be any rebate as they were not responsible for the sewage

**RESOLVED: To accept reports A/B/C/D/E/F/G**

**10309 REVISED BUDGET 2017/2018**

To approve recommendations from the CEO and RFO (Report H)

**RESOLVED: Revised budget 2017/2018 approved**

**10310 PROPOSED BUDGET 2018/19**

To approve the budget proposals put forward by the CEO and the RFO (Report H)  
A recorded vote was taken and all agreed that the proposed budget reflect a 3.9% increase in line with inflation.

**RESOLVED: Proposed budget 2018/2019 to be recommended for Full Council approval**

**Recorded Vote**

**Cllr Morris – Yes**

**Cllr Southern – Yes**

**Cllr L Ball – Yes**

**Cllr Darrington – Yes**

**Cllr Searles – Yes**

**Cllr Hogg – Yes**

**Cllr Horwood – Yes**

**10311 TO APPROVE A SMOKING POLICY**

This is to provide a first detailed policy (Report I)  
The CEO was asked to clarify a few points raised

Cllr Ball said he was unhappy with e cigarettes being included in the policy and that he saw no harm in them at all. The CEO responded by giving examples of where they are banned in other places and on aircraft. Cllr Horwood felt they were anti-social and should be included in the policy.

Cllr Willingale was concerned that staff were being victimised because they smoked and felt that passive smoking was not a valid concern. Cllr C Barnes pointed out how her health had been seriously affected by smoking over the years.

**RESOLVED: Smoking policy approved**

**10312 TO APPROVE A NEW EQUAL OPPORTUNITIES POLICY**

Currently this is provided in existing contracts. The new policy will supersede contractual arrangements once signed off by all staff (Report J)

**RESOLVED – New Equal Opportunities policy approved**

**Date of the Policy & Finance Meeting - 13<sup>th</sup> December 2017**

**MEETING CLOSED AT 20.28**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

Committee Members:

(Chair) Cllr M Horwood, (Vice Chair) Cllr V Southern, Cllr L Ball, Cllr L Dyball, Cllr M Hogg, Cllr R Morris, Cllr T Searles