



# Snodland Town Council

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18<sup>th</sup> September 2024

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 **Monday 23<sup>rd</sup> September 2024 on the rising of the Special Full Council**

### 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 8 <sup>th</sup> August 2024
	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 6.1 Income and Expenditure Report 6.2 Expenditure under delegated authority 6.3 Outstanding Sales Ledger Aged Balances 6.4 Earmarked Reserve and Capital Reserve Balances
	7.	To Sign and Seal the Deed of easement for the gas main at cemetery lodge (If available)
✓	8.	To agree the renewal of the Personnel and Health and Safety Package.
✓	9.	To consider costs relating to the opening and closing of Potyns Car Park Gates
✓	10.	To receive the External Audit of the Annual Governance and Accountability Return 2023/24.
✓	11.	Approval of Additional User on Company Credit Card
✓	12.	Introduction of a Council Debit Card
	13.	Correspondence