

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 July 2021

Present:

Members	Present	Apologies	Absent
Chair: Cllr M Horwood		✓	
Deputy Chair: Cllr V Letchford	✓		
Cllr A Skipper	✓		
Cllr J Barnes	✓		
Cllr G Darrington	✓		
Cllr J Domigan	✓		
Cllr C Lee	✓		
Cllr J Tuckfield		✓	

Also Present: Cllr S Andrews, Cllr L Ball, Cllr C Barnes, Cllr L Dyball, 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
Cllr Perry Cole – Kent County Councillor

11279 APOLOGIES FOR ABSENCE

Cllr M Horwood, Cllr J Tuckfield.

11280 DECLARATIONS OF INTEREST

None

11281 TO RECEIVE THE MONTHLY FINANCES

- Cllr L Ball asked that now the Legionella and Fire Risk Assessments are all up to date, how often do these need to be done. CEO responded that once remedy works are rectified, they will be reviewed annually. Electrical Inspection are every five years.
- Cllr J Domigan asked regarding 7602 Health and Safety, why was it such a big budget this year. RFO clarified that this was agreed around budget setting time and the cost is spread across all venues. CEO gave examples of works namely; the Play Park, and paths at Swanley Park, Legionella works at The Olympic and electrical inspections across all sites.
- CEO gave update on rent arrears on property three.
- Cllr T Searles asked how much are we in deficit at Swanley Link because of the withdrawal from Sevenoaks District Council (SDC) funding. RFO responded to say approximately £60,000, but we will have exact figures by the end of this financial

year. Cllr T Searles pointed out that SDC are still advertising that their services are still available at Swanley Link to residents. CEO has recently been speaking to Kent County Council representatives and will follow up with SDC regarding services being advertised.

- Cllr V Letchford thanked the RFO for his hard work providing the extra reports.
- Cllr A Skipper queried the service agreement charge for Swanley School and why there was a big difference between April and May. The CEO said this is a backdated charge for services provided that we had not previously invoiced for.
- Cllr Searles asked why we do not have a budget for the renewal of boats at Swanley Park. The CEO explained the work will be done over the 'closed season' and budgeted into next year.

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

11282 POLICY WORKING GROUP

Cllr V Letchford reported on behalf of Cllr M Horwood. We have now completed our review of Standing Orders and will have one more last meeting to discuss amendments before this is brought back to Policy and Finance.

Cllr T Searles asked whether we have discussed the tender thresholds and are they remaining the same. Cllr T Searles also queried how moving to online payments would affect us.

CEO clarified that the discussions have been for:

- Up to £3000. Delegated power to the Town Clerk
- Up to £5000. Delegated power to Town Clerk when agreed with Chairman of Policy and Finance and Mayor.
- £5000 - £25,000. Three quotes need to be obtained and sent to Full Council for approval.
- £25,000 - £60,000. Three quotes required and listing required on Contracts Finder before submission to Full Council for approval.
- £60,000 and over. A formal tender process is required.

Currently in the Town Council's Financial Regulations cheque payments over £1000 are to be signed off by Members of the Council, the soon to be proposed regulations will expand this to include online payments.

11283 FINANCE WORKING GROUP

All recommended changes have now been implemented, and any ad hoc requests can be forwarded to the RFO for consideration.

Date of next meeting – Wednesday 22nd September 2021

MEETING CLOSED AT 20:47