



Snodland Town Council

Council Offices, Waghorn Road, Snodland, Kent, ME6 5BQ

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17th June 2026

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 **Tuesday 23rd June 2026 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 27 th May 2026
	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 6.5 Salary, PAYE and Pension payment Report 6.6 Investment Account
✓	7.	To approve the amendments to the social media Policy
✓	8.	To adopt the IT Policy
✓	9.	To consider quote for minor works relating to the Cricket Pavilion
✓	10.	To consider changes to the Investment Policy and consider distribution of surplus funds
✓	11.	To confirm details of Motor insurance renewal
✓	12.	To consider use of AI for Councils with Gov Assist

Detailed Income & Expenditure by Budget Heading 18/06/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 STAFF COSTS							
4000 Wages	33,954	166,695	132,741		132,741	20.4%	
4005 Tax & NI	12,801	64,369	51,568		51,568	19.9%	
4008 Pension	10,243	52,563	42,320		42,320	19.5%	
4010 Other Staffing costs	668	4,579	3,911		3,911	14.6%	
4020 Staff Training	173	1,500	1,327		1,327	11.6%	
STAFF COSTS :- Indirect Expenditure	57,839	289,706	231,867	0	231,867	20.0%	0
Net Expenditure	(57,839)	(289,706)	(231,867)				
110 ADMINISTRATION/OFFICE							
1110 Photocopying Income	8	150	142			5.3%	
ADMINISTRATION/OFFICE :- Income	8	150	142			5.3%	0
4055 Audit	0	3,050	3,050		3,050	0.0%	
4060 Insurance	0	17,224	17,224		17,224	0.0%	
4065 Stationery	157	1,380	1,223		1,223	11.4%	
4070 Annual Subscriptions	2,000	3,180	1,180		1,180	62.9%	
4075 Computer	4,076	7,000	2,924		2,924	58.2%	
4080 Photocopier Expenditure	162	650	488		488	24.9%	
4090 Photocopies Expenditure	40	600	560		560	6.7%	
4095 Market Expenditure	37	0	(37)		(37)	0.0%	
4100 Legal	0	3,000	3,000		3,000	0.0%	
4105 Telephone	397	1,600	1,203		1,203	24.8%	
4115 Expenses - Councillor	93	500	407		407	18.6%	
ADMINISTRATION/OFFICE :- Indirect Expenditure	6,962	38,184	31,222	0	31,222	18.2%	0
Net Income over Expenditure	(6,954)	(38,034)	(31,080)				
111 S137							
4110 Section 137	0	50	50		50	0.0%	
S137 :- Indirect Expenditure	0	50	50	0	50	0.0%	0
Net Expenditure	0	(50)	(50)				
120 ALLOTMENTS							
1150 Allotment Rent Received	0	4,357	4,357			0.0%	
ALLOTMENTS :- Income	0	4,357	4,357			0.0%	0
4150 Water Rates	807	3,000	2,193		2,193	26.9%	
4165 Maintenance	0	1,060	1,060		1,060	0.0%	
ALLOTMENTS :- Indirect Expenditure	807	4,060	3,253	0	3,253	19.9%	0
Net Income over Expenditure	(807)	297	1,104				

Detailed Income & Expenditure by Budget Heading 18/06/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 BANKING							
1200 Interest Received	1,903	1,000	(903)			190.3%	
	1,903	1,000	(903)			190.3%	0
BANKING :- Income							
4190 Bank Charges	87	700	613		613	12.4%	
	87	700	613	0	613	12.4%	0
BANKING :- Indirect Expenditure							
Net Income over Expenditure	1,816	300	(1,516)				
140 BROOKLAND LAKE							
1260 Fishing Lake - Rent	3,731	14,924	11,193			25.0%	
1280 Lake - Electric Income	241	2,000	1,759			12.0%	
1285 Lake - Water Income	77	300	223			25.7%	
1286 Lake - Council Tax Income	0	340	340			0.0%	
	4,049	17,564	13,515			23.1%	0
BROOKLAND LAKE :- Income							
4165 Maintenance	187	2,000	1,813		1,813	9.4%	
4170 Council Tax	0	1,650	1,650		1,650	0.0%	
4215 Lake - Council Tax	0	340	340		340	0.0%	
4220 Lake - Electricity	241	2,000	1,759		1,759	12.0%	
4230 Lake - Water Rates	9	300	291		291	3.0%	
	437	6,290	5,853	0	5,853	6.9%	0
BROOKLAND LAKE :- Indirect Expenditure							
Net Income over Expenditure	3,612	11,274	7,662				
150 CEMETERY							
1300 Burials	1,653	21,715	20,062			7.6%	
1310 Kerbstones (VAT)	0	3,300	3,300			0.0%	
1320 Memorials	94	2,650	2,556			3.5%	
1330 Chapel	382	2,100	1,718			18.2%	
1340 Exclusive Rights	2,760	13,552	10,792			20.4%	
1350 Lodge - Rent Income	2,850	11,400	8,550			25.0%	
	7,740	54,717	46,977			14.1%	0
CEMETERY :- Income							
4150 Water Rates	(66)	350	416		416	(18.9%)	
4285 Cemetery - Rates	565	2,830	2,265		2,265	20.0%	
4290 Cemetery - Maintenance	8,198	5,710	(2,488)		(2,488)	143.6%	6,988
4305 Lodge - Maintenance	0	530	530		530	0.0%	
4315 Memorials	592	160	(432)		(432)	370.0%	
4320 Chapel Expenditure	60	800	740		740	7.5%	
4325 Grave Digging	405	7,110	6,705		6,705	5.7%	
	9,753	17,490	7,737	0	7,737	55.8%	6,988
CEMETERY :- Indirect Expenditure							
Net Income over Expenditure	(2,014)	37,227	39,241				
6000 plus Transfer from EMR	6,988	0	(6,988)				
Movement to/(from) Gen Reserve	4,974	37,227	32,253				

