Swanley Town Council
Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU
Tel: 01322 665855
www.swanleytowncouncil.gov.uk

POLICY AND FINANCE

MINUTES
Wednesday 27th November 2024

Present:

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

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

Also Present: Cllr S Durden

Public: **NONE PRESENT**

MEETING COMMENCED: 19:00

12396 APOLOGIES FOR ABSENCE
Cllr C Barnes (Absent), Cllr L Taylor

12397 DECLARATIONS OF INTEREST
NONE

12398 MINUTES OF PREVIOUS MEETING
To approve as correct the Minutes of the Meeting held on Wednesday 16th October 2024.
APPROVED AND SIGNED

12399 TO RECEIVE THE MONTHLY FINANCES

19:06 Cllr E Uttley entered the meeting.

Civic Centre
4906 – Grants – General - £650 – It was asked what this grant related to. CEO confirmed that it was towards the Swanley Village 20mph signage.

5023 – Playground Equipment Repairs - £300 – It was asked what this amount related to. RFO confirmed that it was for metal work repairs for the goal posts in Elephant Park.
5038 – Light up the Town - £9,004.33 – It was asked what this second payment was for RFO confirmed it was the second instalment payment for the storage and installation of the Christmas lighting around the town.
5049 – Great British Spring Clean - £280 – It was asked what this spend was for. RFO confirmed it was for the hire of a skip in Swanley Village for the collection of the rubbish.
6200 – Website - £560 – It was asked what this amount was for. RFO confirmed that it was subscription payment for the maintenance of the website for seven months.
7097 – Staff Reward - £75 – It was asked what this spend was for. CEO confirmed it was for gift cards for three members of staff who helped a member of public.
7301 – Vehicle Repairs & Servicing (Minibus) - £210 – It was asked what this spend related to. RFO confirmed that it was repairs for a puncture.
4070 – Light up the Town – It was noted that the income last year was £6,644.18 and the current year is only £750. RFO confirmed that invoice amounts will appear in November after the event, the majority of which will be an invoice to the Town Centre owners Evolve Estates.

The Olympic
4015 – Rent – Flat at Olympic Centre - £550.58 – It was asked why this amount was less than other months. It was confirmed that it is a pro-rata amount due to the tenant due to vacate the property. The tenant has not yet vacated the property, but rental payments are up to date.
4100 – Bar Income - £10,610.17 – It was noted that this was a significant increase in bar takings. This was due to an increase in room and bar hire only bookings.
4609 – Snooker Income - £2,009.78 – It was mentioned that the snooker income had increased for October. This was due to an increase in snooker table usage and there are more snooker memberships.
7702 – Equipment Leasing - £435.22 – It was asked what this amount was for and why it had increased. RFO confirmed that this was for CCTV and other equipment leasing. This had increased due to additional items needing to be leased.

Swanley Park
4727 – Soft Play – It was noted that the income was down for September and October and was asked if there was any particular reason for this. CEO said there was no particular reason other than the park receiving less visitors this year due to the weather. There is now a new Soft Play, Events & Marketing Coordinator now in place who started in September who is looking at various events and marketing strategies to help bring visitors in and advertise the park and various events.
5030 – Horticulture - £239.83 – It was asked what this spend was for. It was confirmed it was for additional planting for Awe & Wonder who are reimbursing Swanley Town Council for the work.
7808 – Lamps & Tubes - £96.99 – It was asked what this spend was for. RFO confirmed it was for lighting in the tractor shed.
7850 – Soft Play - £1,036.87 – It was asked what this related to. RFO confirmed that it was for some repairs to the soft play equipment and also supplies for Halloween ticketed events.
7854 – Leisure Boats Purchase - £39.95 – It was asked what this amount related to. RFO confirmed that it was an old invoice that had not been received.

Swanley Link
It was commented that we should review the prices for black bags at Swanley Link due to the fact we will now be purchasing these, and therefore at a cost to the Council. The cost of these, even with a price increase, would still be incredibly competitive compared to ASDA or other supermarkets.

Aged Creditors/Debtors
It was noted that Elim Church is still outstanding. The RFO continues to chase payment.

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

Date of next meeting – Wednesday 22nd January 2025

MEETING CLOSED AT: 19:38

SIGNED: **22/01/2025**

Cllr M Horwood
Chair of Policy and Finance