

# 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

### MINUTES

Wednesday 16<sup>th</sup> November 2022

#### Present:

| Members                        | Present | Apologies | Reason                 |
|--------------------------------|---------|-----------|------------------------|
| Chair: Cllr M Horwood          | ✓       |           |                        |
| Deputy Chair: Cllr V Letchford | ✓       |           |                        |
| Cllr C Barnes                  | ✓       |           |                        |
| Cllr J Barnes                  | ✓       |           |                        |
| Cllr G Darrington              |         | ✓         | Personal Circumstances |
| Cllr J Domigan                 | ✓       |           |                        |
| Cllr C Lee                     | ✓       |           |                        |
| Cllr J Tuckfield               |         | ✓         | Personal Circumstances |

**Also Present:** Cllr L Ball, Cllr T Searles

**Officers:** Chief Executive Officer (CEO) – Ryan Hayman  
Executive Assistant – Tracey Bayliss  
Responsible Finance Office (RFO) – Steve Innes

**Public:** None present.

#### 11797 APOLOGIES FOR ABSENCE

Cllr G Darrington, Cllr J Tuckfield

#### 11798 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meetings held on Wednesday 19<sup>th</sup> October 2022.

**APPROVED & SIGNED**

#### 11799 DECLARATIONS OF INTEREST

**NONE**

#### 11800 TO RECEIVE THE MONTHLY FINANCES

Civic Centre: 4070 Light up the Town – It was asked if Swanley Town Council (STC) owned the Christmas lights and if they were being stored by the company that we purchased them from. RFO confirmed that STC do own the lights and that STC was paying for them to be stored.

Alexandra Suite: Chair of Policy & Finance commented on how well the Alexandra Suite is performing. RFO confirmed that most of the planned events up to the end of the year are now sold out.

Olympic: It was mentioned that the new doors have been installed and new carpets and dancefloor are currently being laid.

Swanley Park: 7852 Soft Play Café Recharge – It was asked what this was for. RFO confirmed that it was for the food provided for soft play parties. The charges shown are to cover charges for June, July, August and September.

Housing: 4044 Property #5 – It was asked what the spend of £1,299.95 was for. RFO confirmed that it was for repairs to the boiler, general upkeep of the property and re-advertisement costs for new tenants. CEO added that the cost of replacing the fence was also included.

Swanley Link: RFO mentioned that there was a pay rise announcement for staff which is applied retrospectively to the 1<sup>st</sup> April. In December there will be a spike in the salaries because it will include the backdated amount and the new salaries going forward. The settlement is £1,925 per person based on a 37-hour week which will be pro rata for staff working different hours. It was asked if the KCC recharge would include some of those. RFO confirmed that they do, and he would work out the additional cost and retrospective increase and invoice KCC accordingly.

Estates: 7303 Vehicle Insurance and 7304 Miscellaneous Motor Expenses – It was mentioned that these were over budget and asked if it was just because of the increase of fuel and insurance costs. RFO confirmed that the insurance has increased slightly. Any driver over the age of 25 are covered. There are some named people on the insurance that are below the age of 25 which has increased the premium. 7304 Miscellaneous Motor Expenses – this is to enable a member of the grounds team to pass their driving test to be able to drive the Council vehicles.

Payments Out: 06/10/2022 The Till Roll Company – It was asked what the PDQ machine is. RFO confirmed that it was the card reader machine to accept payments with cards. 13/10/2022 The Door & Window Centre Ltd – It was asked what the project was. RFO confirmed that it was for the doors at the Olympic.

Creditors/Debtors: It was asked if we now had a date for installation from Focus Windows for the new doors and windows for the Alex. RFO confirmed that they were being installed next week. RFO confirmed that there were some outstanding Debtors who have since now paid. CEO mentioned that Asda and Aldi have been contacted regarding increased costs for trolley collections. The charge is now £50 per trolley collected going forward. It was asked if Aldi and Asda paid the invoice for the trolley collection. RFO confirmed that we did and is noted under the Estates budget item 4209 Service Recharge – Trolleys. £5,715 was reclaimed last year for trolley collection.

RFO mentioned that next years' budgets are being reviewed over the next four weeks and information will be provided. An internal audit was due before the end of the year, but this has been delayed due to personal circumstances with the auditor.

Projects: RFO confirmed that the projects were all previously agreed. The Skatepark money has been drawn down from the National Lottery which has been paid out to the construction company. The Rugby is awaiting the landscaping of the pitches when more activity will show on the project costs.

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

**Date of next meeting – Wednesday 18<sup>th</sup> January 2023**

**MEETING CLOSED AT 20:07**

**SIGNED:**

**18/01/2023**

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