

# Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

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[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## POLICY AND FINANCE

### MINUTES

Wednesday 13<sup>th</sup> December 2017

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

**Also Present:** Cllr J Barnes, Cllr P Darrington

**Officers:** CEO Steve Nash,  
RFO Steve Innes  
Civic Manager Toni Roast  
Democratic Services Officer Barb Playfoot

#### APOLOGIES FOR ABSENCE

Cllr L Dyball

#### DECLARATIONS OF INTEREST

None Received

#### 10335 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 22<sup>nd</sup> November 2017. Item 10310 - amendment required to change name from Cllr J Barnes to Cllr L Ball

**APPROVED**

#### 10336 TO RECEIVE THE MONTHLY FINANCES

- The RFO took several questions from Councillors regarding the reports.
- **Report D** - Cllr Hogg asked how there was an increase in Snooker/Bowls revenue the CEO explained that the both the Annual Subscription fee and hourly rate had been increased.
- Cllr Morris pointed out that it was also the ripple effect, the announcement of the Snooker facility being closed has encouraged more members.
- The CEO informed the Councillors that he had received an offer to purchase all the snooker tables when the club closed and a £500 deposit had been received to secure the deal.
- **Report G** – Cllr Horwood reported that he had chased Kent Highways to settle their outstanding account.  
The RFO reported that he had chased all the outstanding debtors and that many had settled their accounts since the date of the report.

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

#### 10337 CEO's APPRAISAL

To note the CEO has successfully completed his appraisal 2017/2018 and has accomplished all his objectives

- Cllr Hogg asked for clarification of the Appraisal process. The CEO explained how the appraisal process was based on targets and a point scoring system.

Cllr Hogg went on to congratulate the CEO on an excellent job considering the task he faced during 2017/18 year.

- Cllr Morris also congratulated the CEO and felt that achieving the targets for 2018/19 might prove harder
- The CEO thanked the Cllrs for their praise and support he also thanked his staff for their support throughout the year.

**RESOLVED: The completion of the CEO's appraisal was noted**

**Date of the Policy & Finance Meeting - 24<sup>th</sup> January 2018**

**MEETING CLOSED AT 19.50**

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