

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 24th May 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 S Durden, Cllr M Horwood

Public: None present.

MEETING COMMENCED: 20:19

11942 APOLOGIES FOR ABSENCE

None

11943 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meetings held on Wednesday 22nd March 2023.

APPROVED & SIGNED

11944 DECLARATIONS OF INTEREST

NONE

11945 TO RECEIVE THE MONTHLY FINANCES

Civic Centre – 7001 Pension – It was asked what scheme was available for staff. RFO confirmed that contracted staff are members of the Kent County Council Pension Scheme which is audited every three years and each member is reviewed to ensure that the correct contributions are being made. It was confirmed that both Swanley Town Council and the member of staff contribute.

4800 – Town Crier Advertising Revenue – it was asked why there was no revenue since August 2022. RFO confirmed that revenue had been received in November 2022 of £949 and January 2023 of £1,056 which does not show on the report as the report only covers the first six months of the previous year. The CEO also mentioned that there had not been a Spring issue due to the election, so no advertising income was received for April or May.

4005 – Rent – Oaks Clinic – It was asked why the rent had not been increased for the year 2023/2024. RFO confirmed that the rent is a fixed amount for five years.

Swanley Park – 7102 Water Rates – It was asked if this included the borehole water. CEO confirmed that it did not include the borehole water. The borehole water is not charged up to the first 7.2 million litres. It was asked how many litres we have used. The CEO confirmed that it is nowhere near the 7.2 million litres.

4022 – Rent – Candy Floss – It was asked if the Candy Floss stall was still running. CEO confirmed that it was still running, and that April's income was slightly lower due to the bad weather.

Housing Stock – 4044 – Rent – Property #5 – It was asked why the rent in July 2022 was £19,799.99. RFO confirmed that this was due to the fact that the rent was paid a year in advance.

It was asked if generally the rental payments could be more consistent. The CEO confirmed that there were a couple of late rental payments but confirmed that the Management Company do not hold on to any monies received.

Swanley Link – 7100 – Services Recharge – KCC - RFO mentioned that Swanley Town Council pay the staffing costs but receive a recharge back from Kent County Council for two Meet and Greet staff and half charge for the Gateway Manager each month.

A general question was asked regarding the allocation of salaries for all sites. CEO confirmed that staff salaries at each site would show under their relevant site.

Estates – It was mentioned that there was a big disparity between income and expenditure. RFO confirmed that the Estates department was not a big income generator due to the nature of the work involved and the running costs and small recharge received for work that is contracted out. He confirmed that the deficit would be covered by profit over the other sites. The CEO mentioned that predominantly it is covered by the Precept. 7602 – Health & Safety – it was asked why the budget is £4,000. RFO confirmed that this covered various things to ensure that the grounds team conform to all the current Health & Safety regulations and standards.

Bank Reconciliation – It was asked what CCLA stands for. It was confirmed that it stands for Churches, Charities and Local Authorities.

It was noted that there was £39,952.76 earmarked reserve and it was asked what this was reserved for. RFO confirmed that it would show on the projects spreadsheet. It was asked if there was an amount of money in reserve that a Council should not go below in the bank. CEO said there was no official policy but recommend that there is at least three months running costs.

Projects – CEO mentioned that every October/November meetings are held with Department Managers and look at each area to see what needs improving. The projects and budgets are then decided. The projects contained in this spreadsheet are for this year

and any unspent money is rolled over and if we have done well in the financial year additional projects may be added.

- **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: 20:48

SIGNED:

21/06/2023

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