

Swanley Town Council

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

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www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 15th February 2023

Present:

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

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

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

Public: None present.

11873 APOLOGIES FOR ABSENCE

Cllr V Letchford

11874 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meetings held on Wednesday 18th January 2023.

APPROVED & SIGNED

11875 DECLARATIONS OF INTEREST

NONE

11876 TO RECEIVE THE MONTHLY FINANCES

Alexandra Suite: It was noted that the Alexandra Suite had made a loss of £486.86 for January. RFO clarified that this was due to the renovations of the toilet facilities and that bookings had not been taken for that period. Some of the bookings had been transferred to the Olympic and will reflect in the Olympic income.

Olympic: It was noted that there was a good profit of approximately £4,000. RFO mentioned that the snooker hall at the Olympic has been very busy and is in excess of £1,000 per month income. There have also been some upgrades to the snooker hall facilities.

Swanley Park: It was asked when the proposed Nursery income will start to show on the accounts and what is the actual expected income and who will set the rental amount. CEO said that it is hoped that it will start to show in August when the Nursery should be operational barring any construction delays. He confirmed that there is no cost to STC currently and the car park has been fully operational during the building work. He confirmed that the draft lease is being negotiated currently and will be brought to Council but that it would be based on the previously agreed heads of terms document.

19:37 Cllr S Andrews entered the room.

Housing: It was mentioned that there should be a more consistent payment schedule for the receipt of rental income. CEO mentioned that the next step for STC would be to terminate the tenancy or give a warning that we would be terminating the tenancy. He mentioned that the risk of doing that is that STC would only receive the deposit money back which sometimes does not cover some of the actual losses. To date, albeit irregular, the tenants do always pay so this route has not been considered as yet. There has been an irregularity on one of the properties due to a tenant moving out and a new tenant moving in. The payment has been made to the letting agent, but this has not yet been transferred to STC. It was asked if the tenants paid by Direct Debit to the letting agents. CEO confirmed that the tenants paid by BACS to the letting agents. RFO confirmed that the letting agents would collect the payment by standing order and then transfer the money to STC. It was asked if letting agent fees were noted as professional fees, RFO confirmed that was correct.

Swanley Link: 4211 – Service Recharge – KCC - RFO mentioned that it was greater than normal due to the backdated pay award.

Estates – 4209 – Service Recharge – Trollies – It was asked if the £2,030 was with the updated payment amount. RFO confirmed that it was.

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

EXCLUSION OF PRESS AND PUBLIC

It is recommended that under Section 100(A)(4) of the Local government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

11877 LIGHTNING CARS & COURIERS LIMITED (T/A SWANTAX) – APPENDIX A PART 1, 2 & 3

To receive an update from the CEO and note the documents.

A discussion took place. It was proposed to note the 2012 Lease and the Administrator's Report. It was **AGREED** for STC to progress the Deed of Surrender and delegate to the CEO to write off funds of £1,650 if required.

11878 DEBTORS AND CREDITORS – APPENDIX B

Debtors/Creditors - RFO mentioned that it was approaching the end of the financial year and we are pushing to get payments in. RFO mentioned that the windows have been installed and there are a number of outstanding issues with the installation. Payment will not be made until the issues are rectified.

- **RESOLVED – accepted report**

Date of next meeting – Wednesday 22nd March 2023

MEETING CLOSED AT: 20:04

SIGNED:

22/03/2023

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