Detailed Income & Expenditure by Budget Heading 18/06/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
160 CLOCK TOWER							
4155 Utilities	60	0	(60)		(60)	0.0%	
CLOCK TOWER :- Indirect Expenditure	60	0	(60)	0	(60)		0
Net Expenditure	(60)	0	60				
170 CRICKET PAVILION							
1250 Pavilion Cafe - Rent	2,242	9,100	6,858			24.6%	
1255 Pavilion Cafe - water income	238	0	(238)			0.0%	
1256 Pavilion Cafe - Electric Incom	685	0	(685)			0.0%	
1257 Pavilion Cricket - Water Incom	73	0	(73)			0.0%	
1400 Cricket Club - Rent	1,045	1,030	(15)			101.5%	
1410 Chess Club - Rent	0	460	460			0.0%	
1420 Receipts	0	4,473	4,473			0.0%	
CRICKET PAVILION :- Income	4,282	15,063	10,781			28.4%	0
4150 Water Rates	240	1,200	960		960	20.0%	
4155 Utilities	761	3,770	3,009		3,009	20.2%	
4165 Maintenance	10,497	2,450	(8,047)		(8,047)	428.4%	9,604
CRICKET PAVILION :- Indirect Expenditure	11,498	7,420	(4,078)	0	(4,078)	155.0%	9,604
Net Income over Expenditure	(7,216)	7,643	14,859				
6000 plus Transfer from EMR	9,604	0	(9,604)				
Movement to/(from) Gen Reserve	2,388	7,643	5,255				
180 DEVONSHIRE ROOMS							
1420 Receipts	680	1,126	446			60.4%	
1500 Hall Hire	2,336	4,020	1,684			58.1%	
1510 Damages Bond Income	150	0	(150)			0.0%	
1530 Pre-school Rent	2,515	15,318	12,803			16.4%	
DEVONSHIRE ROOMS :- Income	5,682	20,464	14,782			27.8%	0
4150 Water Rates	141	1,130	989		989	12.5%	
4155 Utilities	382	3,785	3,403		3,403	10.1%	
4165 Maintenance	3,440	9,550	6,110		6,110	36.0%	875
4170 Council Tax	820	4,715	3,895		3,895	17.4%	
4370 Licences	0	1,296	1,296		1,296	0.0%	
DEVONSHIRE ROOMS :- Indirect Expenditure	4,783	20,476	15,693	0	15,693	23.4%	875
Net Income over Expenditure	899	(12)	(911)				
6000 plus Transfer from EMR	875	0	(875)				
Movement to/(from) Gen Reserve	1,774	(12)	(1,786)				

