

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 15th July 2020

Present: Chair Cllr M Horwood, Deputy Chair Cllr V Letchford, Cllr J Barnes, Cllr G Darrington, Cllr P Darrington, Cllr J Domigan, Cllr C Lee, 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
Parks Director – Ryan Hayman
Democratic Services Officer - Barbara Playfoot

Public Participation

None

10999 APOLOGIES FOR ABSENCE

None

11000 DECLARATIONS OF INTEREST

None

11001 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 15th June 2020.

APPROVED

11002 TO RECEIVE THE MONTHLY FINANCES

- Cllr Letchford asked why there was no rent showing for the micro-brewery, the RFO said that they were now invoiced quarterly for their rent.
- Cllr Letchford also queried where was the solar panel income. The RFO said that this will show in the June figures but the income was £3404.
- Cllr G Darrington asked why there was no rent showing for the allotments. The RFO explained that that they are invoiced in Jan/Feb of each year.
- Cllr G Darrington to ask about the sponsorship monies for Swanley In Bloom and how the flowers were looking good this year.
- Cllr Letchford asked what were the consultancy fees for, the RFO explained they were for the charges incurred for the assessment of the Olympic site by Savills, solicitors fees on the house purchases and associated charges.
- Cllr G Darrington asked what £3085 was spent on, the RFO said the sum was for the commemorative VE day benches.

- Cllr Domigan noted that the Alexandra Suite had no income for the month of June but had very little expenditure.
- The CEO reported that the Olympic had a new hirer which is a Pizza business providing an eat in – takeaway, and home delivery Pizza, he also offered side dishes and alternatives to pizza.
- Cllr Letchford asked there was no rent received from ‘We Buy Any Car’ the RFO explained that they were closed during the initial lockdown and they are only invoiced for the days they occupy the office.
- Cllr Horwood suggested that a comment line be added to the reports where there was either a large income or expenditure.
- Cllr Horwood also suggested that a valuation survey be carried out on the STC house properties to assess how the property investment stands each year.
- Cllr G Darrington noted that buying property with the Woodlands money was a wise move as had it been invested in a bank there would be very little or no return on the money.

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

- 11003 TO APPROVE COMPLAINTS PROCEDURE**
To approve the Complaints Procedure – no changes recommended
RESOLVED – Complaints procedure approved
- 11004 TO APPROVE HEALTH AND SAFETY POLICY STATEMENT**
To approve the Health and Safety Policy Statement – no changes recommended
RESOLVED – Health and Safety Policy Statement approved
- 11005 STAFFING**
To receive a verbal report from the CEO
RESOLVED – the CEO’s recommendations were approved

Date of next meeting – 16th September 2020

MEETING CLOSED AT 21.35

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