

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 20th March 2024

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		✓	Work Commitments
Cllr R Wood		✓	Personal Circumstances

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

Also Present: Cllr S Durden, Cllr L Taylor

Public: NONE PRESENT

MEETING COMMENCED: 19:00

12203 APOLOGIES FOR ABSENCE

Cllr E Uttley, Cllr R Wood

12204 DECLARATIONS OF INTEREST

NONE

12205 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 21st February 2024.

APPROVED AND SIGNED

12206 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

5054 – Room Hire – Recharge. It was asked why this was overbudget. The RFO confirmed that the amounts were cross charges between the Civic Centre and Venues for community use. The number of groups using the venues has increased. This is an internal transfer between the Civic Centre and the Venues.

7604 – Professional Fees. It was noted that the budget was £5,000 and the actual spend is £14,573.03. The RFO mentioned that the spend was in relation to unexpected costs due to consultancy and surveys that have been carried out.

Housing Stock

4042 Rent – Property #3 – It was noted that there was no rental income received for February. The RFO reported that this was currently being rectified and payment is due to be paid at the end of the week.

Estates

5028 - It was mentioned that the income from the trolley collection will lessen due to the steps now being taken by ASDA and ALDI to prevent trollies being removed from the store and less trollies being dumped around the town.

4222 – Service recharge – Landscaping. It was mentioned that there was no budget but there is an income of £16,574.05. The RFO confirmed that it was for work carried out by STC for West Kent Housing Association (WKHA) and Sevenoaks District Council (SDC). The CEO mentioned that the tender for the Greenhithe groundwork is being submitted shortly which will generate a steady income, however the work for WKHA and SDC is likely not to materialise again.

Creditors

The RFO mentioned that the Machine Games Duty is collected quarterly. It was noted that Smart Office Solution had been paid twice in error and the next invoice received will offset the pre-payment.

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

Date of next meeting – Wednesday 24th April 2024

MEETING CLOSED AT: 19:28

SIGNED:

24/04/2024

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