



Snodland Town Council

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28th November 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 5th December 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 31 st October 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 receive the response from KCC regarding the Community Warden
	8.	To write off Bad Debt relating to Peridise
✓	9.	To approve the Councils Health and Safety documentation 9.1 Health and Safety Policy 9.2 Health and Safety Employee Handbook 9.3 Risk Assessments
✓	9.	To consider the First Draft Budget
	10.	Correspondence