Detailed Income & Expenditure by Budget Heading 18/06/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
190 EQUIPMENT							
4405 Purchase	504	2,060	1,556		1,556	24.5%	
4410 Repairs	101	1,030	929		929	9.8%	
EQUIPMENT :- Indirect Expenditure	605	3,090	2,485	0	2,485	19.6%	0
Net Expenditure	(605)	(3,090)	(2,485)				
200 GRANTS							
4460 Other Grants	500	500	0		0	100.0%	
GRANTS :- Indirect Expenditure	500	500	0	0	0	100.0%	0
Net Expenditure	(500)	(500)	0				
210 HOLBOROUGH							
1420 Receipts	248	500	252			49.6%	
HOLBOROUGH :- Income	248	500	252			49.6%	0
4155 Utilities	62	224	162		162	27.8%	
4165 Maintenance	0	515	515		515	0.0%	
HOLBOROUGH :- Indirect Expenditure	62	739	677	0	677	8.4%	0
Net Income over Expenditure	186	(239)	(425)				
220 MUSEUM							
4150 Water Rates	16	62	46		46	25.9%	
4155 Utilities	164	1,382	1,218		1,218	11.8%	
4165 Maintenance	1	425	424		424	0.3%	
MUSEUM :- Indirect Expenditure	181	1,869	1,688	0	1,688	9.7%	0
Net Expenditure	(181)	(1,869)	(1,688)				
230 3G							
1600 3G Hire Fees	3,062	28,728	25,666			10.7%	
1605 3g Electricity Income	67	350	283			19.2%	
3G :- Income	3,129	29,078	25,949			10.8%	0
4156 Electricity	121	1,192	1,071		1,071	10.1%	
4165 Maintenance	2,379	2,375	(4)		(4)	100.2%	
3G :- Indirect Expenditure	2,500	3,567	1,067	0	1,067	70.1%	0
Net Income over Expenditure	629	25,511	24,882				

Detailed Income & Expenditure by Budget Heading 18/06/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 PRECEPT</u>							
1700 Precept	178,042	356,083	178,042			50.0%	
PRECEPT :- Income	178,042	356,083	178,042			50.0%	0
Net Income	178,042	356,083	178,042				
<u>250 OPEN SPACES</u>							
1420 Receipts	126	0	(126)			0.0%	
1800 Potyns Income	168	1,125	958			14.9%	
1810 Memorial Garden Income	0	200	200			0.0%	
1825 Open Spaces Income	1,255	300	(955)			418.3%	
OPEN SPACES :- Income	1,549	1,625	76			95.3%	0
4370 Licences	0	175	175		175	0.0%	
4500 Cricket Meadow	0	1,167	1,167		1,167	0.0%	
4505 Edgeler Court	0	160	160		160	0.0%	
4515 Nevill Park	0	585	585		585	0.0%	
4520 Potyns Expenditure	135	1,650	1,515		1,515	8.2%	
4525 Recreation Ground	0	350	350		350	0.0%	
4530 Willowside	0	116	116		116	0.0%	
4535 Mowing	980	2,575	1,595		1,595	38.0%	
4540 Play Equipment	9,028	3,210	(5,818)		(5,818)	281.2%	5,846
OPEN SPACES :- Indirect Expenditure	10,143	9,988	(155)	0	(155)	101.5%	5,846
Net Income over Expenditure	(8,594)	(8,363)	231				
6000 plus Transfer from EMR	5,846	0	(5,846)				
Movement to/(from) Gen Reserve	(2,748)	(8,363)	(5,615)				
<u>260 SPECIAL EVENTS</u>							
1840 Christmas Lights	0	2,240	2,240			0.0%	
1860 Carnival Income	160	675	515			23.7%	
1870 Fireworks Income	0	2,000	2,000			0.0%	
SPECIAL EVENTS :- Income	160	4,915	4,755			3.3%	0
4605 Carnival	958	4,000	3,042		3,042	24.0%	
4610 Fireworks	(965)	6,800	7,765		7,765	(14.2%)	
4615 Remembrance Parade	76	1,800	1,724		1,724	4.2%	
4620 Christmas Lights	0	12,800	12,800		12,800	0.0%	
4625 Christmas Lantern Parade	0	8,240	8,240		8,240	0.0%	
4630 Catering Events	0	400	400		400	0.0%	
SPECIAL EVENTS :- Indirect Expenditure	69	34,040	33,971	0	33,971	0.2%	0
Net Income over Expenditure	91	(29,125)	(29,216)				

