

**POLICY AND FINANCE  
 ZOOM Meeting**

**MINUTES  
 Wednesday 21<sup>st</sup> April 2021**

**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 S Andrews, Cllr L Ball, Cllr C Barnes, Cllr J Griffiths, Cllr T Searles.

**Officers:** CEO & Town Clerk – Ryan Hayman  
 Assistant Town Clerk – Toni Roast  
 Responsible Finance Officer – Steve Innes  
 Sales, Marketing and Democratic Manager – Suzie Barnbrook  
 Venues Manager – Kerina Keir

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

**11237 APOLOGIES FOR ABSENCE**

Cllr V Letchford

**11238 DECLARATIONS OF INTEREST**

None

**11239 TO APPROVE AS CORRECT THE MINUTES OF THE MEETING HELD ON**

**Wednesday 17<sup>th</sup> March 2021.**

Approved

**11240 TO RECEIVE THE MONTHLY FINANCES**

- Cllr G Darrington asked when we will see the income for the use of tennis courts. RFO Confirmed we have already started to receive monies, and this will be shown next month for the court lettings.
- Cllr M Horwood asked when will we be receiving the first part of the precept. RFO confirmed it has already been received on 1<sup>st</sup> April. Cllr M Horwood also asked what the subscriptions (£2,000 for march) were for. RFO clarified that this covered the Green Flag applications over 4 sites, Community Tennis and also online Mapping Services for Parish Online.

- Cllr G Darrington asked regarding the grant for £14,143 and wanted to know why it was not available for 2020 as well. CEO clarified that the ruling had changed and it was not available the last 2 times for the Town Council as the council was exempt, this time around we were able apply through the venue that is why the money has gone to The Alexandra Suite.
  - Cllr G Darrington wanted to know what code the NoypiChef comes under. RFO explained you will see this in April. NoypiChef pays rent for the kitchen which is shown under 'Catering Kitchen Hire (4103)' and as of this month we will be taking a dividend out of his sales for the food which will be under a separate nominal code.
  - Cllr S Andrews asked whether the flat rent at The Olympic will be going up as it has not for the last 3 years. RFO said this is something to look at and it is currently with a separate letting agent, we could bring it all under one umbrella with the domestic houses we rent out. This will be something on the agenda for the next couple of months.
  - Cllr G Darrington asked whether the flat should go under the houses we currently rent out or do you think this should stay under The Olympic. RFO confirmed this will stay under The Olympic as there are shared costs water etc.
  - Cllr G Darrington wanted to know when the Soft Play at Swanley Park will commence. RFO confirmed it will not be fully functional until May, however, we have started to receive monies for parties and private bookings. These will be allocated as and when the group parties take place. CEO confirmed the roadmap states we can open the Soft Play from 17<sup>th</sup> May.
  - Cllr M Horwood asked whether we are expecting much more costs for the Soft Play. RFO confirmed the costs of £98,000 and we agreed to increase that to £99,000 and are currently just under that amount at present. CEO confirmed it will be under the £99,000.
  - Cllr G Darrington wanted to say how impressed she was with the income in April for the Boating Lake and Plunge Slide.
  - Cllr L Ball congratulated officers for managing the spending over the last year.
  - Cllr J Tuckfield Thanked the RFO for his concise information.
  - Cllr G Darrington agreed and thanked the RFO.
  - Cllr M Horwood confirms to write off the £120 from Sencio. RFO will make sure it is removed before the next meeting.
  - CEO shared we have £67,000 of CIL money to come in this week, which is an extra £17,000 more than we had forecasted. Cllr Horwood asked if the CEO can get an email around to show what developments that connects to. CEO will look this up and confirm what money this relates to.
- **RESOLVED – accepted reports A/B/C/D/E/F/G/H**

#### **11241 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.

#### **11242 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 26<sup>th</sup> May 2021**

**MEETING CLOSED AT 20:25**