Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU
Tel: 01322 611663
www.swanleytowncouncil.gov.uk

ESTATES AND FACILITIES

MINUTES
Wednesday 17th January 2024

Present:

Members	Present	Apologies	Absent
Chair: Cllr C Barnes	✓		
Deputy Chair: Cllr S Durden		✓	Personal Circumstances
Cllr P Darrington	✓		
Cllr L Dyball	✓		
Cllr J Knight	✓		
Cllr C Prestedge		✓	Personal Circumstances
Cllr N Scott		✓	Personal Circumstances
Cllr R Wood	✓		

Officers: Chief Executive Officer (CEO) – Ryan Hayman
Executive Assistant – Tracey Bayliss
Responsible Finance Officer (RFO) – Stephen Innes
Venue Manager – Kerina Keir
Gateway Manager – Claire Cormack
Grants & Admin Officer – Megan Campbell

Also Present: Cllr P Brown, Cllr G Darrington, Cllr M Horwood, Cllr K Mitchell, Cllr C Morgan, Cllr E Uttley

Public: None present.

MEETING COMMENCED: 19:30

12152 APOLOGIES FOR ABSENCE
Cllr S Durden, Cllr C Prestedge, Cllr N Scott

12153 DECLARATIONS OF INTEREST
NONE

12154 MINUTES OF PREVIOUS MEETING
To approve as correct the minutes of the meeting held on 18th October 2023.
APPROVED AND SIGNED

12155 GATEWAY MANAGER REPORT
To receive and comment on the report.
NOTED

The Gateway Manager mentioned that the Christmas tree in Swanley Link this year was decorated with items made by the Knit and Natter and children's knitting groups that take place in the library. It attracted a lot of attention from visitors to the library.

Additional to the report it was mentioned that a financial hardship drop in was scheduled for 5th February between 9:30am and 1pm for any residents that may benefit.

It was asked how the Post Office was coping with the separate queues for the banking hub and if it was being well used. It was reported that regular users were well adjusted to the queuing system and any new customers needed a little direction as to where to queue. It is being well used but would benefit from additional signage. It was asked if statistics on the usage of the Post Office and Bank Hub could be provided. The Gateway Manager said that she would speak to the Post Office to see if that would be possible, but they do not provide that information as a matter of course.
CEO mentioned that the Government have opened a review into the criteria which is currently in place for Bank Hub locations. Previously Swanley did not meet the criteria. It is an opportunity for MPs and the Post Office to comment on consultation to make the changes in the criteria to enable Swanley to have a full bank hub. The consultation ends mid February. It was asked if some guidance could be shared to the Councillors on the criteria and what changes need to be made to allow for Swanley to get the bank hub.

It was asked if the Post Office would try to keep three members of staff in the bank at all times as during busy times there are often only two. It was mentioned that the Post Office staffing was not covered by the Link, however the Post Office does try and cover lunch breaks with an additional member of staff.

It was asked what the policy was for incidents involving intoxicated members of public causing disruption. The Gateway Manager said that she was aware of an incident recently and the person involved is a fairly regular visitor and does not cause any members of staff to feel threatened by him. It is an inconvenience but is not a regular occurrence and does not cause any issues for members of the public generally.

The Gateway Manager was thanked for her report.

It was asked if the parking in Swanley Park was free until the end of January 2024. It was confirmed that it was, and customers should enter their car registration details in the Barnyard tablet to receive free parking for the day.

12156 VENUES MANAGER REPORT

To receive and comment on the report.
NOTED

It was mentioned that the changes to the location for the New Year's Eve party worked well and moving forward will be in the Alexandra Suite. Following the recent Darts matches shown on TV the darts at the Olympic has become more popular. It was reported that the lounge furniture is not fire retardant and so is being replaced.

Cllr Barnes commended on how enjoyable the pantomime was. It was confirmed that Cinderella has already been booked for this year for one showing. In previous years the booking of the pantomime has included a private showing for a school, however this was not the case this year and so the pantomime was not as profitable as usual. It was asked if we know why we did not get the school booking this year. It was confirmed that we are not aware as to why the school did not book. It was advertised with leaflets in school book bags and the school was contacted.

It was said that a visit to the schools would be useful to build relationships. It was mentioned that some schools now have pantomime companies visit them directly and they host them in school meaning that some schools would now not book to see a pantomime externally.

The Venues Manager was thanked for her report.

DATE OF NEXT MEETING – Wednesday 24th April 2024

MEETING CLOSED AT: 19:55

SIGNED: **24/04/2024**

Cllr C Barnes
Chair of Estates and Facilities