



# Snodland Town Council

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1 August 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 Thursday 8 August 2024 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 4 July 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 Consider and if agreed accept quotes for the maintenance work at the Cemetery Cottage
✓	8.	To consider quotes for the renewal of the downpipe at the Devonshire rooms rear of building.
✓	9.	To consider quotes for works required at Brooklands Pavilion
✓	10.	To consider quotes for works required to the flat roof at Snodland Museum
	11.	If received, consider additional quotes for alarm system in the Devonshire Rooms. If not received give delegated authority to the CEO to accept the quote when received.
	12.	If received, consider a quote for an Alarm System and reduced CCTV at Brooklands Lake. If not received give delegated authority to the CEO to accept the quote when received.
	13.	To give delegated authority for the CEO to change the card payment facility.
	14.	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>		
	15.	Staffing matters