

# Swanley Town Council

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

Tel: 01322 665855

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

## POLICY AND FINANCE

### MINUTES

Wednesday 18<sup>th</sup> September 2019

**Present:** Chair Cllr M Horwood, Cllr J Barnes, Cllr G Darrington, Cllr P Darrington, Cllr J Domigan, Cllr C Lee, Cllr V Letchford, Cllr J Tuckfield

**Also Present:** Cllr L Ball, Cllr C Barnes, Cllr L Dyball, Cllr J Griffiths, Cllr T Searles

**Officers:** CEO - Steve Nash  
Democratic Services Officer - Barbara Playfoot

#### Public Participation

None

#### APOLOGIES FOR ABSENCE

None

#### DECLARATIONS OF INTEREST

None

#### 10789 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 17<sup>th</sup> July 2019.

**APPROVED**

#### 10790 TO RECEIVE THE MONTHLY FINANCES

- Cllr G Darrington queried why The Cotton Mill, Micro-brewery had paid more than the rent shown in the budget.  
The CEO explained that we had received a back rent payment.
- Cllr Horwood asked if a breakdown of the 1812 event could be provided. Cllr Ball added could Friday and Saturday monies be shown individually.  
The CEO said he would ask the RFO to provide the balance sheets for the next meeting.
- Cllr Searles asked what was Urban Maintenance, Cllr Horwood said that it was the KCC grass cutting contract
- Cllr G Darrington also queried why there was no Town Crier advertisement income.  
The CEO said that they had not been invoiced yet
- Cllr Letchford asked why the Consultancy fees were high.  
The CEO explained that the council had engaged a building surveyor to check the existing Park buildings before renovation work commenced also surveying services were required for the proposed Rugby Clubhouse.
- Cllr Horwood highlighted that the Olympic had made a loss during the month of August.

- The CEO said that there had been refurbishment work carried out during that month and the costs had been allocated against income. He added it is expected that the income would pick up during the last quarter of the year.
- Cllr Horwood said that Park balance sheets were positive and was a good position to be in.
- Cllr G Darrington asked why there had been no rent payment from SNBR, the CEO explained that they were only invoiced once per year and he would confirm the invoice date when he had spoken to the RFO.
- Cllr Letchford noted that the expenditure for the 1812 event was high compared to the income.

The CEO explained that the council decided which events are free of charge for Swanley residents, the 1812 being one of them. So free events are a cost, not a loss and not an income maker, although where possible staff recoup some costs from concessions.

- Cllr Horwood said that he felt that £9000 net spend was negligible as the whole event was a complete success.
- Cllr G Darrington asked why there were unrepresented payments dating back to 2018.

The CEO said that he would ask the RFO on his return and ask him to cover the question at the next meeting.

- Cllr Horwood asked why Normans Butchers is used although their meat is good they are expensive.  
The CEO explained that the quality of the meat is determined by the hirers (e.g. Wedding packages) so the cost of the meat is offset by the package price.

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

#### **10791 TO RECEIVE EXTERNAL AUDITOR REPORT**

To note the comments of the External auditor following the completion of the limited assurance review for the year ended 31<sup>st</sup> March 2019.

**NOTED**

**Date of next meeting – 16<sup>th</sup> October 2019**

**MEETING CLOSED AT 20.00**

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)