

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE ZOOM Meeting

MINUTES

Wednesday 21st October 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 C Barnes, Cllr L Dyball, Cllr J Griffiths, Cllr T Searles, Cllr A Skipper

Officers: Assistant Town Clerk – Toni Roast
RFO - Steve Innes
Parks Director – Ryan Hayman
Democratic Services Officer - Barbara Playfoot
Sales & Marketing Manager – Suzie Barnbrook

Public Participation

None

11067 APOLOGIES FOR ABSENCE

None

11068 DECLARATIONS OF INTEREST

None

11069 TO APPROVE AS CORRECT THE MINUTES OF THE MEETING HELD ON WEDNESDAY 16th SEPTEMBER 2020

Approved – with amendment

11070 TO RECEIVE THE MONTHLY FINANCES

- Cllr G Darrington asked why we are not receiving payments for allotments; when they are being used. The RFO said that the occupants will be invoiced Jan – Feb 2021 as it is an annual subscription.
- Cllr G Darrington asked why the Town Crier revenue is making a loss, and it would be an idea to source advertising to help towards the cost to produce the Crier. The RFO said that we do receive revenue for the adverts and he will check where this has been allocated. Cllr P Darrington asked whether we go round local traders to drum up more advertising and revenue. Assistant Town Clerk confirmed that herself and S Barnbrook went around local traders and we did have some success but it is very difficult in these current times.
- Cllr Letchford asked what the expenditure cost for computers and software of £2729.45 was for. RFO explained this was an additional cost to upgrade the computer server.

- Cllr Letchford questioned the Legal fees of £3929. RFO confirmed this was a Invicta Law cost for the purchase of 2 properties.
- Cllr Letchford questioned £1079 consultancy fees. RFO said its mostly an ecological study that had to happen.
- Cllr Letchford asked what equipment lease expenditure for. The RFO explained there are a number of items we lease and happy to provide her directly with a breakdown.
- Cllr Letchford queried the training cost. The RFO clarified this was for HR training.
- Cllr G Darrington wanted clarification on what the insurance claim payment in August was for. RFO explained this goes back to the damage caused at The Woodlands where we had to put up hoardings/fencing and grills, we submitted a claim and reached a settlement with the insurance company.
- Cllr M Horwood questioned brown refuse bags, we budget more for expenditure than we receive income, are we not meeting costs for these. RFO confirmed we are covering costs and that we need to include the white and black bags in the overall income total.
- Cllr Horwood suggested in the future we separate out the Olympic costings for hirers under rental income.
- Cllr Letchford wanted to confirm we received income for the sale of pizza oven. RFO confirmed we sold one back and retaining the other one.
- Cllr Letchford asked whether we have received any income from Swanley New Barn Railway. RFO Clarifies we invoice annually in Feb/March.
- Cllr J Barnes questions the £50 refund for the 1812 event. RFO confirmed it was a pre-booking of a stall.
- Cllr G Darrington looking for the £100 a month for the dog training. RFO confirms this is under outdoor events revenue.
- Cllr Lee wanted to confirm the Drive in Cinema at Swanley Park is still going ahead. Parks Director confirmed it is scheduled for 16th – 24th December location bottom car-park.
- Cllr Letchford 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 and the amount now amount being covers the retrospective amount due.
- Cllr Letchford wanted to information on UK Kiosk. RFO confirmed this is for The Green Box for electric and Circuit boards at Swanley Park.
- Cllr Letchford asked what the payment to Veolia was for. RFO explained this is the company that picks up the bins at the venues and the park, there were additional payments this month as there was dispute over invoices and received a settlement of £1000, then paid the two invoices this month.
- Cllr Letchford questioned payment to WPS Ltd £2693. RFO clarified this is annual Fleet Insurance for vehicles.
- Cllr Letchford asked what the payment to Allied Technical Services payment was. RFO confirmed one off payment to buy computer equipment.
- Cllr Tuckfield asked for clarification on Invicta Law. RFO explained they are delayed solicitor invoices for the 2 properties purchased earlier this year.
- Cllr Horwood asked why are we still waiting for outstanding payment from NHS Services. RFO confident we will receive receipt of payment by end of month.

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

**11071 TO APPROVE STAFF SUGGESTION SCHEME
THE POLICY WAS APPROVED.**

**11072 TO APPROVE LICENSE TO OCCUPY POLICY
THE POLICY WAS APPROVED.**

Date of next meeting – 18th November 2020

MEETING CLOSED AT 20.19

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