

Swanley Town Council

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

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www.swanleytowncouncil.gov.uk

POLICY AND FINANCE ZOOM Meeting

MINUTES

Wednesday 17th June 2020

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

Also Present: Cllr S Andrews, Cllr L Ball, Cllr C Barnes, Cllr L Dyball, Cllr J Griffiths, Cllr T Searles, Cllr A Skipper

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

Public Participation

None

10968 APOLOGIES FOR ABSENCE

Cllr C Lee

10969 DECLARATIONS OF INTEREST

None

10970 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 20th May 2020.

APPROVED

10971 TO RECEIVE THE MONTHLY FINANCES

- Cllr Horwood asked if STC had received a grant from the Government for the furloughed staff. If so where is it shown?
The RFO said that the grant had been received and had been allocated to the relevant salaries column on each report.
- Cllr Letchford noted that the budgets were not showing on the reports. The RFO said they were not added to the reports but will be included in the July reports.
- The RFO added that there are 2 additional entries for COVID 19 (Income and Expenditure) which are the transactions where volunteers either shop for the shielded Swanley residents with their own funds and are reimbursed from payments taken from residents or purchases made against ASDA prepayment card scheme.
- Cllr Letchford asked what the figure of £943 showing against Sale of Assets. The RFO explained that it was from Invicta Law as a final balance for the sale of the Woodlands. The CEO added that Invicta Law had held all the monies received

from the sale of the Woodlands and this would have attracted interest which had now been passed to STC.

- Cllr Domigan asked where was the precept payment. The RFO said that it had been received at the end of April but had not been entered into the report but will ensure it will show in the July reports.
- Cllr G Darrington queried the rental received from the Bowls Club. The RFO informed the meeting that they have been invoiced and that 'We Buy Any Car' had resumed trading at the Olympic.
- Cllr Horwood noted that some of the activities had started in the Park. The CEO said that the park had been very busy at the weekend which was reflected in the car park revenue.
- Cllr Tuckfield asked how the ANPR equipment had been funded. The CEO said that STC had paid for the solar panels but the rest of the equipment was provided by the ANPR company. He went to say that STC were working with the company to refine reporting and streamlining some of their operations which could help to negotiate a discounted lease payment.
- Cllr G Darrington queried the rents received at the Park. The RFO explained that Swanley Athletics pay rent per month, Swanley Café pay quarterly and SNBR pay yearly.
- Cllr Letchford asked why only one figure is showing for rental of properties on the Housing Stock report, could they not be shown per property. The CEO explained that he could supply the figures but felt this would be the best way to report the income and expenditure on the properties. The CEO said that all the houses were now let and is passing the Olympic flat's administration to the letting agency.
- Cllr Tuckfield asked if there are any problems with the tenants paying their rent. The CEO reported that a 5 week deposit is held in a secure fund for each property so if there were an issue going forward the deposit fund would cover it.
- Cllr Letchford queried the payment out for Woodlands rates. The RFO said that it had been paid but subsequently was refunded as a rebate and no further payments are required.
- Cllr Letchford queried the payment of £12,030 to UK Power Networks. The RFO explained it was the electricity connection to the new Splash Pool in the Park.
- Cllr Tuckfield thanked the RFO for the production of clean and tidy reports. Cllr Letchford agreed and said that they were excellent reports.

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

- 10972 TO APPROVE COMPLAINTS PROCEDURE**
To approve the Complaints Procedure – no changes recommended
DEFERRED TO NEXT MEETING – 15th July 2020
- 10973 TO APPROVE HEALTH AND SAFETY POLICY STATEMENT**
To approve the Health and Safety Policy Statement – no changes recommended
DEFERRED TO NEXT MEETING – 15th July 2020

Date of next meeting – 15th July 2020

MEETING CLOSED AT 20.00

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 665855 or snash@swanleytowncouncil.gov.uk