

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 19th October 2022

Present:

Members	Present	Apologies	Reason
Chair: Cllr M Horwood	✓		
Deputy Chair: Cllr V Letchford		✓	Holiday
Cllr C Barnes	✓		
Cllr J Barnes	✓		
Cllr G Darrington	✓		
Cllr J Domigan	✓		
Cllr C Lee	✓		
Cllr J Tuckfield		✓	Illness

Also Present: Cllr L Ball, Cllr P Darrington, Cllr M Foster, Cllr J Griffiths, Cllr T Searles, Cllr A Skipper

Officers: Chief Executive Officer (CEO) – Ryan Hayman
Executive Assistant – Tracey Bayliss
Responsible Finance Office (RFO) – Steve Innes
LINK Centre Manager – Claire Cormack

Public: None present.

11765 APOLOGIES FOR ABSENCE
Cllr V Letchford, Cllr J Tuckfield

11766 MINUTES OF PREVIOUS MEETING
To approve as correct the Minutes of the Meetings held on Wednesday 5th October 2022.
APPROVED & SIGNED

11767 DECLARATIONS OF INTEREST
NONE

11768 TO RECEIVE THE MONTHLY FINANCES
It was confirmed that the second tranche of the precept had now been received.

Civic Centre: 7510 Signs – It was asked what the £585 spend related to. RFO confirmed that it was for road closure signs for the Jubilee Fireworks event and any future events.
7901 Bank Charges – It was asked why the August and September charges were higher than normal. RFO confirmed this was due to more events and generally busier months resulting in more bank charges being charged for using the banking services.

Olympic: 7807 Keys, Locks & Chains – It was asked what the £230.90 spend related to. RFO confirmed that this was due to additional keys needing to be purchased after the door being fitted was not fit for purpose and had to be replaced. Additional keys had been purchased for the door. The company who fitted the door refunded the cost of the replacement keys and as a gesture of good will they have also reduced the cost of the door by a further £250. RFO noted that October's figures will show a spend of £5,000 due to the front doors being replaced.

It was asked when the next precept tranche was expected. RFO confirmed that it was received on the 30th September and it will show in next months' report.

Housing Stock: 7803 Property Expenses – It was asked what the £1,299.95 spend related to. RFO confirmed that it was for part re-letting costs and various repairs to the property and garden.

Estates: 4209 Service Recharge – Trolleys – It was asked why there had not been any invoices in July and September. RFO confirmed that the supermarkets are invoiced when there are enough trolleys collected and that both Aldi and Asda have been invoiced this month which will show in next month's report.

Creditors/Debtors: It was asked why Focus Windows had not yet been paid. RFO confirmed that the initial deposit of £4,000 was paid as requested by Focus Windows, STC have contacted them and are waiting for Focus Windows to undertake the work. RFO confirmed that there were some outstanding Debtors who have since now paid.

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

Date of next meeting – Wednesday 16th November 2022

MEETING CLOSED AT 19:41

SIGNED:

16/11/2022

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