

**POLICY AND FINANCE  
 ZOOM Meeting**

**MINUTES  
 Wednesday 18th November 2020**

**Present:**

<b>Members</b>	<b>Present</b>	<b>Apologies</b>	<b>Absent</b>
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 L Ball, Cllr C Barnes, Cllr L Dyball, Cllr G Griffiths, Cllr T Searles, Cllr A Skipper.

**Officers:** Interim Town Clerk – Toni Roast  
 Responsible Finance Officer (RFO) - Steve Innes  
 Parks & Open Spaces Director – Ryan Hayman  
 Sales, Marketing and Democratic Manager – Suzie Barnbrook

**Public Participation**

None

**11110 APOLOGIES FOR ABSENCE**

**11111 DECLARATIONS OF INTEREST**

None

**11112 TO APPROVE AS CORRECT THE MINUTES OF THE MEETING HELD ON  
 Wednesday 21<sup>st</sup> October 2020**

Approved

**11113 TO RECEIVE THE MONTHLY FINANCES**

- Cllr G Darrington questioned £9000 from Ground Work UK in October for sponsorship, and asked what it was for. The RFO said that it was a grant and will need to check what it was to be spent on RFO to investigate and report back.
- Cllr G Darrington questioned the increase in floodlight revenue. RFO explained this is the netball bookings, we have two netball leagues this year.
- Cllr G Darrington would like to know why we are paying for legal fees relating to land transfer on Keston and The Beeches. RFO explained he has had no dealing on this, RFO to investigate further and send update.
- Cllr Ball would like to know why we are paying less on general rates. RFO clarified that this year AFA are paying a contribution to the general rates – so our proportion as a result has gone down.
- Cllr Letchford questioned the sum of £768.48 for advertising. RFO explained this was historic invoices which we didn't receive for a while from KM Media.
- Cllr Letchford would like to know what the sum of £1981.88 for premises expenses was for. RFO clarified this was annual service for intruder alarms, lighting at the Civic as well as The Olympic. We also introduced a new emergency lighting system and intruder alarm at The Oaks. This also covers repairs to the roof at Swanley Park.
- Cllr Horwood thanked the officers for keeping the expenditure down noting that a significant underspend in certain budgets is covering the loss of income across the venues.
- Cllr Horwood picked up from last meeting that he would like rent income for the permanent lettings (anonymised) at The Olympic separate from the conference bookings income. The RFO said this will be in place for January meeting.
- Cllr Horwood asked if there was any indication when the money will come in for the increase of rent of the horses. RFO said he will make a personal visit to the The Olympic and chase up.
- Cllr Horwood would like to say he is pleased The Olympic is doing better than anticipated in these current circumstances, and congratulates all staff involved with the pushing of new events and advertising.
- Cllr Horwood confirmed Swanley Park is running at just below a £30,000 loss this year, which is understandable considering the COVID world we are living in is not concerned.
- Cllr Ball would like the premises expenses broken down. RFO agreed this can be broken down further for more transparency.
- Cllr Letchford asked why is there a higher figure under Swanley Park for the premises expenses. RFO confirmed there was a brand new alarm system to the park and office roof repairs.
- Cllr Ball said it was agreed when we set-up the housing process we would set up a sinking fund for some of the profit received. Cllr Ball also asked where the legal costs and estate agent fees are when we brought them. RFO confirmed 3 properties legal costs were taken out of The Woodlands sale proceeds, the remaining legal fees show in the month of September under Civic expenditure. RFO to transfer Civic expenditure to Housing Stock.

- Cllr G Darrington would like the rent to be more consistent when they come in through the month. Cllr Horwood suggested that in the future when we have new tenants going forward, we can suggest to the letting agency that standing orders come out 1<sup>st</sup> month. We can't look at changing contractual pay dates unless it is voluntary from the tenants.
- Cllr Letchford would like to know what the payment to Maison Maurice was for. RFO confirmed this is our new drinks supplier they installed new lines in The Olympic and The Alexandra Suite and the supply of alcohol to the The Olympic.
- Cllr Letchford asked what the payment to Crystal Stigma was for. RFO confirmed this was a deposit payment for the new air conditioning works for the soft play.
- Cllr Horwood asked RFO if there is an update on the NHS property services. RFO has managed to speak with an individual contact, and is confident we will receive this next week.
- RFO updated that Vibe Dance are agreeing a payment plan.
- Cllr Ball would like to know what the large amount is to Lamp and Tubes was for. Interim Town Clerk confirmed this was for the Christmas Lights, and supply for the Christmas tree, we had to make sure we have a proper supplier this year and to make sure we have something in place that is more robust.
- Cllr Horwood asked what the Community Land use was for. RFO confirmed it was the consultant we used for the Neighbourhood Plan.

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

**11113 FINANCE WORKING GROUP**

Cllr Horwood proposed a working group to review the presentation of the monthly finance figures, to improve transparency and accountability.

The working group will be:

Cllr M Horwood  
Cllr G Darrington  
Cllr J Tuckfield  
Cllr V Letchford  
Cllr J Griffiths

To update on how the group is going at January meeting.

**11114 POLICY CONSISTENCY WORKING GROUP**

Cllr Horwood proposed a working group to review the consistency of the council's policies and procedures, and to carry out an assessment of the Chief Executive role and its delegated powers.

The working group will be:

Cllr M Horwood  
Cllr P Darrington  
Cllr L Ball

To update on how the group is going at January meeting.

**Date of next meeting – 20<sup>th</sup> January 2020**

**MEETING CLOSED AT 20.47**