

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 20th May 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

10960 APOLOGIES FOR ABSENCE

Cllr C Lee

10961 DECLARATIONS OF INTEREST

None

10962 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 19th February 2020.

APPROVED

10963 TO RECEIVE THE MONTHLY FINANCES

- Cllr Tuckfield asked if the spreadsheets could be produced with a bit more clarity as she felt that anyone that did not have a grasp of financial reports would be unable to follow the figures. Cllr Tuckfield asked why expenditure funds had been journaled from the Civic budget to the Alexandra Suite. The RFO suggested that Cllr Tuckfield or indeed any of the Cllrs would like to meet with him after the lockdown so that possible changes to the spreadsheets could be discussed. The CEO agreed that this would be the way forward and a slight change to the format could help people understand the figures.
- Cllr Horwood asked what Code 4210 was related to. The RFO explained that STC had changed the photocopier contract/leases and that the new company Smart Office are to pay the balance of the existing old leases but this would

be achieved by them paying STC and in turn STC would pay off the old leases.

- Cllr G Darrington asked where were the sponsorship monies for Swanley In Bloom.

The RFO explained that CBRE were one of the main sponsors and was expecting their payment.

The Assistant Town Clerk said that she had contacted previous sponsors asking if they would be interested in this year's Swanley In Bloom but due to the current situation they are slow coming back to her.

- Cllr G Darrington asked if there were any plans to add additional planting in the Park.

The Assistant Town Clerk confirmed that there will be additional planters in both Swanley Park and the Recreation Ground.

There was some discussion regarding the watering of the existing planters and the Assistant Town Clerk confirmed that the winter planting would be replaced in early June and the watering contract will re-commence.

- Cllr Letchford asked what did the sum of £562.08 line 4205, relate to
The RFO explained that was recharge of Business rates to the AFA. He went on to say that going forward the business rates would be charged with their rent on a monthly basis.
- Cllr Letchford went on to ask why SPTL was down on the predicted budget for the year. The RFO explained that the last organised trip August last year and there had been no subsequent trips organised since.
- Cllr Letchford also asked what the insurance claim sum for. The RFO explained that the lead had be stolen from The Oaks roof and this was the sum received from the insurance company.
- Cllr Domigan asked why the Salary Costs were high.
The CEO explained that there were some anomalies concerning the changeover of Park Directors and Park Managers which amounted to TOIL and holidays being paid for exiting staff.
The RFO added that there were additional Ground staff taken on which would show in the Civic budget as opposed to Swanley Park.
- Cllr G Darrington asked why additional monies had been spent on Light up the Town and had taken the figure over budget.
The RFO explained that although the invoice for maintenance of the lights was showing in March's account it was actually work carried out in preparation for Christmas 2020.
- Cllr G Darrington asked why there had been sums of money paid for staff expenses. The RFO explained that the majority of the money was paying staff back for goods they had purchased with their own funds on behalf of STC.
- Cllr Ball asked about the transfer of funds from the sale of the Woodlands and where has the money been allocated.
The RFO explained that it had been moved in 3 tranches. Transfer £500,000 To CCLA Council fund. £500,000 to bank to cover the costs of the new splash pool and 2 properties have been purchased since the initial sale of the Woodlands.
The CEO said that all the monies are shown in the housing stock list spreadsheet.
- Cllr Horwood said that could the housing stock list include ongoing costs, maintenance etc.
The CEO said that he and the RFO would review the spreadsheet and see how best to show the costs.
- Cllr Horwood commented that the Alexandra Suite once again was showing a healthy profit prior to Lockdown. He went on to say that although some

refunds have been made most bookings have been moved to a later date. He also noted that the Christmas pantomime had made a good profit.

- Cllr Domigan asked if there was a loss of stock.
The CEO said that the crisps, peanuts etc. had been included in the initial food parcels and that only the kegs that had already been opened has been lost.
The RFO added that not a lot of stock is held at the Alexandra Suite and the Olympic, stock is ordered in line with the event/function requirements so only minimum stock is held ordinarily.
- Cllr Horwood commented that it was good news for the Olympic turning a profit of approximately £4,000 and congratulated the CEO and the team.
- Cllr G Darrington said that without 'We Buy Any Car' paying rent it would have been a different story. Cllr Horwood said that the CEO is looking at different franchises so that STC are not totally reliant on 'We Buy Any Car' rent.
- Cllr Horwood wanted to confirm that the sum transferred of £271,439 was for the Splash pool and where is the expenditure showing.
The RFO explained that £40,000 was made in December 2019, a further 200,000 was paid in February 2020 and final payment was paid in April 2020 but will not show until next month. Cllr Horwood asked if there was any way that spend on projects could be correlated. The RFO said that he would have to give it some thought. Cllr Horwood then suggested that maybe the notes section could be used to give an explanation of the monies. The RFO confirmed that this could be done. The CEO suggested that the RFO share the commentary of the reports he produces for the CEO to the Cllrs.
- Cllr Domigan asked if project costs could be contained in one financial year or rolled over to the following year. The CEO said he would think about that point but this could delay projects unnecessarily.
- Cllr Andrews asked if surplus monies from the maintenance budget could be used to replace the trees in the Park and enhance the entrance to the Park from Moreton Close.
- Cllr Domigan asked was there any idea when the park activities could be opened. The CEO said that this would depend on the Government rules however there could be a possibility that the Splashpool area could be opened and was working with Mr Griffiths to define the Health and Safety aspects of opening the Splashpool along with a and Risk Assessment.
- Cllr Tuckfield asked if there would be an opening ceremony by the Mayor and MP Laura Trott for the Splashpool. The CEO said that it would be done at a later date
- Cllr Horwood asked who was the Smart Office Group. The RFO said that this was the new photocopier lease company and the figure being queried was the leasing settlement figure.
- Cllr G Darrington asked why the Swanstaff figure was still outstanding. The RFO explained that he had chased for payment on several occasions but had sent a firm letter asking for the debt to be settled. The RFO added that compared to the Debtors and Creditors last year it was very similar to last year.

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

10964 PROBATION POLICY

To approve the Probation Policy – no changes recommended

APPROVED – Probation Policy with no changes

10965 PUBLICATION POLICY

To approve the Publication Policy – no changes recommended

APPROVED – Publication Policy with no changes

10966 SICK ABSENCE POLICY

To approve the Sick Absence Policy – no changes recommended

APPROVED – Sick Absence Policy with no changes

10967 LEAVERS POLICY

To approve the Leavers Policy

APPROVED

Date of next meeting – 17th June 2020

MEETING CLOSED AT 20.40

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

DRAFT