

# Swanley Town Council

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

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[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## POLICY AND FINANCE ZOOM Meeting

### MINUTES

Wednesday 17<sup>th</sup> March 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 L Dyball, Cllr J Griffiths, Cllr T Searles.

**Officers:** CEO & Town Clerk – Ryan Hayman  
Assistant Town Clerk – Toni Roast  
Sales, Marketing and Democratic Manager – Suzie Barnbrook

**Public:** Cllr Perry Cole – Sevenoaks District Councillor

#### 11220 APOLOGIES FOR ABSENCE

Cllr Letchford, Cllr G Darrington and Cllr P Darrington.

#### 11221 DECLARATIONS OF INTEREST

None

#### 11222 TO APPROVE AS CORRECT THE MINUTES OF THE MEETING HELD ON

Wednesday 17<sup>th</sup> February 2021

APPROVED

#### 11223 TO RECEIVE THE MONTHLY FINANCES

- CEO shared that on The Alexandra Suite income we have received a Government COVID relief grant of £14,143 which will be shown on the income for March. This will double the income that The Alexandra Suite has taken to date. Cllr M Horwood thanked the CEO for his hard work securing this grant.
- Cllr J Domigan questioned Swanley Park premises expenses for £3000. CEO confirmed this was continual renovation works of the toilets.

- Cllr J Tuckfield asked whether the small amounts of longstanding payments in the Debtors list can be written off before the end of the financial year. Cllr Horwood confirmed one item was actually where a debtor had overpaid, therefore technically a creditor, but STC had been unable to make contact with the organisation to issue a refund. It was agreed the RFO will review these longstanding payments (-£160 and £120 respectively) and write off both the debts/credits if necessary.

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

**11224 POLICY WORKING GROUP**

Cllr M Horwood – Gave verbal update on meeting, any such recommendations made by the working group will be brought to the committee for approval.

**11225 FINANCE WORKING GROUP**

Cllr M Horwood – Gave verbal update on meeting, any such recommendations made by the working group will be brought to the committee for approval.

**Date of next meeting – Wednesday 21<sup>st</sup> April 2021**

**MEETING CLOSED AT 19:58**