

# Swanley Town Council

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

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## **POLICY AND FINANCE ZOOM Meeting**

### **MINUTES**

**Wednesday 16<sup>th</sup> September 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  
RFO - Steve Innes  
Parks Director – Ryan Hayman  
Democratic Services Officer - Barbara Playfoot

#### **Public Participation**

None

#### **11037 APOLOGIES FOR ABSENCE**

Cllr C Lee

#### **11038 DECLARATIONS OF INTEREST**

None

#### **11039 MINUTES OF THE PREVIOUS MEETING**

To approve as correct the Minutes of the Meeting held on Wednesday 15<sup>th</sup> July 2020.

**APPROVED**

#### **11040 TO RECEIVE THE MONTHLY FINANCES**

- Cllr Domigan asked generally what was the Income versus Expenditure for the year. The CEO said that based on the expenditure we know about (Rates, Insurance, Energy and general running costs) it is predicted that £100,000 will have to be drawn down from the reserves. This prediction would be the worst case scenario. The RFO said that he had factored in the rent received from the properties but not day to day income.
- Cllr Letchford asked why the Pizza venture showed a very small income and was there more monies expected. The RFO said that the income figure is correct and no more was expected.
- Cllr Horwood understood that there were 2 Pizza ovens purchased and could not see the figures in the Olympic report. The RFO explained that the expenditure was included in the Civic Centre report and that one of the ovens had been subsequently sold. This income had also been placed under the Civic Centre finances.

- Cllr Tuckfield questioned why the Pizza oven figures were showing in the Civic Centre income and expenditure. The RFO said that he would journal across the figures and will show in next month's report.
- Cllr Searles asked why the Water Rates were so high when in previous years there was no entries. The RFO explained that when the water contracts changed from Thames Water to Castle Water the Olympic site was omitted in their records. The RFO had flagged this to Castle Water on several occasions and finally received a bill for £17,000. He negotiated an agreement for this to be paid over the next year which also includes the predicted water use for the current year and the last instalment is due to be paid in March 2021.
- Cllr Horwood asked why there did not seem to be any income from the horses grazing at the Olympic. The RFO explained that the rent from the horses and 'We Buy Any Car' storage is included in the Outdoor Event revenue. Cllr Horwood asked for this to be split.
- Cllr Horwood said that although Swanley Park was running at a slight loss even though £142,000 for the Splash pool had been taken into account. He went on to ask about the Car Parking fees he thought that it would be received every 3 months but appears to have been paid in one lump sum. The RFO explained that the £6000 was the invoice for June/July. Next month you will see an entry for about £20,000 which will be a portion of July and the month of August. Creative Car Parks take 25p per each transaction paid by phone so does not charge for the facility.
- Cllr G Darrington asked why there was a fluctuation in the housing rental figures. The RFO said that it would be that one house had only just come online so the rent had been pro-rated and a higher figure would show next month.
- Cllr Horwood asked what the maintenance figure represented. The RFO explained that the properties had to be a certain standard to be let so boilers, carpets in some cases had to be purchased and fitted to make the houses habitable.
- Cllr Horwood asked about the house insurance. The RFO said this was covered under the Council's corporate insurance.
- Cllr Letchford asked what was ATS expenditure for. The RFO said that it was for the renewal IT equipment for all STC offices.
- Cllr Horwood queried the figures for the Pizza venture. The RFO explained that it was in the income taken by the Olympic on behalf of the Pizza outlet and transferring to them minus commission.
- Cllr Horwood queried the aged Debtors. The RFO explained that he was waiting for a credit note to come from Veola as they had not made as many collections as predicted before he settled the account.

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

**11041 TO APPROVE CCTV Policy**  
To approve the CCTV Policy.

**RESOLVED – CCTV Policy approved subject to some minor amendments and to include the new paragraph:**

6.10 CCTV may not be used for the routine monitoring of any individual (staff or external person), or events on town council premises, unless such activity is related to a disciplinary or criminal investigation. In advance of any disciplinary action, an employee must be made aware they are being monitored for such purposes.

**11042 TO APPROVE LICENSE TO OCCUPY POLICY**  
To approve the License to Occupy Policy

There was some discussion regarding the contents and terms of the proposed policy. Several Councillors felt that there should be some changes to the wording, the proposed changes will be circulated to be discussed at the next council meeting.

**DEFERRED to the next Council meeting**

**11043 PARK CONCESSIONS – APPENDIX A**

To discuss Park concessions.

The request in Appendix A was discussed and an agreement was reached.

**RESOLVED – Agreement was reached**

**Date of next meeting – 21<sup>st</sup> October 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](mailto:snash@swanleytowncouncil.gov.uk)

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