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 July 2024

Present:

Members	Present	Apologies	Reason
Chair: Cllr M Horwood	✓		
Deputy Chair: Cllr P Brown	✓		
Cllr C Barnes	✓		
Cllr G Darrington	✓		
Cllr P Darrington	✓		
Cllr J Knight	✓		
Cllr C Prestedge	✓		
Cllr L Taylor	✓		
Cllr E Uttley	✓		

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
Venues Manager – Kerina Hunt
Swanley Link Manager – Claire Cormack
Parks and Open Spaces Manager – George Brooker

Also Present: Cllr S Durden, Cllr R Wood

Public: **NONE PRESENT**

MEETING COMMENCED: 19:29

12318 APOLOGIES FOR ABSENCE
NO APOLOGIES

12319 DECLARATIONS OF INTEREST
NONE

12320 MINUTES OF PREVIOUS MEETING
To approve as correct the Minutes of the Meeting held on Wednesday 19th June 2024.
APPROVED AND SIGNED

12321 TO RECEIVE THE MONTHLY FINANCES

Civic Centre
5051 – Neighbourhood Plan - £755.24 – It was asked what this amount related to. It was confirmed that it was for leafleting.
5021 – Equipment/Machinery Repairs – It was noted that the budget was set at £1,000 but in April 2024 an amount of £2,365 was spent and further amounts have gone out for May and June, so it is overbudget. It was confirmed that it is overbudget due to the car park barrier needing to be replaced.
4053 – Solar Panel Income – It was noted that the income from the Solar Panels had reduced. It was confirmed that this was due to a faulty inverter and a period of no income from the Solar Panels. This has now been repaired and working fully.
4068 – Armed Forces Day – It was mentioned that no income was shown. RFO confirmed that this would show in July's figures.

Alexandra Suite
7602 – Health & Safety Fees - £777 – It was asked what this payment related to. It was confirmed that it was for annual fire door, intruder alarm and lighting testing which has been split out over the various venues.
7801 – Cleaning & Janitorial - £529.10 – It was asked what this payment relates to and why this was higher than normal. This was due to annual leave and orders being placed early to cover a longer period of time.

The Olympic
7602 – Health & Safety Fees - £820.50 – It was asked if this payment also related to the annual fire door, intruder alarm and lighting testing. It was confirmed that it was.
7803 – Premises Expenses - £412 – It was asked what this related to. It was confirmed that it was a proportion of the charge for gutter clearing over all sites.

Swanley Park
7001 – Pension – It was asked why the budget for this year has increased from £11,774.11 to £25,800. It was confirmed that it was increased due to additional contracted staff who have joined the pension scheme.
7702 – Equipment Leasing - £904.64 – It was asked what this related to. It was confirmed that this was for CCTV and Phone equipment.
8203 – Training Costs - £660 – It was asked what training this related to. It was confirmed that it was for first aid training and for park staff for splash pool maintenance.
8205 – Entertainment - £106.90 – It was asked what this entertainment spend related to. It was confirmed that it was for spend in the café for various meetings and visitors.
7831 – Cess Pit – It was asked if the Cess Pit was not now being used as there was no spend. It was confirmed that the mains connection was now fully operational, and the Cess Pit is no longer being used.

Housing Stock
7800 #1 – Repairs and Maintenance - £120 – It was asked what this spend related to. It was confirmed that it was for guttering repairs.

Swanley Link
4057 White Refuse sacks - It was mentioned that Sevenoaks District Council (SDC) are continuing to provide recycling sacks, and it was asked if Swanley Link would continue to sell them. It was confirmed that if SDC are still able to provide the sacks then they can continue to be sold at Swanley Link as they will still be collected.

Estates
7804 – Materials - £245.58 – It was asked what this spend covered. It was confirmed that it covered various things including line marker paint for the pitches.
4222 – Service Recharge – Landscaping - £4,774.85. It was mentioned that there was no budget set for this. It was confirmed that there was no budget set due to the fact that there is no guarantee that STC will be awarded the contract for the work. The payment was for various work including Dawn to Dusk Nursery various planting, Swanley Village ad hoc grass cutting and income for the planting of a memorial tree or bench. It was mentioned that there will be more showing for July for work with Kent County Council (KCC)

Bank Reconciliation
It was asked what the withdrawal of £100,000 on 13th June was for. RFO confirmed that it was transfer from the bank account to the CCLA account to ensure we receive a higher rate of interest on the funds held.

Creditors
Absolute Hygiene Solutions - £1,747.31 – It was asked why there was still outstanding amounts showing. RFO confirmed that the invoice was received but we were not happy with the contents of the contract and STC are still waiting for an update from them and it is still in negotiation.
Swanley's Shed - £1,250 – It was asked why there was still outstanding amounts showing. RFO confirmed that an invoice was required to satisfy a grant requirement and is being held until such time as it needs to be paid.

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

Date of next meeting – Wednesday 18th September 2024

MEETING CLOSED AT: 19:58

SIGNED: **18/09/2024**

Cllr M Horwood
Chair of Policy and Finance