



# Snodland Town Council

Council Offices, Waghorn Road, Snodland, Kent, ME6 5BQ  
Telephone : 01634 240228 Fax : 01634 246317  
[www.snodlandcouncil.co.uk](http://www.snodlandcouncil.co.uk) Email: [enquiries@snodlandcouncil.co.uk](mailto:enquiries@snodlandcouncil.co.uk)

12<sup>th</sup> October 2023

Sir/Madam

## To Members of the Policy and Finance Committee (Copies to all Council Members)

You are summoned to attend a meeting of the Policy and Finance Committee to be held in the MG Suite, Council Offices, Waghorn Road, Snodland on **Thursday 19<sup>th</sup> October 2023 at 7.30pm.**

**K Sowten**

Karen Sowten  
Chief Executive

### **ALL MEETINGS ARE OPEN TO MEMBERS OF THE PUBLIC**

Report Attached	Item No.	Agenda Item
	1.	Apologies for absence
	2.	Declaration of Interests
✓	3.	Minutes - To agree the minutes of the meeting held on 29 <sup>th</sup> August 2023
	4.	Questions from the Public Pursuant to Standing Order 3 e & g Members of the public may make representation, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than 3 minutes.
	5.	Audit Trail to be given by a Councillor
✓	6.	Financial Review to include aged Debtors 6.1 Earmarked Reserve and Capital Reserve Balances 6.2 Aged Debtors
✓	7.	To receive the external auditor report
	8.	To consider service level agreements for provision of minor works relating to Plumbing and Heating, Electrical, Tree Works, Play equipment repairs.
	9.	To consider and if agreed update the financial regulations section 4.1 and 4.5 relating to the authority to spend for delegated Committees and the CEO.
✓	10.	To Approve costs relating to lift repairs
To follow	11.	To consider quotes relating to Electrical remedial repairs in the Devonshire Rooms
	12.	Correspondence
<b>THE COMMITTEE HAS AGREED That in view of the business about to be transacted, it is advisable in the public interest that the press and public be Temporarily excluded and they are instructed to withdraw.</b>		
✓	13.	To receive an update on the lease for the Foodbank building at Rocfort Road Car Park and if available sign and seal the lease.
	14.	To receive an update on the lease for Brooklands Lake Cafe