

Swanley Town Council

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

Tel: 01322 665855

www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES

Wednesday 16th October 2024

Present:

Members	Present	Apologies	Reason
Chair: Cllr M Horwood	✓		
Deputy Chair: Cllr P Brown		✓	Annual Leave
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
Responsible Finance Officer (RFO) – Stephen Innes
Venues Manager – Kerina Hunt
Swanley Link Manager – Claire Cormack

Also Present: Cllr S Durden, Cllr R Wood

Public: NONE PRESENT

MEETING COMMENCED: 19:29

12369 APOLOGIES FOR ABSENCE

Cllr P Brown

12370 DECLARATIONS OF INTEREST

NONE

12371 MINUTES OF PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 18th September 2024.

APPROVED WITH AMENDMENT AND SIGNED

12372 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 team currently not playing and the invoice yet to be sent for another team.

4053 – Solar Panel Income – It was asked if more solar panels had been installed due to increased income. It was confirmed that no new solar panels have been installed. The increased income was due to a repair being completed and the solar panels now running at full capacity. The loan taken out to pay for the solar panels will run out in February 2026 and all income thereafter will be profit.

Alexandra Suite

7800 – Repairs and Maintenance - £723.45 – It was asked what this spend was for. It was confirmed that it was for new fencing and a gate to separate the two venue wedding gardens.

The Olympic

4019 – Rent – Sky – It was asked why there was no rent received in September. It was confirmed that Sky had vacated the office. New tenants have now moved in and will show in October's report.

4603 – Field Hire: Bees – It was asked if the rent has been reviewed recently. It was confirmed it had just been renewed for the year and will be reviewed next year.

Swanley Park

8202 – Uniform - £498.88 – It was asked what this spend was for. It was confirmed that it was uniform for restock and was purchased early due to impending price increases.

Housing Stock

It was asked if the status of each property could be colour coded on future reports. RFO confirmed that he would put that on the next report.

4042 – Rent – Property #3 – It was confirmed that the tenant has signed the agreement and expected to move in on 1st November. The deposit has been paid which is more than the rent which will not show up on our accounts due to being held by a third party. The deposit amount from the previous tenant will show up on our accounts as we have now been able to claim this amount due to arrears. Currently the property is undergoing some renovations currently in readiness for the new tenant moving in at a cost of approximately £20,000 which will be taken out of the sink fund. It was asked how the sink fund would be topped up back up to the minimum of £30,000. RFO confirmed that it would be added into the budget for next year to be topped back up to £30,000.

It was asked how often the housing stock are inspected. CEO confirmed that they are inspected annually either by the letting agent or the CEO and RFO.

Property #5 – 7800 – Repairs & Maintenance - £464.99 – It was asked what this amount related to. It was confirmed that it was for a new radiator and power flush and clean of the drainage system.

Swanley Link

It was asked what the status was on the supply of black and clear sacks. It was confirmed that SDC stopped their black sack delivery in April and STC are now buying black sacks from the same supplier. STC have received a delivery, however the income will be reduced due to the agreement that was in place with SDC, but they have been very well received by the public. SDC are continuing to supply clear sacks. The new recycling green bags are due to be delivered to Swanley residents next month.

Estates

5010 – Sporting Equipment Purchases - £510 – It was asked what this amount related to. It was confirmed that it was for sand and top soil for football pitch maintenance.

Monthly Finances

It was asked if the Community Infrastructure Levy (CIL) funding had been allocated. CEO said that a new CIL allocation for October had been received and has been topped up by £3,500. It has been allocated provisionally against court refurbishment and some other projects.

Payments Out

30/09/2024 – Tech Medical Services Ltd - £1,361.00 - It was asked what this spend was for. RFO confirmed that it was for first aid services for the 1812 event in the park.

Aged Creditors/Debtors

It was confirmed that Swanley's Shed has now paid their invoice. Elim Church is still outstanding and they have been chased for payment.

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

Date of next meeting – Wednesday 27th November 2024

MEETING CLOSED AT: 20:12

SIGNED:

27/11/2024

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