

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 15th November 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) – Stephen Innes

Also Present: Cllr S Durden, Cllr K Mitchell, Cllr L Taylor

Public: NONE PRESENT

MEETING COMMENCED: 19:30

12100 APOLOGIES FOR ABSENCE
NONE

12101 MINUTES OF PREVIOUS MEETING
To approve as correct the Minutes of the Meeting held on Wednesday 18th October 2023.
APPROVED AND SIGNED

12102 DECLARATIONS OF INTEREST
NONE

12103 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

7351 – Travel. It was asked what the amount of £340.25 covered. It was confirmed it was an amount paid in relation to the delivery of aid which is being reimbursed by Orton Lifts, who wanted to sponsor the travel and had wanted to pay the Council directly for presumed audit purposes.

The Olympic

4100 – Bar Income. It was mentioned that the budget for 2022/2023 was £80,653.95 and currently income shows £53,108.85 with only four months remaining will we reach the £80k target. It was confirmed that there were five months remaining and that it was on track to reach the target with the Christmas period figures being included over the next couple of months.

Swanley Park

4023 – Rent – Nursery. It was mentioned that the rental income was starting to show on the reports and was a welcome additional income.

Bank Reconciliation

It was asked where the £250,000 now showing in the CCLA account was from. It was confirmed that it was transferred from the main working bank account.

It was asked why the amounts differed on the current account statement to that of the bank reconciliation report for 31st October 2023. It was confirmed that payments had been received and not yet deposited to the bank account.

Payments

The CEO reported that he had used delegated powers to approve the replacement of the Cellar cooler at the Olympic which needed repair as soon as possible. The cost for this is between £5,800 and £6,600. It was asked if there was a limit on how much could be spent under delegated powers. The CEO confirmed that it was £10,000 but where it relates to Health and Safety then there was no limit.

Aged Debtors and Creditors

It was confirmed that Bromley Healthcare CIC amount of £888 had now been received and there were no outstanding debtors.

Projects

It was asked if there was a date for the tractor shed work to start. It was confirmed that work was due to start in the next few weeks. Café flooring project would commence after the tractor shed work. It was confirmed that the Alexandra Suite garden area and Pavilion bar shutters projects were being transferred to the five year maintenance plan. Other projects are on plan.

It was asked when the fire doors were being replaced in the Alexandra Suite. It was confirmed that they will be replaced in January. It was also confirmed that the Alexandra Suite is up to fire safety standards as the doors had been removed and were only classed as fire doors if there is a physical door in place.

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

Date of next meeting – Wednesday 17th January 2024

MEETING CLOSED AT: 19:57

SIGNED:

17/01/2024

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