

**MEETING OF THE POLICY AND FINANCE COMMITTEE** held at The Guildhall, Faversham, on Wednesday 22 February 2018

**Present:** Cllr Wade, Walker, Wilcox, Cosgrove, Kay, Abram, the Mayor  
Cllr Campbell

In attendance

Louise Bareham, FTC Town Clerk – Secretary

**69. Apologies for absence**

Cllr Belsom

**70. Declarations of Interest**

No declarations of interest were received.

**71. Minutes of the Previous Meeting and Matters Arising**

The previous minutes were approved.

**72. Performance Management**

It was agreed that a procedure should be put in place for each Committee to report back on their performance regarding the Strategic Plan. This should be initiated on a quarterly basis. A document should be kept on line as a live document. Chairmen of the Committees can report to the Policy & Finance Committee.

**Action: Town Clerk to research a Members' area on the website**

**73. People and Places**

The reports were noted. The final business support report is awaited following forum meetings.

**74. GDPR**

A data map had been started and various documents had been drafted. The 12 Steps to Awareness from the ICO was noted.

**75. Equality and Diversity Policy**

The policy was noted.

**RECOMMENDATION That the Town Council adopts the Equality and Diversity Policy**

**76. Lone Working Policy**

It was suggested that there should be a notification process of potentially violent people in the area. Members want to see panic buttons in the office and front exhibition area.

**Action: Town Clerk to ask Thomas Ford & Partners to obtain a quotation for panic buttons**

**77. Online Banking**

Mr Buckett, Internal Auditor, provided a written report on the Council's current online payment system. It was agreed to invite him to attend a future meeting to present his End of Year Audit Report

**RECOMMENDATION: That the Town Council accepts the four recommendations made by Mr Buckett.**

### **78. Risk Assessment and Management Strategy**

The current risk assessment only covers financial risks; Members were concerned that other risks should also be included such as properties and activities. Cllr Cosgrove thought there should be 10 key issues, to be reviewed on a quarterly basis. The drafts should also be watermarked to show that they are only drafts and version control should be added to all documents.

### **79. Grants**

As there was just over £2,000 left in the 2017/18 budget it was agreed to make some payments in this financial year and to look at the remaining at the next Committee Meeting

**RECOMMENDATION: to make the following grant applications from the 2017/18 budget and to look at the other applications at the next meeting**

- **The Alexander Centre of £500 towards The Alexander Centre Collection**
- **Mr Robert Lamoon Bronze Starling Art Installation of £1,500, subject to receiving Art Council funding for the remaining**

**Private Session.** To Resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

### **80. The Guildhall Quinquennial Report**

Four quotations were reviewed

**RECOMMENDATION: The Policy & Finance Committee has considered the four quotations received and recommends the Town Council makes the final decision between two companies.**

### **81. The Town Jetty**

The report was received and noted.

**RECOMMENDATION: For the Town Council to request that Mr Lester provides a number of proposals with costings.**