Detailed Income & Expenditure by Budget Heading 18/06/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
270 STREET LIGHTING							
4156 Electricity	546	4,000	3,454		3,454	13.7%	
4165 Maintenance	1,143	5,175	4,032		4,032	22.1%	
STREET LIGHTING :- Indirect Expenditure	1,689	9,175	7,486	0	7,486	18.4%	0
Net Expenditure	(1,689)	(9,175)	(7,486)				
280 VEHICLES							
4060 Insurance	0	2,512	2,512		2,512	0.0%	
4165 Maintenance	631	3,850	3,219		3,219	16.4%	
4700 Petrol/Diesel	959	4,000	3,041		3,041	24.0%	
VEHICLES :- Indirect Expenditure	1,591	10,362	8,771	0	8,771	15.4%	0
Net Expenditure	(1,591)	(10,362)	(8,771)				
290 COMMUNITY HUB							
1420 Receipts	1	0	(1)			0.0%	
COMMUNITY HUB :- Income	1	0	(1)				0
4105 Telephone	0	0	0		0	0.0%	8
4150 Water Rates	15	120	105		105	12.5%	
4156 Electricity	97	540	443		443	18.0%	
4165 Maintenance	1,353	600	(753)		(753)	225.5%	1,031
4170 Council Tax	0	1,000	1,000		1,000	0.0%	
COMMUNITY HUB :- Indirect Expenditure	1,466	2,260	794	0	794	64.9%	1,039
Net Income over Expenditure	(1,464)	(2,260)	(796)				
6000 plus Transfer from EMR	1,039	0	(1,039)				
6001 less Transfer to EMR	0	0	(0)				
Movement to/(from) Gen Reserve	(426)	(2,260)	(1,834)				
900 CAPITAL-RESERVE-EARMARKED							
9010 Capital - Cemetery	0	15,000	15,000		15,000	0.0%	
9015 Capital - Play Equip. Renewal	0	5,000	5,000		5,000	0.0%	
9020 Capital - Rights of Way	0	1,000	1,000		1,000	0.0%	
9060 EMR - Repair & Renewal	0	12,000	12,000		12,000	0.0%	
9065 EMR - Elections	0	1,000	1,000		1,000	0.0%	
9080 EMR - Clocktower	0	2,000	2,000		2,000	0.0%	
9110 EMR - Street Lighting	0	1,000	1,000		1,000	0.0%	
9115 EMR - 3G	0	6,000	6,000		6,000	0.0%	

Detailed Income & Expenditure by Budget Heading 18/06/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9120 EMR - Vehicle	0	2,000	2,000		2,000	0.0%	
9140 EMR - Street Light Load Test	0	550	550		550	0.0%	
CAPITAL-RESERVE-EARMARKED :- Indirect Expenditure	0	45,550	45,550	0	45,550	0.0%	0
Net Expenditure	0	(45,550)	(45,550)				
Grand Totals:- Income	206,791	505,516	298,725			40.9%	
Expenditure	111,032	505,516	394,484	0	394,484	22.0%	
Net Income over Expenditure	95,760	0	(95,760)				
plus Transfer from EMR	24,352	0	(24,352)				
less Transfer to EMR	0	0	(0)				
Movement to/(from) Gen Reserve	120,111	0	(120,111)				

Policy & Finance -23 June 2026 - Agenda Item 6.1 Income and Expenditure Report Comments

Detailed Income and Expenditure as at 17 June 2026

Percentage should be average 21.15%			Code - NYI - not yet invoiced	
Cost Centre	Code	Description	22/05/2025	23/06/2026
4070	110	Subscriptions	KALC paid at beginning of year	
4075	110	Computer	Rialtas Software annual cloud costs	
4080	110	Photocopier expenditure	Invoiced quarterly	
4105	110	Telephones		Unexpected increase in broadband costs from Virgin unknown when budget was set
4115	110	Expenses - Councillor	Refreshments & Paperweights for Awards for Annual Council	
4150	120	Allotment - Water Rates		increased usage due to hot weather in may
1200	130	Bank Interest Received	Interest slightly higher as precept received	Investment income
1260	140	Brooklands Lake Rent	Invoiced quarterly	
1285	140	Brooklands Lake water income	March income received in April	
1330	150	Chapel	undertakers rent paid quarterly	
1350	150	Lodge Income	2 months rent	rent received on 1st of month

Cost Centre	Code	Description	22/05/2025	23/06/2026
4290	150	Cemetery maintenance	Fencing & Bin store paid from EMR	
4315	150	Cemetery - Memorials		EROB Refund
1250	170	Pavilion Rent	2 months rent	invoiced on 1st of month
1400	170	Cricket Club - Rent		Invoiced for year increased higher than budget set
4165	170	Cricket Pavilion - Maintenance	Shutter & deposit for shower room works from EMR	CCTV/intruder annual maintenance and replacement lights
1420	180	Devonshire Rooms - receipts		Feed in Tariff received twice yearly
1500	180	Devonshire Rooms Hall Hire	Increased usage	
1530	180	Devonshire Rooms Preschool rent	Invoiced termly	
4165	180	Devonshire Rooms Maintenance		CCTV/intruder annual maintenance. Replacement lights. Line marking thermoplastics for car park. New Battery for Defib
4405	190	purchases	Chemical storage cabinet	
4410	190	Repairs	Mower Repairs	

