

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 January 2021

Present:

Members	Present	Apologies	Absent
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 M Foster, Cllr L Dyball, Cllr J Griffiths, Cllr T Searles, Cllr A Skipper.

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

Public Participation

None

11146 APOLOGIES FOR ABSENCE

Cllr J Tuckfield

11147 DECLARATIONS OF INTEREST

None

11148 TO APPROVE AS CORRECT THE MINUTES OF THE MEETING HELD ON Wednesday 18th November 2020

APPROVED

11149 TO RECEIVE THE MONTHLY FINANCES

- Cllr G Darrington questioned the salaries for January. RFO explained there will be an expected reduction of around £4000 in salaries in January. Cllr G Darrington asked why? RFO clarified that in December there was a cross over period between the former CEO and current CEO.
- Cllr V Letchford questioned the increase in the electricity costs in December. RFO explained we do not receive meter readings every month, therefore you may have two months of readings – it depends on how bills are processed, you will see some months there is no electricity costs.
- Cllr V Letchford asked why the vehicle repairs were so high in December. RFO clarified we had works done to the Tipper Truck and the Ford Ranger – part was their annual service and a few teething issues with both vehicles. Both are now fully functioning.
- Cllr V Letchford questioned why equipment leasing is higher? Also is the leasing paid monthly or quarterly, is that what makes the difference. RFO confirmed some are quarterly some are monthly, RFO sent a full breakdown back at the last meeting and will be happy to share this with Cllr V Letchford.
- Cllr V Letchford questioned the deficit between the income and expenditure assuming we had enough monies to pay the bills even though we are down on the income. Cllr M Horwood confirmed that part of this is due to reduced Civic Centre costs where we have avoided maintenance that was not necessary. The Civic Centre budget has equalled out The Alexandra Suite and The Olympic costs. RFO clarifies that at all expenditure is stripped out across all venues to the bare essentials i.e. the typical monthly charges for utilities, business rates etc. Cllr M Horwood confirms the house purchases have helped with balancing the budget.
- Cllr M Horwood had 3 updates for The Olympic:
 - When we changed our waste water and water supply companies we received an unexpected bill from the previous supplier and currently paying £2200 a month – last payment was paid to them in December, so from this month we will not be paying nowhere near as high on a monthly basis going forward.
 - We Buy Any Car, have temporarily suspended their hire due to COVID-19.
 - The Noypichef is currently renting out the kitchen, and bringing in a small amount of income to rent the facilities.
- Cllr G Darrington asked whether the horses were still at The Olympic as we have only received one payment this year. RFO confirmed they are and a payment has been received in January, however this will not appear on the current report as it is only up to December.
- Cllr G Darrington asked what The Noypichef rental is and what it is covers. RFO confirmed it is £50 a week introductory rate which is subject to regular review.
- Cllr G Darrington asked what the amount of £859.97 equipment leasing was for. RFO confirmed this was CCTV installation at Swanley Park.

- Cllr V Letchford asked what 5021 equipment and machinery repairs covers. RFO confirmed it was 2 rubbish bins.
- Cllr J Barnes asked why income 4710 car parking was more in December than previous months. RFO explained we invoice every 2/3 months, which is the accumulation of previous parking over that period.
- Cllr V Letchford asked for the rents for January. RFO confirmed the report is up to December and January rents will show in the next report.
- Cllr G Darrington asked why we have been doing so many repairs and maintenance to property 1. RFO confirmed there were radiator repairs and there have been no additional costs since.
- Cllr V Letchford questioned payments to Building Materials Ltd what was it for? RFO confirmed this was costs contributed to the Soft Play Centre.
- Cllr V Letchford what the payments are to Crystal Sigma. RFO confirmed this is air-conditioning for the Soft Play Centre.
- Cllr M Horwood asked what the amount of £83 was to Network Rail. RFO confirmed these are yearly payments for the lighting.
- Cllr J Barnes questioned the amount of £384 to ASDA. RFO confirmed these are 4 prepaid cards we have for volunteers to do the shopping for COVID-19 vulnerable residents.
- Cllr M Horwood congratulated RFO for chasing up the NHS property outstanding payment.

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

11150 PRECEPT SETTING 2021/2022

Cllr M Horwood proposed we recommend to Full Council a 3% increase and reduce the housing stock expenditure fund by £40,000 in order to balance the budget for 2021/2022.

APPROVED – Precept Setting 2021 – 2022 to agree the budget and a 3% increase in the precept at Full Council on 3rd February 2021

11151 FINANCE WORKING GROUP

Report on progress at the next meeting.

Date of next meeting – Wednesday 17th February 2021

MEETING CLOSED AT 20:15