

# Swanley Town Council

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

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[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## POLICY AND FINANCE

### MINUTES

Wednesday 22<sup>nd</sup> May 2019

**Present:** Chair Cllr M Horwood, Cllr J Barnes, Cllr P Darrington, Cllr J Domigan, Cllr J Griffiths, Cllr V Letchford, Cllr A Skipper, Cllr J Tuckfield

**Also Present:** Cllr L Ball, Cllr G Darrington, Cllr C Lee, Cllr T Searles

**Officers:** CEO - Steve Nash,  
RFO - Steve Innes,  
Democratic Services Officer - Barbara Playfoot

#### Public Participation

None

#### APOLOGIES FOR ABSENCE

None

#### DECLARATIONS OF INTEREST

None

#### 10697 MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 24<sup>th</sup> April 2019.

**APPROVED**

#### 10698 TO RECEIVE THE MONTHLY FINANCES

- Cllr Horwood asked why there had not been any rent increase for the Oaks Surgery, Civic Centre and Station Road. The RFO responded not at the moment and the CEO explained that the existing leases for the Oaks and Station Road do not have RPI built in however all the new leases have RPI. The Civic centre rent (Advocacy for All) is due for renewal in November 2019 and will receive a rent increase but they have increased their car parking quota for which they are being charged, along with the recharge of business rates.
- Cllr Horwood queried the LINK rent, the CEO said that STC would receive the rent this year but will not next year and a contingency plan will be put in place to cover the loss.
- Cllr Horwood questioned why there was only a small income against St Georges Day and Armed Forces Day when he arranged a grant for both events. The RFO responded to say that STC were still awaiting payment. Cllr Horwood said that will be addressed as soon as possible. He also queried why the budget for the same events this year had small budgets allocated.

The RFO said that he felt he should not assume that the grants would not be forthcoming so they were not include.

- Cllr J Barnes queried the Swanley in Bloom sponsorship income, the RFO explained that the invoices have not been sent out but were in hand.
- Cllr Horwood asked about the spending on Equipment & Machinery, the RFO explained this was the disabled play equipment.
- The CEO did explain that the Finance training was planned for 31<sup>st</sup> May 2019 and once the training had been completed new councillors would be able to understand the Finance reports and would be better equipped to ask questions and interrogate the figures.
- The CEO explained that the Alexandra Suite is doing very well and saw profits of about £90,000 last year. There will be a considerable spend on refurbishment in the venue to attract more hiring's. He went on to say that the Alexandra Suite had just received a 5 star food and hygiene rating from Sevenoaks DC. Cllr Horwood proposed a vote of thanks to the Venues Manager and Assistant Manager for all their hard work it has taken to achieve this award.
- Cllr Horwood noted that the Olympic following a few months of profit was now showing a £4,000 deficit. The RFO explained that April had been a lean month but said that May looks to be in profit as there are many pre-bookings. The CEO added that the Olympic has received new tables and chairs for the bar area which can now be rented out also, the additional shutters have been installed so this area does not require a member of staff to be present.
- Cllr Horwood remarked that the Park has had a good start to the season and with additional features to the Park it would boost the income. The RFO said that there had been £9,000 spent on the Splash pool which had already been taken out of the profits.
- Cllr G Darrington queried the bank charges, the RFO explained we are charged for services that the bank provide.
- Cllr Tuckfield asked if STC had a high yield interest account, the CEO explained that our finances were to fluid and we have insufficient reserves. There are preparations for the funds from the sale of the Woodlands to disperse the funds across a number of financial institutions.
- The RFO was asked to make a few minor changes to the report format  
**RESOLVED: To accept reports A/B/C/D/E/F/G**

#### **10699 REDUNDANCY POLICY**

To approve the Redundancy Policy. The policy has not been amended as there has been no new Council policy or legislative requirements.

**RESOLVED – the Redundancy Policy was approved**

**Cllr Horwood closed the meeting and thanked the CEO, RFO and all the Council Officers and staff for their support over the last 4 years**

**Date of next meeting – 19<sup>th</sup> June 2019**

**MEETING CLOSED AT 20.16**

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

Committee Members:

(Chair) Cllr M Horwood, (Vice Chair) Cllr V Letchford, Cllr J Barnes,  
Cllr P Darrington, Cllr J Domigan, Cllr J Griffiths, Cllr A Skipper, Cllr J Tuckfield