Cost Centre	Code	Description	22/05/2025	23/06/2026
4460	200	Grants - Other		Grant allocated (HOKH)
1420	210	Holborough receipts	Increased mowing	
4155	210	Holborough Utilities	includes adjustments to march bill	
4150	220	Water Rates - Museum		Increase in water charges not known when budget set. will go over budget
4165	230	3g Maintenance	pitch maintenance invoiced annually	
1700	240	Precept	Paid twice a year	
1825	250	Open Spaces Income	Insurance claim for roundabout	
4540	250	Play Equipment	Play equipment repairs	
1860	260	Carnival income		Stall payments
4605	260	Carnival		Fete banners
4165	270	Street Lighting - Maintenance	Invoiced quarterly	
4165	280	Vehicle maintenance	Trimax repairs	

Cost Centre	Code	Description	22/05/2025	23/06/2026
4700	280	Vehicle Fuel		Increased service charges on fuel card looking into alternative
4165	290	Community Hub	Chest freezer donation to be paid from Hub account	

Policy & Finance -23 June 2026 - Agenda Item 6.2 Expenditure under delegated authority

Pavilion Café - replacement lights	231.31
CEO Office - replacement lights	273.84

Snodland Town Council

RESERVE ACCOUNTS

17-Jun-26

			Opening Balance	Closing Balance	Spend in month	
Earmarked Reserves :-	332	Election	33713.49	34713.49	-1000	Budget income
	333	War memorial	4115.01	4115.01	0	
	335	Community Centre EMR	14080.00	14080	0	
	331	Repair/Renewal	7150.02	14225.02	-7075	Budget Income, Refurbishment Pavilion Café, balance snodland signs
	337	Street Lighting	4443.98	5443.98	-1000	budget income
	334	Clocktower	0	2000	-2000	budget income
	340	Vehicle replacement	21949.33	23949.33	-2000	budget income
	338	3G	35136.06	41136.06	-6000	budget income
	336	Christmas In Snodland	1531.9	1531.9	0	
	339	Potyns 106	28877.83	28877.83	0	
	341	Hub	5205.35	4952.41	252.94	supplies
	343	Allotment Key Deposits	1650	1650	0	
	344	Street Light Load Testing	1100	1650	-550	budget income
	346	Training & Equipment	6020.13	6020.13	0	
	347	Fete	4815	4815	0	
		TOTAL EARMARKED RESERVES	169788.1	189160.16		
Capital Reserves :-	324	Play Equipment Woodlands Farm S106	810.47	810.47	0	
	322	Play Equipment renewal	15078.19	14232.19	846	Budget Income, New trim trail Nevil Park
	321	Cemetery Extension	8484.81	23484.81	-15000	budget income
	323	Grants of right of Way (Catts Alley)	3310.78	4310.78	-1000	budget income
	325	Cemetery Roadway	75000.00	75000.00	0	
	326	Pump Track	0.00	0.00	0	
	327	Potyns Sports Car Park	332000	332000	0	
		TOTAL CAPITAL RESERVES	434684.25	449838.25		
		TOTAL OF ABOVE EARMARKED AND CAPITAL RESERVES	604472.35	638998.41		

A/c Code		4000 Wages			Annual Budget	166,695
Centre		100 STAFF COSTS			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	16/04/2026	BACS	Cashbook	Wages - Month 1	11,210.16	
2	21/05/2026	BACS	Cashbook	Wages - Month 2	11,209.17	
3	18/06/2026	BACS	Cashbook	Wages - Month 3	11,534.70	
Account Wages					Account Totals	33,954.03
Centre STAFF COSTS					Net Balance Month 4	33,954.03

A/c Code		4005 Tax & NI			Annual Budget	64,369
Centre		100 STAFF COSTS			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	27/04/2026	BACS	Cashbook	Tax / NI - Period 1	4,218.76	
3	02/06/2026	BACS	Cashbook	Tax / NI - period 2	4,219.77	
3	18/06/2026	BACS	Cashbook	Tax / NI - June	4,362.66	
Account Tax & NI					Account Totals	12,801.19
Centre STAFF COSTS					Net Balance Month 4	12,801.19

A/c Code		4008 Pension			Annual Budget	52,563
Centre		100 STAFF COSTS			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
					Opening Balance	0.00
1	27/04/2026	BACS	Cashbook	Pension - April	3,414.21	
3	02/06/2026	BACS	Cashbook	Pension - May	3,414.21	
3	18/06/2026	BACS	Cashbook	Pension - June	3,414.21	
Account Pension					Account Totals	10,242.63
Centre STAFF COSTS					Net Balance Month 4	10,242.63

