

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 22nd March 2023

Present:

Members	Present	Apologies	Reason
Chair: Cllr G Darrington	✓		
Deputy Chair: Cllr P Brown	✓		
Cllr C Barnes	✓		
Cllr P Darrington	✓		
Cllr C Morgan	✓		
Cllr C Prestedge	✓		
Cllr E Uttley	✓		
Cllr R Wood	✓		

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

Also Present: Cllr

Public: None present.

MEETING COMMENCED:

11939 APOLOGIES FOR ABSENCE
None

11940 MINUTES OF PREVIOUS MEETING
To approve as correct the Minutes of the Meetings held on Wednesday 22nd March 2023.
APPROVED & SIGNED

11900 DECLARATIONS OF INTEREST
NONE

11901 TO RECEIVE THE MONTHLY FINANCES

Housing Stock – RFO mentioned that the rental payments on all properties were now up to date.

Swanley Link – It was asked if all the side rooms were being used and rented out. CEO confirmed that some were being let and although not always being used rent was still being collected on these rooms. Some of them are vacant but are being used by the staff as offices.

Bank Reconciliation – It was mentioned that the accounts were looking encouraging. RFO mentioned that currently the end of year figures are looking healthy. He said that the format of the report will be changing and that a breakdown of the overall cash balance will be broken down into more detail.

Debtors and Creditors – RFO confirmed that all creditors will be paid by year end and that all debtors are being actively chased and he hoped to have any outstanding debts in before end of the financial year. He mentioned that the Swantax figure would be written back by the end of March. CEO mentioned that Focus Windows work had been completed but was still owed £1,000. RFO confirmed that this was kept back for outstanding snagging issues and will be paid once the snagging has been completed.

Projects – RFO said that a number of projects had been completed and is aiming to get more completed by the end of the financial year. For those that are not completed the monies allocated for them will be used on other projects. It was asked what the state of repair was on the Bungalow in the park. CEO confirmed that some work had been carried out by Swanley Town Council and a lot of other decoration work had been carried out by the tenant.

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

Date of next meeting – Wednesday 21st June 2023

MEETING CLOSED AT:

SIGNED:

21/06/2023

**Cllr G Darrington
Chair of Policy and Finance**