



TOWN CLERK – MS LOUISE BAREHAM  
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6 May 2019

**TO ALL MEMBERS OF FAVERSHAM TOWN COUNCIL**

Dear Councillor

**YOU ARE HEREBY SUMMONED TO ATTEND** the Annual Meeting of Faversham Town Council to be held in **the Guildhall**, Faversham, on Monday 13 May 2019 at **7.00pm**.

Yours sincerely

*Louise Bareham*

Louise Bareham PSLCC  
Town Clerk

**The Mayor will allow a maximum of thirty minutes for Members of the Council to receive questions from registered electors of the Town before the formal meeting commences. When providing your name and address prior to addressing the meeting, please confirm or otherwise, that you consent to your personal details being recorded in the Minutes. Your personal data will be processed as directed by GDPR Article 5.**

**This meeting may be filmed or recorded. At the start of the meeting the Mayor will confirm if all or part of the meeting is being filmed or audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items. If any member of the public has an objection to being filmed, please make yourself known to the Mayor or the Town Clerk before the start of the meeting.**

**The Town Clerk will witness any outstanding Acceptance of Office forms from newly elected councillors. A councillor is unable to partake in the meeting until the form has been signed and witnessed.**

## AGENDA

### 1. Election of the Mayor

The Mayor, Trevor Abram, will receive nominations for the Mayor of Faversham for the Civic Year 2019 to 2020. If more than one nomination is received an election will be held immediately.

*The Mayor Elect will sign the Declaration of Acceptance of Office at the Annual Mayor Making on Monday 20<sup>th</sup> May 2019. Mr Trevor Abram will leave the Chair.*

### 2. Election of the Deputy Mayor

The Mayor Elect will receive nominations for the Deputy Mayor of Faversham for the Civic Year 2019 to 2020. If more than one nomination is received an election will be held immediately.

### 3. Apologies

To receive apologies and acceptance of reasons for absence.

### 4. Outstanding Acceptance of Office

In the case of any outstanding Acceptance of Office forms the Town Council may consider the following resolution *The Council resolves that outstanding Acceptance of Office may be received at a later date\**.

\*Date to be agreed by Members.

### 5. Declarations of Pecuniary and Non-Pecuniary Interests

Members who have an interest to declare on any items on the Agenda, must declare the existence and nature of it at the start of the meeting and act in accordance with the Council's Code of Conduct (s27 Localism Act 2011).

### 6. Previous Minutes

To receive and accept as a true record the Minutes of the Town Council Meeting held on 8<sup>th</sup> April 2019 and any matters for report.

### 7. The General Power of Competence

To approve the resolution that *Faversham Town Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopts the General Power of Competence until the next relevant Annual Meeting of the Town Council*".

### 8. Terms of Reference for Committees

To review Committees and Working Groups and approve the Terms of Reference

### 9. Appointment to Committees

To agree the appointment of Members to the following committees and working groups

- Planning Committee
- Policy and Finance Committee
- Public Realm Group

- Community Services Committee
- Heritage Committee
- 20's Plenty Working Group
- Staffing Committee
- Complaints Committee

10. Appointment of Representatives to Outside Bodies

To agree the appointment of Representatives to Outside Bodies

11. Bank Signatories

To agree and approve signatories for Lloyds and NatWest accounts.

12. Standing Orders

To review and approve the Standing Orders

13. Financial Regulations

To review and approve the Financial Regulations

14. Insurance

To approve the resolution *“The Council confirms that arrangements for insurance cover in respect of all insurable risks is in place for the Civic Year 2019 to 2020”*.

15. Summons to Meetings

To approve the resolution that *“Faversham Town Council Members consent for the summons to meetings to be transmitted in electronic form to a designated town council electronic address”*.

16. Meeting Dates

To approve the time and place of ordinary meetings of Faversham Town Council and Committees

17. Town Clerk's Report

To note any correspondence received or issued (tabled if applicable)

18. Receipts and Payments

To resolve to agree receipts and approve payments to be made (tabled)

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**Members of the public are invited to attend the Annual Mayor Making on Monday 20<sup>th</sup> May at 7pm in the Alexander Centre, where the Mayor Elect will sign the Declaration of Acceptance of Office of Mayor for the Civic Year 2019-2020**