18/06/2026

Snodland Town Council

08:31

Receipts and Payments Summary - Cashbook 7

CCLA PSDF

Current Month is: 3

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	1,634.82	0.00	
Month 3	1,593.91	0.00	
<hr/>			
Total Receipts / Payments	3,228.73	0.00	Closing Trial Balance
Opening Balance	514,238.43		<hr/>
Closing Balance		517,467.16	517,467.16
	<hr/>	<hr/>	
	517,467.16	517,467.16	
	<hr/>	<hr/>	

SOCIAL MEDIA POLICY

REVIEWED JUNE 2026

Social Media Policy

The use of digital and social media now has a clear and compelling impact on all areas of local government, enabling better and more direct contact between the Council and the people and organisations that it serves and works with.

This social media Policy aims to describe how the Council will use social media to improve and expand the ways in which it communicates with its local residents, local businesses and the various government (local and central) agencies that it deals with. It sets out what is and is not acceptable usage of social media and complements the general rules in the Code of Conduct for Councillors.

SCOPE

Social media describes a range of websites and online tools which allow people to interact. This includes blogs and postings on a wide range of platforms including, but not limited to, Facebook, Twitter, Linked-In, Instagram and Snapchat.

Social media is all about sharing information and people use social media platforms to give opinions, create interest groups and to build online communities and network which encourage participation and engagement.

This policy relates to any social media communication published by or on behalf of the council or any individual in their capacity as a councillor.

KEY PRINCIPLES

Any communication is capable of being misinterpreted. The immediacy of social media and the lack of face-to-face contact can **magnify any problem.**

Information and comments made can be broadcast to many people more quickly than other media.

The same rules apply to social media that govern other behaviour as a councillor – but extra care needs to be taken given the immediacy and ease of dissemination.

Although social media is conversational in tone, **it is recorded, and it is permanent**, so content and comment must be **accurate, informative and thought through.**

RESPONSIBILITIES AND ACCOUNTABILITIES

The CEO is responsible for all formal communication between the council and members of the public and will be responsible for maintaining the Council website, Facebook pages and any other Council social media.

However, it is understood that there will be times when individual councillors and officers may be communicating on social media.

Anyone with concerns regarding content placed on social media sites should report them to the Parish CEO or Chair of the Council, who should ensure that all complaints are dealt with consistently and fairly.

For councillors, complaints will be dealt with following the Council's Complaints Policy, with complaints concerning the councillor's conduct being referred to the Borough Council Monitoring Officer.

For employees, complaints will be dealt with following the Council's Disciplinary Procedure.

Reviewed every two years

PROCEDURE

Social media Use

Social media communications from the Council **will meet the following criteria:**

- be civil, tasteful and relevant
- not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive
- not contain content copied from elsewhere, for which we do not own the copyright
- not contain any personal information, other than required basic contact details

It is not a requirement for councillors to have a personal Facebook or Twitter account or to use other forms of social media to engage with parishioners or otherwise fulfil their role, but this will often be the case.

Councillors and staff should always spell out clearly whether they are communicating on social media in their capacity as a councillor or as a private individual. Councillors are encouraged to create specific social media accounts for their work as councillors, although this remains a personal choice.

Councillors should ensure that they comply with the Code of Conduct for Councillors whenever they act or appear to act in an official capacity on social media in the same way as with any other form of communication.

Whilst independent communications with parishioners are important to engage and be approachable, **the overarching rules are that councillors should not make commitments on behalf of the Council, not bring the Council into disrepute and always respect confidentiality.**

Social media guidelines

- Treat others with respect – do not use social media to make personal attacks or indulge in rude, disrespectful or offensive comments.
- Comply with equality laws – do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti-faith.
- Never bully or harass anyone – do not say anything, that might be construed as bullying or intimidation.
- Do not bring the council into disrepute – do not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of you or the Council.
- Do not disclose confidential information – do not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature.
- Your personal and councillor profile on social networking sites should be separate.
- Check you have the appropriate privacy settings for any private blog or networking site.
- Be aware that you will be seen as acting in your official capacity if you publish information that you could only have accessed by being a councillor.

Potential legal issues

Libel – If an untrue statement about a person which is damaging to their reputation is published, they may consider it as defamatory and consider legal action.

Copyright – Using images or text on social media from a copyrighted source (for example extracts from publications or photos), without obtaining permission, is likely to breach copyright laws.

Reviewed every two years

Data Protection – Personal data of individuals must not be published unless you have their express permission. Personal information in an email or personal exchange **should not be presumed to imply any consent** to pass it on to others.

