

Swanley Town Council

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

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POLICY AND FINANCE

MINUTES

Wednesday 22nd June 2022

Present:

Members	Present	Apologies	Reason
Chair: Cllr M Horwood	✓		
Deputy Chair: Cllr V Letchford	✓		
Cllr C Barnes		✓	Via Zoom
Cllr J Barnes		✓	Via Zoom
Cllr G Darrington	✓		
Cllr J Domigan		✓	Work Commitments
Cllr C Lee	✓		
Cllr J Tuckfield	✓		

Also Present: Cllr S Andrews, Cllr L Ball, Cllr P Darrington, Cllr J Griffiths

Officers: Chief Executive Officer (CEO) – Ryan Hayman
Assistant Town Clerk – Toni Roast
Responsible Financial Officer (RFO) – Steve Innes

Public: None

11682 APOLOGIES FOR ABSENCE

Cllr C Barnes, Cllr J Barnes, Cllr J Domigan

11683 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meetings held on Wednesday 25th May 2022.

APPROVED & SIGNED

11684 DECLARATIONS OF INTEREST

None

11685 TO RECEIVE THE MONTHLY FINANCES

Olympic: Chair of Policy & Finance wanted to acknowledge that if the expenditure of £7,700 for the water pumps had not been necessary then there would have been a substantial profit for the Olympic. CEO confirmed that it was one large expenditure of £5,500 and then some smaller expenditures for the emptying of the tanks to bring the total to £7,700. RFO commented that there are two one off charges for water and gas which are quarterly and six-monthly payments so will not show up on the reports for the next couple of months. The gas bill should be less than the previous quarter due to the time of year.

It was mentioned that the Noypichef was back at the Olympic. CEO confirmed that he would be at the Olympic six days a week permanently.

Swanley Park: Chair of Policy & Finance commented that the parking income had increased significantly for May due to the nice weather and school holidays. Furthermore, the Pedalos are still performing fantastically.

CEO mentioned that The Great Outdoors had approached STC regarding expanding their current site. Negotiations are quite early on, but she seems quite keen to expand as she is having to turn people away at the moment.

It was asked why there was no mention of the borehole expenses. RFO confirmed that they are recorded under the 'Projects Budget' and it was included in his commentary e-mail that he had sent out. RFO confirmed that for future meetings the budget will become a standing item on the agenda.

RFO was thanked for his very concise report which pre-emps a lot of questions and saves a lot of time.

Housing Stock: Chair of Policy & Finance noted that in the RFO's report item 4043 noted that the income is £1,250 and the expenditure of £633 would be shown under item 7604. These are the letting agent fees for the management of STC property and insurance. This is due to the fact that the amount received was as a lump sum. CEO confirmed the reason it was a lump sum was because we were able to receive two month's discount.

CEO confirmed that new potential tenants had been viewing one of the properties and the referencing process has begun for one of the tenants to move in. All going well the property will be vacated on the 30th June and a new tenant to move in on 1st July and there will be no loss of income.

It was noted that the rental income would also increase from £1,410 to the current market value of £1,650.

Swanley Link: It was mentioned that enquiries were being made in an effort to try and get more people to visit Swanley Link. A local mobility club were unable to use their current venue and were looking for events to go to and a suggestion was made for them to visit Swanley Link for afternoon tea.

Estates: It was asked what 7806 Consumables were. RFO confirmed that they are various items that have no resale value.

Bank Reconciliation: Chair of Policy & Finance noted that the CCLA account holds the CIL money and also holds the Health Hub stabilisation fund of over £100,000 which is why the balance is higher than normal. We do receive a higher interest rate on this account and is why the interest payments on the Civic Centre has gone up.

Creditors/Debtors: it was asked what the issue was with Smith & Byford. RFO confirmed that it had been paid and was now up to date and also confirmed that Darent Valley Hospital had also paid. There was an issue with the cheque from Grace Place community Church being written out to the incorrect payee so when the cheque was presented for payment it was rejected.

It was asked what the situation was regarding the KCC Adoption Partnership South East was. RFO said that they are in credit by £493 because they paid three invoices twice. This is the same situation for Oakland Care for an advert in the Town Crier. Chair of Policy &

Finance suggested that this amount be written off to prevent them from re-appearing on the reports as it was an old invoice.

RFO confirmed that on the Creditors report that the entries where there are credit balances are mostly utility providers due to the estimated bills.

It was asked if the line entries for Castle Water Limited could be tidied up. RFO confirmed that he could sum it up to make the current balance £3,280.

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

Date of next meeting – Wednesday 20th July 2022

MEETING CLOSED AT 19:46

SIGNED:

20/07/2022

**Cllr M Horwood
Chair of Policy and Finance**