

## Snodland Town Council – Policy and Finance Minutes

27<sup>th</sup> February 2025

Committee Members in attendance:	Cllr Mrs V Lawrence-Rose (C), S Loader, Mrs S Bell, P Hickmott, M Wakefield, A G Bennison, D Lettington and G Miners
Non Committee Members in attendance:	
Committee Members Absent with apologies:	Ms D King (VC),
Committee Members Absent without apologies:	
Council Staff Present:	Mrs K Sowten (CEO) Mrs K Miners
Members of the public:	

1.	<u>Apologies for absence</u> see above.
2.	<u>Declaration of Interests</u> Cllr Loader - Agenda Item 7.
3.	<u>Minutes - To agree the minutes of the meeting held on 5<sup>th</sup> December 2024</u> The minutes of the meeting held on the 5 <sup>th</sup> December 2024 were agreed as a true record.
4.	<u>Questions from the Public</u> There were no members of the public present
5.	<u>Audit Trail to be given by a Councillor</u> Cllr Lettington completed an audit trail which focused on the asset register. A copy of the report is on file. Very minor things regarding new chairs, and new model of hoover which needed to be added, and all amended immediately.  Cllr Loader to make an appointment to carry out the next audit.
6.	<u>Financial Review</u> <u>6.1 Income and Expenditure Report.</u> A copy of the financial review was sent out to members of the committee prior to the meeting, a copy is available on file. No queries were raised. <u>6.2 Expenditure under delegated authority</u> None.

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	<p><u>6.3 Outstanding Sales Ledger Aged Debtors</u></p> <p>Query on one customer name as not seen before. The CEO reported that January fees have now been received for another customer.</p> <p><u>6.4 Earmarked Reserve and Capital Reserve Balances</u></p> <p>A copy of the Earmarked Reserves and Capital Reserves balances was sent out to members of the committee prior to the meeting, a copy is available on file. No queries were raised.</p>
7.	<p><u>To receive an update on Snodland Men's Mind Project and consider ways to help the group</u></p> <p>The Committee received a report detailing the current costs charged for the hall hire for Men's mind project and how they support with therapy and referrals to professional counsellors. A copy of the full report is available on file.</p> <p>Consideration was taken for future Charities using the MG Suite and charging the same fees.</p> <p>Proposal : £10 a session charge for 2 hours for the Men's Mind project, which will cover staff time costs. Validation of this fee due to being a charity and annual advance bookings.</p> <p><b>Vote:</b> Yes – 7 No – 1</p> <p><b>1381 RESOLVED</b> to charge Men's Mind Project £10 per session for 2 hours which will cover caretaking costs. Validation of this fee due to being a charity and annual advance bookings.</p> <p>Cllr Hickmott requested that it was documented in the minutes what he disagreed with a charge being made.</p>
8.	<p><u>To confirm fees for the proposed Internal Audit plan for 2025/26 from KCC Audit</u></p> <p>The Committee received a report which outlined the new proposals for the increase in the number of audit budgeted days required to carry out the audit. A copy of the report is available on file. The CEO queried the increased cost and KCC advised that the number of audit budgeted days would not be increased however a 4% inflation increase would be charged. This is in line with STC budgeted figures.</p> <p>KCC also advised that should they identify a need to increase the number of audit budgeted days required they would advise STC accordingly.</p>