Bias and Predetermination – Councillors should not say anything on social media (or indeed anywhere) that suggests they have made up their mind on an issue that is due to be formally decided. While your likely view on a particular application may be well known, you need to be able to show that you attended the committee or hearing prepared to take on board and weigh all the evidence, and were genuinely persuadable to a different view, or the decision may be later challenged as invalid.

Social Media page

It is our intention that the Snodland Town Council Facebook page will provide timely information and updates regarding activities and opportunities within our Town and a vehicle for constructive comments & suggestions from residents and local organisations.

To ensure that all discussions on the Snodland Town Council page is productive, respectful and consistent with the Councils mission and goals, contributors must follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including Council members or staff, will not be permitted.
- Share freely and be generous but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the STC Facebook page for commercial purposes or to market products.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and the Council is not obliged to monitor or respond to requests for information through the Facebook channel.

Snodland Town Council will remove any comment or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements
- Plagiarized material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam

Safeguarding

Councillors and Council staff must be aware of safeguarding issues, as social media sites are often misused by offenders. Snodland Town Council encourages children and young people to stay safe online.

Any concerns about a child's safety should be reported on 03000 411111.

Any concerns about an adult's safety should be reported to 03000 419191.

**IT POLICY
ADOPTED
JUNE 2026**

1. Introduction

Snodland Town Council henceforth known as “The Authority” recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use IT resources, including computers, networks, software, devices, data, and email accounts. The authority endeavours to provide digital devices but acknowledges that some small authority staff and members may be using their own personal devices. Everyone must adhere to this policy to maintain digital security.

3. Training and awareness

The Authority will source regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. You should engage in regular training on email security and best practices, including but not limited to:

- the Parish Council Domain Helper Service’s virtual cybersecurity workshops for councils. <https://www.nalc.gov.uk/resource/free-cybersecurity-workshops-launched-to-support-parish-and-town-councils.html>
- The National Cyber Security Centre Cyber Security training for small organisations and free Cyber Action Toolkit. <https://www.ncsc.gov.uk/training/top-tips-for-staff/top-tips-for-staff-raw-0cqnr1Cp/content/index.html#/>

4. Acceptable use of council provided IT resources and email

When using IT resources for the council’s purposes, you must adhere to ethical standards, and respect copyright and intellectual property rights.

Where possible, authorised devices, software, and applications will be provided by the Authority for work-related tasks.

You must not install unauthorised software without checking with the CEO, and you must not use equipment or email to access or forward inappropriate or offensive content.

5. What you must do if you use your own personal devices

The Authority will endeavour to provide individuals with devices to use for council business. If you are using your own device you must make sure you are:

- using strong passwords for all your accounts (preferably using a password manager)
- downloading the latest operating system security updates
- using anti-virus software

6. Network and internet usage

You must be careful about which Wi-Fi networks you join. Public Wi-Fi networks in coffee shops or on trains can be targeted by hackers. Always make sure you are using a trusted internet connection, which is password protected when carrying out official business.

7. Password and account security

You are responsible for maintaining the security of your accounts and passwords. Use the National Cyber Security Centre's advice for choosing a strong password. For business continuity, login details and passwords need to be stored securely so they can be accessed by trusted individuals in an emergency.

8. Email communication

The Authority will endeavour to provide you with an official email account for organisation-related communication only. If you are currently using a personal email account, you should aim to move over to an official email account as soon as practically possible. You must make sure that emails are professional and respectful in tone. You must always check you are sending any confidential or sensitive information to the correct recipients.

Always be cautious when downloading attachments and opening links to avoid phishing and malware. Before opening any attachments or clicking on links, verify the source by looking at the email it has come from carefully. Do not download and open anything if you are unsure who has sent it.

9. Email access

The Authority reserves the right to check email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR. The CEO may need to access emails so that they respond to FOI or subject-access requests. If you are using a personal email account for council business, this is still subject to data protections laws and FOI requests.

10. Data management, data retention and security

All sensitive and confidential data should be stored and transmitted securely. You must regularly backup any important data to prevent data loss and follow your organisation's data retention policies.

You should retain and archive emails in compliance with your data retention policies. Regularly review and delete unnecessary emails to maintain an organised inbox.

11. Reporting security incidents

All suspected security breaches, including email breaches or incidents should be reported immediately to the CEO.

12. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges.

13. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

14. Contacts

For IT-related enquiries or assistance, users can contact the CEO.

All staff and councillors are responsible for the safety and security of IT and email systems.

