

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 18th September 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		✓	Work Commitments
Cllr E Uttley		✓	Annual Leave

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 J Knight, Cllr R Wood

Public: NONE PRESENT

MEETING COMMENCED: 19:00

12337 APOLOGIES FOR ABSENCE

Cllr L Taylor, Cllr E Uttley

12338 DECLARATIONS OF INTEREST NONE

12339 MINUTES OF PREVIOUS MEETING

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

APPROVED AND SIGNED

12340 TO RECEIVE THE MONTHLY FINANCES

Civic Centre

4605 – Court Hire: Netball – It was noted that the current income was lower than expected. It was confirmed that this was due to one Netball league yet to be invoiced for summer fixture.

4084 – Minibus – It was asked what amount of income needs to be generated to make the Minibus viable and where does the maintenance payment to Go-Coach come from. It was confirmed that there are no ongoing costs, and that the income received from the hire fee covers the cost of insurance. The maintenance fee to Go Coach is taken directly from hire fee which includes servicing. Potential future costs will be the MOT and the purchase of wheelchair seatbelts which will come out of any profit made.

5010 – Sporting Equipment Purchases – £1,430.78 – It was asked what this amount related to. It was confirmed it was for a new rugby post for the Recreation Ground.

7800 – Repairs and Maintenance – It was asked why July £2,563.14 and August £1,457.29 figures were higher than normal. It was confirmed that this was due to a new inverter for the solar power panels at the Civic Centre in July and for trees felled in the Birches and work on the tennis court lights programming in August.

8207 – Conference/Events - £900 - It was asked what this amount related to. It was confirmed it was for the hire of a company to host Summer Skate Park sessions.

Alexandra Suite

4125 – Venue Event Income - £1,212.50 – It was mentioned that the income was lower than expected. RFO confirmed that the majority of the income will be shown nearer Christmas due to the number of events planned in the run up to Christmas.

The Olympic

4015 – Rent - Flat at Olympic Centre – It was noted that the rent was now up to date. The current tenant is vacating, a new tenant is expected shortly. There may be some cross over with rental payments when the new tenants take over.

Swanley Park

7102 – Water Rates – It was asked if the water rates included the pump that is constantly running beside the lake. It was confirmed that there was no cost for the lake top up due to the bore hole that was installed.

4600 – Outdoor Event Revenue – £2,900 – It was asked what this related to. It was confirmed it was income from the funfair.

4710 - Car Parking - £49,418.83 – It was noted that the car parking income was very good. RFO confirmed that this amount included retrospective billing for July.

7803 – Premises Expenses – It was asked what the amounts in July £2,957.42 and August £2,250 related to. It was confirmed that July was related to repairs required to baby changing facilities and August due to the installation of safe rack to store park tools securely.

Payments Out

06/08/2024 – Swanley Garage - £2,691.92 - It was asked what this spend was for. RFO confirmed it was for repairs to one of our vehicles which included various repairs.

06/08/2024 - Maverick - £7,500 – It was asked what this related to. RFO confirmed it was the 2.5% retention amount held in relation to the Skate Park which has now been paid.

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

Date of next meeting – Wednesday 16th October 2024

MEETING CLOSED AT: 19:35

SIGNED:

16/10/2024

**Cllr M Horwood
Chair of Policy and Finance**