

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 May 2024

Present:

Members	Present	Apologies	Reason
Chair: Cllr M Horwood		✓	Work Commitments
Deputy Chair: Cllr P Brown	✓		
Cllr C Barnes	✓		
Cllr G Darrington	✓		
Cllr P Darrington		✓	Personal Circumstances
Cllr C Prestedge	✓		
Cllr L Taylor	✓		
Cllr E Uttley		✓	Work Commitments

Officers: Chief Executive Officer (CEO) – Ryan Hayman
Senior Executive Assistant (HR) – Tracey Bayliss
Senior Executive Assistant (Events) – Adele Farrier
Responsible Finance Officer (RFO) – Stephen Innes

Also Present: Cllr K Mitchell

Public: NONE PRESENT

MEETING COMMENCED: 19:00

12261 APOLOGIES FOR ABSENCE

Cllr P Darrington, Cllr M Horwood, Cllr E Uttley

12262 DECLARATIONS OF INTEREST

NONE

12263 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 24th April 2024.

APPROVED AND SIGNED

12264 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

5021 Equipment/Machinery Repairs – £2,365 - It was asked what the spend was for. It was confirmed it was for the new car park barrier installation.

5046 – Outdoor Event - £1,000 – It was asked what this amount related to. It was confirmed that it was for the free football training sessions being hosted by Sutton Athletic on the Recreation Ground.

7809 – Premises Expenses (Oaks) - £240 – It was asked what this spend was for. It was confirmed that it was for the removal and installation of new radiators.

8203 – Training Costs - £385 – It was asked what this training was. It was confirmed that it was for the First Aid training for the staff.

8214 – CIL – Cess Pit - £28,710.44 – It was asked if this was the final payment for the Cess Pit works. It was confirmed that it was now complete, and this was the final payment.

8306 – Neighbourhood Operative – It was asked if this was the new position which Paul Sharrad now holds. CEO confirmed that it was.

8215 – CIL – Floodlights – It was asked if these were now complete. It was confirmed that they were completed.

7552 – Computers & Software - £1,536.02 – It was asked what this related to. It was confirmed that it was monthly payments for various licences and IT Support. Various amounts will show on separate reports for monies allocated to the different sites.

Alexandra Suite

5003 – Bar Equipment - £240.90 – It was asked what equipment this was for. It was confirmed it was for Shure Mix and Shure Gas which enables the flow and cooling of the beverages to the bars.

7552 – Computers & Software - £755 – It was asked what this covered. It was confirmed that it covers various licences and IT Support for the varying equipment and sites.

7702 – Equipment Leasing - £369.97 – It was asked what this relates to. It was confirmed it was for the CCTV leasing.

7800 – Repairs and Maintenance - £283.88 – It was asked what this was for. It was confirmed that it was for decorating internally.

8202 – Uniform - £156.01 – It was asked who the uniform was for. It was confirmed it was for the venue staff.

The Olympic

4003 – Rent – New Generation Data – It was mentioned that there was no income showing and it was asked if they were late in paying or if they were not hiring the venue any longer. It was confirmed that they had vacated the space and were no longer hiring the space.

4078 – Car Park – It was noted that there was no income for April. It was confirmed that there had been no payment received since October 2023 and the vehicle using the space was no longer there.

4105 – Catering Income - £1013.41 – It was asked what this was for. It was mentioned that it was for hosting a conference.

7702 – Equipment Leasing - £419.71 – It was asked what this related to. It was confirmed it was related to the CCTV leasing.

7800 – Repairs & Maintenance - £1039.09 – It was asked if this was for the replacement and installation of the top barrier. It was confirmed that it was.

7901 – Bank Charges - £245.60 – It was noted that the bank charges were slightly higher than normal. It was confirmed that it was due to an increased number of card machines and general price increases.

Swanley Park

7200 – Electricity - £3,049.23 – It was asked why this was showing coloured red. It was confirmed that it was a rebate due to over-estimation on their behalf on the previous year.

7800 – Repairs & Maintenance - £2069.95 – It was asked what this related to. It was confirmed that it covered various things but in the main it covered work on the park toilets making a new family toilet including a separate baby change area and artificial lawn maintenance.

7806 – Consumables - £150.90 – It was mentioned that this was larger than normal. It was confirmed that it was for various item enabling the maintenance work to be carried out, i.e. drill bits, paint, nuts, bolts, screws etc.

7807 – Keys, Locks & Chains - £212.26 – It was noted that this spend covered various gates for the new fencing and kiosk around the splash pool.

7831 – Cess Pit - £285 – It was asked if this was the final payment for the normal collection. It was confirmed it was the final collection.

7832 – Leisure Boat Repairs - £350 – It was confirmed that this was to ensure the Leisure Boats were in good condition for the new season.

7833 – Pool Chemicals - £1,385.80 – It was confirmed that this was for the chemicals for the Splash Pool to ensure that the water was safe for use.

4022 – Rent – Candy Floss – It was asked when the Candy Floss season started due to showing no income. It was confirmed that it was not trading now and is weather dependent.

Housing Stock

4042 – Rent – Property #3 – £8.05 – It was asked what this small amount was for. It was confirmed that it was a rouge amount that was received by the tenant.

7604 – Professional Fees – Property #2 - £690 – It was confirmed that this was the annual fee.

Swanley Link

4056 – Black Refuse Sacks - £1,222.92 – It was noted that the income had increased significantly due to the influx of residents purchasing black sacks after the announcement from Sevenoaks District Council that they would stop providing them.

7550 – Telephone & Broadband - £17 – It was noted that the amount had reduced and was asked if there was a new provider. It was confirmed that the provider remained the same however the contract was up for renewal, and it was reinstated at a cheaper price.

Estates

5020 - Equipment/Machinery - £740.48 – It was asked what this related to. It was confirmed that it was for a new hedge trimmer pole pruner.

4209 – Trolleys - £1,400 – It was noted that the amount had reduced. It was confirmed that this will continue to drop after the work that had taken place with the supermarkets locking off their trollies and less being dumped around town. Collex are now collecting trollies more regularly around the town.

Payments Out

04/04/2024 – Tree House Training - £2,220 – It was asked what this training was for. It was confirmed that it was for park staff to attend training for various park & grounds equipment training.

Creditors

Charles Wilson Engineers Limited - £664.50 – It was asked if this was still in dispute. RFO confirmed that it was. It related to an aborted cherry picker delivery.

Debtors

SupaJam - £245 – It was noted that this invoice is now showing in period three and it was noted that previously it had been said that this would be cleared. RFO mentioned that it is currently being looked at and will be monitored for next month.

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

Date of next meeting – Wednesday 19th June 2024

MEETING CLOSED AT: 19:39

SIGNED:

19/06/2024

Cllr P Brown
Deputy Chair of Policy and Finance