Policy and Finance – 23 June 2026 – Agenda Item 9 – Minor works Cricket Pavilion

As previously reported at Amenities and Recreation in February 2026, Members were made aware that the café storage area at the Cricket Pavilion is experiencing significant damp ingress caused by fundamental construction defects, including single-skin walls, lack of a damp-proof membrane, and floor levels below the damp-proof course. The report advised that comprehensive remedial works would be required to provide a long-term solution, with estimated costs in the region of £41,000. (A copy of the relevant section of the report presented at Amenities and Recreation is attached as Appendix 1).

A second quote has now been received for a lower-cost alternative intended to address the issue in the short term. This option is priced at £1,800 and includes treatment of the existing floor with bitumen paint, installation of a damp-proof membrane layer, and new rigid core flooring. While this may improve the condition of the floor temporarily, it does not address the wider structural causes of damp ingress identified in the report.

Members are therefore asked to consider whether the lower-cost short-term option is a more proportionate response in light of the building's limitations and current use.

If the work for alternative option is agreed, the Council would also need to seek the assistance of the Café tenant to ensure that they are able to remove the contents of the store room prior to the work being carried out, and would be responsible for the reinstatement after the works were completed.

The quotation details are as follows -

Cricket pavillion storage area floor

Area to be cleared by outsourced labour.

Blackjack (bitumen paint) all floor area and 100mm upstand

Cover with Damplas DPM 1000 GA

Supply and fit Polyflor rigidcore Grey LVT

Remove all waste from site

Any unforeseens to be discussed on site

£1800 plus VAT

Policy and Finance – 23 June 2026 – Agenda Item 10

To consider changes to the Investment Policy and consider distribution of surplus funds

Following the policy and finance meeting held on 27 May 2026, it was proposed that the investment account is looked at and £15000 moved into a bank account, this could then cover some of the works required at the Museum and Brooklands Pavilion. The CEO advised that she would need to investigate whether the £15000 was available to take out as a dividend or whether it was automatically reinvested in shares.

Following investigation, it was found that the proceeds from the investment account are automatically reinvested back into the investment account.

Our investment strategy states in section 2 Investment Objectives 2.2 that surplus funds will be aggregated in an interest-bearing bank account.

However, it does not state what the use of the surplus funds will be used for. The investment strategy should be amended to state that full council should consider whether the surplus funds remain invested or whether they are removed to an interest-bearing bank earmarked for a specific project.

Recommendation – to amend the investment strategy as follows – as soon as practically possible when the valuation for the year end of the investments is known. The council should consider whether the surplus funds remain invested or whether they are removed to an interest-bearing bank earmarked for a specific project.

The total surplus funds available as of 31 March 2026 stands at £14238.43. Proposals from Policy and Finance indicated that this surplus could be used to fund works at the Museum and Brooklands Pavilion. However no clear decision was made, and no amounts were specified for each project. Early indications are that the work to the loft at the museum will cost £5000, although £1000 has been committed by KCC Members grant therefore only £4000 required. There is a substantial amount of work required at Brooklands Pavilion which some can be funded from Henry Peters Trust, it is suggested that the balance of £10238.43 is put towards Brooklands Pavilion.

Recommendation – To allocate the surplus funds from the investment account as follows-

Snodland Museum - £4000

Brooklands Pavilion £10238.43

Policy and Finance – 23 June 2026 – Agenda Item 12 – AI for Councils with Gov Assist

Local councils face a growing demand to deliver more services, respond faster to resident queries, and manage increasingly complex governance tasks—all while working with tight resources. That’s why CloudyIT developed GovAssist, a purpose-built AI support platform designed specifically for the needs of town, parish, and community councils.

GovAssist brings intelligent, always-available assistance directly into the daily operations of councils. Acting like a virtual assistant tailored for the sector, it answers questions, drafts documents, finds policies, and supports clerks and officers across a range of responsibilities—from meetings and planning to finance and community engagement.

What makes GovAssist different from generic AI tools is its deep understanding of council work. Each AI Agent is trained with real council data, documents, and compliance needs, offering context-aware support councils can trust. And thanks to secure UK-based hosting and the inclusion of a GPT Pro licence, councils benefit from advanced AI performance while maintaining control over their data.

Key Benefits for Councils

Time-Saving Support: GovAssist AI Agents can help draft agendas, minutes, reports, and policies.

On-Demand Expertise: The Governance Agent can instantly find the right information and explain it clearly.

Tailored for Town & Parish Councils: From community events to planning applications, GovAssist understands local council language and responsibilities. It doesn’t guess—it knows.

Secure and Compliant: Built for public sector use, GovAssist keeps council data private and is hosted securely in the UK.

Appendix A provides a quote for pro licences for 2 users at £380 per year.

Recommendation to accept the quotation for 2 pro licences at a total cost of £380 per year.