

Swanley Town Council

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

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POLICY AND FINANCE

MINUTES

Wednesday 19th February 2020

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

Also Present: Cllr S Andrews, Cllr L Ball, Cllr C Barnes, Cllr L Dyball, Cllr T Searles

Officers: Assistant Town Clerk – Toni Roast
RFO - Steve Innes
Democratic Services Officer - Barbara Playfoot

Public Participation

None

10928 APOLOGIES FOR ABSENCE

Cllr J Domigan

10929 DECLARATIONS OF INTEREST

None

10930 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 22nd January 2020.

APPROVED

10931 TO RECEIVE THE MONTHLY FINANCES

- Cllr Tuckfield asked why there was only £1,500,000 showing against the Sale of Assets.
Cllr Horwood explained that only the balance after repaying KCC for the recharge, the purchase of 3 properties and the solicitors account was transferred to STC. He asked the RFO to produce a report on what funds the solicitors held and what was paid out by them for the next meeting
- Cllr Tuckfield asked why we had received £10,000 sponsorship money and who it was from.
The RFO said that it was a grant from SDC but could not recall what it was for as it was received in April 2019, he will email councillors with an update.
- Cllr Tuckfield asked why the Premises Expenses were over budget by approx. £46K.
The RFO explained that the 1st payment for the Splash Pool in the Park was included in the figure along with roof repairs on several STC owned buildings.

Cllr Tuckfield asked why the Splash Pool was showing in the Civic budget, the RFO said because the Woodlands sale monies were in the Civic and the splash pool was going to be funded by the Woodlands sale. He agreed to journal the costs across to the Park.

- Cllr Letchworth asked why the figure for the signs was approx. £2000 higher than the budget figure.
- The RFO and Cllr Horwood responded saying that it did include the cost of the new sign that has been erected as you enter Swanley from the M25. The RFO added that the figure represents all signs including direction signs to Swanley Park etc.
- Cllr G Darrington asked why the Postage & Carriage figure was above budget. The RFO explained that the venues require tickets to be sent out for their events, along with mailshots for the venues, STC Christmas cards, signed for documents to solicitors and general postage. He added that the franking machine had very recently been topped up with £1000 credit.
- Cllr G Darrington queried the Training costs. The RFO explained the newly appointed Park staff had undergone training to gain required qualifications. New councillor training and staff training in several subjects also added to the costs.
- Cllr G Darrington commented that it was good to see that the Alexandra Suite was showing an upturn in income.
- Cllr Horwood asked where were the improvement costs for the Alexandra Suite were shown.
The RFO said they were currently being shown in the Civic Centre budget. Cllr Horwood felt that they would be better shown in the Alexandra Suite, the RFO agreed that it was quite a significant spend.
- Cllr Horwood said that it was good to see that the Olympic was slightly in profit but not quite where STC want it to be. The RFO said that the income stream was static so should maintain its current level.
- Cllr Horwood questioned where the NBPR rent was due. The RFO said that he had sent the invoice for the year with an uplift.
- Cllr G Darrington questioned the cost of the Salaries and Security, she asked if there could be a breakdown of costs produced.
The RFO explained that there were some anomalies in the salaries costs which pertained to payment of TOIL to the exiting Park Director and the conversion of 2 casual staff to 2 Park managers that are now permanent staff.
- Cllr Horwood pointed out that the expenditure is higher this year as the 1812 event loss was now being shown in the Park budget however with the rent payment from NBPR this should offset that debit. He added that the new Park Director should be keeping an eye on all the costs associated with the Park.
- Cllr Dyball asked were there any costs incurred for recruitment in the salaries figure. The RFO confirmed that there was not and would look back at last year's figures.
- Cllr G Darrington felt the level of staffing could not be maintained, the ATC said that it would save on TOIL and casual staff ultimately.
- Cllr Letchworth queried the Park's premises costs. The RFO explained that there had to be extensive roof repairs made to the barn, the set up costs of the Doggy Day Care.
- Cllr Horwood asked if the Park Director could produce a report for the next Estates & Facilities meeting justifying the increase in salary costs and the benefit of employing three permanent members of staff.
- Cllr Tuckfield asked why the Housing stock report did not show the purchase of the 3 properties. The RFO said that these are itemised on the asset register.

- Cllr Horwood asked if the RFO could create a budget for the Housing stock for the rest of the year.
- Cllr G Darrington asked if the Woodlands Security payment showing was the last one as she was under the impression that the last invoice should have been in November. The RFO to check the invoices.

RESOLVED – accepted reports A/B/C/E/F/G/H

10932

PROPOSAL FOR VE DAY

To approve the updated proposal for VE day 8th May 2020 activities.

Cllr Horwood asked if a date could be added to the VE day pin badge. The Assistant Town Clerk said that would be investigated.

Cllr Dyball said that people would want to purchase the commemorative pin badge. Cllr Horwood suggested that contact be made with the RBL to see if they have any figures on how many they sell during poppy week.

APPROVED – the purchase of the VE day pin badges. The location of the commemorative benches to be discussed at a later date.

10933

REPORT ON THE SALE OF THE WOODLANDS

To note value of sale and disposals

NOTED

Date of next meeting – 18th March 2020

MEETING CLOSED AT 20.30

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