

Swanley Town Council

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

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www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 16th October 2019

Present: Deputy Chair Cllr V Letchford, Cllr G Darrington, Cllr P Darrington, Cllr J Domigan, Cllr C Lee, Cllr J Tuckfield

Also Present: Cllr L Ball, Cllr M Foster, Cllr J Griffiths, Cllr T Searles

Officers: CEO - Steve Nash
RFO - Steve Innes
Park Director – Ryan Hayman
Democratic Services Officer - Barbara Playfoot

Public Participation

None

APOLOGIES FOR ABSENCE

Cllr J Barnes, Cllr M Horwood

DECLARATIONS OF INTEREST

None

10820 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 18th September 2019.

APPROVED

10821 TO RECEIVE THE MONTHLY FINANCES

- Cllr J Domigan queried the recharge – Civic Centre why was it showing a budget of £9,000 and no entries.
The RFO said that he was invoicing in October so will show on next month's report.
- Cllr G Darrington asked why there was no income showing for Christmas Lights sponsorship.
The RFO confirmed that the sponsorship invoices will be sent out in due course and the CEO is in contact with CBRE (Town Centre Administration Company)
- Cllr J Domigan asked why there had been overspend on Motor expenses.
The CEO said that an additional vehicle had been purchased to help ease the workload for the Park & Estates team. The vehicle required some modification e.g. Towing hook
- Cllr J Domigan also queried why there had been overspend on Consultancy.

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 drainage connection.

- Cllr Domigan asked why there had been overspend on repairs and renewals. The CEO explained that there had been some emergency roof repairs as the water was leaking into the bar area of the Alexander Suite. There was also the purchase of the replacement windows in the Civic Centre. The CEO went on to say that STC are responsible for the external repairs of the Oaks Surgery however, they were now asking for STC to do internal repairs. NHS property services were responsible for the internal upkeep of the Oaks but this will now be replaced by STC and will receive the funds that NHS property services are currently being paid.
- Cllr G Darrington asked what the Horticultural budget was spent on. The RFO said that this was to hibernate the Bowls Green at the Olympic. He explained that the work and costs for the maintenance of the Bowls Green had now been passed to the Bowls Club.
- Cllr Letchford asked if there was further Swanley In Bloom income expected. The RFO confirmed that there was more to come in
- Cllr Domigan if the £26,000 Premises budget should be moved to the Civic budget to cover the re-carpeting of the Alexander Suite. The RFO confirmed that this would be actioned.
- Cllr G Darrington said that she was slightly concerned with the difference in Alexander Suite bar takings in comparison with this time last year. The CEO responded by saying that there were less weddings booked in this year which could reflect on the lower bar takings however we were entering the festive season and should see an improvement on all the income streams. He also noted that income in total is up on last year.
- Cllr G Darrington asked why the catering income at the Olympic was down. The CEO explained that food had been stopped but now the Olympic was starting to offer bar snacks, toasties etc. So this figure should improve over the next couple of months.
- Cllr Domigan noted that the income was down on some of the Park activities, the Park Director pointed out that all Park income was subject to weather and foot fall. As this year's income was being compared to 2018's bumper year in terms of weather it does show a considerable difference in income however, the Park has made a profit this year despite the bad weather experienced during the summer months.
- Cllr G Darrington asked for an update on the unrepresented cheques. The RFO explained that 3 were for Mayoral functions (ticket purchases in other boroughs) and the 4th was for prepayment of the RBL wreath which has now been cashed along with another cheque. The Policy & Finance committee agreed to allow the RFO to write back the 2 unrepresented cheques still outstanding a total sum of £160.
- Cllr G Darrington asked why there was a large increase in the bank balance. The CEO said that STC had just received the second payment of the Precept.
- Cllr G Darrington noted that there was a large payment made to Sovereign Sports, what was that for. The CEO explained that it was for the resurfacing of the Tennis Courts.

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

10822 TO RECEIVE 1812 REPORT

To note the 1812 Profit and Loss Figures

Cllr Ball said that he was pleased to see the figures even though the Saturday figures were low he felt that the Folk fest should continue for a couple more years to build on the event. The CEO advised that he was confident of an increase on this event.

NOTED

Date of next meeting – 20th November 2019

MEETING CLOSED AT 20.20

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