

TOWN CLERK'S REPORT TO A MEETING OF FAVERSHAM TOWN COUNCIL on 11th November 2019

1. CONCLUSION OF AUDIT 2018-2019

Members are asked to note the Conclusion of Audit which PKF Littlejohn has reported "in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices". As a result of information that was brought to their attention by a member of the public, additional work was carried out on various matters in relation to the 2018/19 AGAR. No reporting matters arose, however the Council has received an additional invoice of £430 for this work.

2. FAVERSHAM HOP FESTIVAL

The Faversham Hop Festival has written to seek formal approval for the use of the phrase 'supported by Faversham Town Council' on their website and other publicity material.

3. COOKING UP IDEAS

Cooking up Ideas is part of the Brogdale CIC and is requesting funds from FTC. Members are reminded that our Grant Fund has been allocated for this financial year.

4. DBS/FIRST AID

Members are asked to consider funding DBS and first aid courses for those Members and Officers involved in activities such as the Youth Café. The cost of a DBS is approximately £40 each and First Aid £70.

5. CHRISTMAS DISPLAY

Members are asked to consider allowing 12 Market Place to be a collection point for presents and donations to *Needy Children at Christmas in Canterbury and Faversham*, as part of the Christmas Trail.

6. NEWSLETTER COLOURS

Members are asked to agree seasonal colours for the Town Council Newsletter.

7. SBC RESPONSE to AIR QUALITY

Members are asked to note the response from Cllr Tim Valentine, SBC Cabinet Member for the Environment.

8. KCC RESPONSE to STREET LIGHTING

Members are asked to note the response from KCC Highways Member, Michael Payne.

**Final External Auditor Report and Certificate 2018/19 in respect of
Faversham Town Council KE0099**

Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report 2018/19

On 24 September 2019, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2019. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Information received from the smaller authority indicates that while risk assessment has been reviewed and discussed throughout the year, the overall risk assessment has not been approved by the whole authority during the year under review. The updated risk assessment was approved and recommended for a adoption in September 2019.

As a result of information that was brought to our attention by a member of the public, a additional work has been carried out by ourselves on various matters in relation to the 2018/19 AGAR. No reporting matters arose from this work. The Council has received an additional invoice for this work in line with the fees set by SAAA.

External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

PKF Littlejohn LLP

PKF Littlejohn LLP
25/10/2019

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Dear Faversham Town Council

We are writing to ask if we can be considered for some financial support so we can expand our youth work in Swale, specifically our Faversham based Cooking Up Ideas cookery club.

Cooking up Ideas meet every Saturday at the Alexander Centre. The club gives young people aged 8 - 25 years old with special needs and disabilities the opportunity to find out about and cook food in a creative and fun environment. They also learn where their food comes from, which fruits and vegetables are in season and the nutritional value associated with different types of food groups.

Our young people gain valuable practical experience too - learning how to cook their own meals using different techniques and ingredients. We experiment with how food changes in taste and texture when it is cooked in different ways. We teach our learners how to safely use a variety of kitchen equipment and utensils; all in a relaxed, non-competitive environment.

Learners also take it in turns to cook and share a meal with the rest of the group. Their new found skills give the young people the independence and confidence to create their own meals at home together with the opportunity to enjoy and share their culinary creations with their families.

As well as tasty meals we also teach our young learners how to balance their diet to keep healthy and to understand the impact of portion size on weight. Public Health England research states that people with learning disabilities are more likely to be severely overweight than people in the general population and that as a result they are at greater risk of health problems such as heart disease, high blood pressure, stroke and diabetes.



Cooking Up Ideas is part of Brogdale Community Interest Company
WillowWay, Cullnells Farm, School Lane, Iwade, ME9 8QJ
Telephone: 01795 844849
admin@brogdalecic.co.uk
www.brogdalecic.co.uk



The skills our young learners achieve are highly beneficial in helping them to live independently and be responsible for their own food choices. We are a totally inclusive club - everyone is welcome. We promote cultural diversity and understanding by cooking food from around the world.

The current group's favourite is spaghetti bolognaise.

Due to the special needs of our learners the Faversham club can accommodate 6 young people with two members of staff. We have a waiting list of young people wanting to join. To expand our activities and work with more young people we are looking to secure an additional £1500 a year which, as well as increasing the number of children and young adults we can cater for, will allow us to purchase different kitchen equipment which our learners would find easier to use.



If Faversham Town Council could help us in any way we would be enormously grateful. In return we would promote your involvement on our web site and in our social media. We would create and take part in joint press and publicity opportunities to enable you to gain maximum publicity for your involvement.

We do hope you will consider helping us with our fundraising and if you require any further information please do not hesitate to contact me.

Yours sincerely

Maria Clarke
Fundraising Team



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Telephone: 01795 844849
admin@brogdalecic.co.uk
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Suggested seasonal colours for Town Council Newsletter

New Year Edition



 **Newsletter**
Keeping you in touch with your town council

www.favershamtowncouncil.gov.uk Autumn 2019

Faversham Town Council Tel: 01795 503286   www.favershamtowncouncil.gov.uk



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Spring Edition



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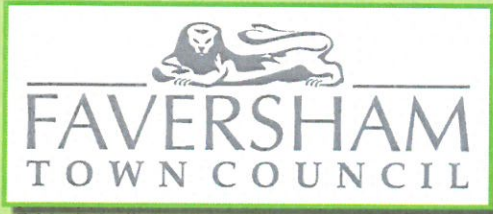
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Suggested seasonal colours for Town Council Newsletter

Summer Edition



Newsletter

Keeping you in touch with your town council

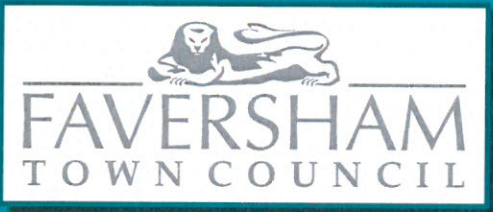
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Autumn 2019

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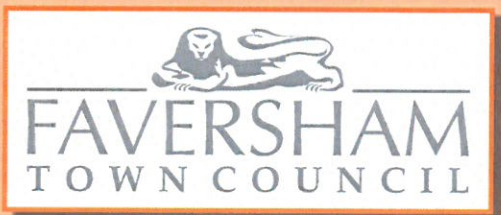
Autumn 2019

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Autumn Edition



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Making Swale a better place

Please ask for:

Email: janetdart@swale.gov.uk
Telephone: 01795 417438

1 November 2019

Ms Louise Bareham
Town Clerk
Faversham Town Council
12 Market Place
Faversham
Kent ME13 7AE

Dear Ms Bareham

Thank you for your letter highlighting the air quality report commissioned by The Faversham Society from the University of Kent (August 2019). I welcome the report as providing additional data on the air quality in the town.

I am keen for Swale Borough Council to pursue air quality monitoring at some of the key locations identified for potential AQMAs. This monitoring will ensure we have the data which aligns with the Local Air Quality Management regime. The period of data collection for the report falls across two DEFRA periods of 2018 (September to December) and 2019 (January to May). All data submitted to DEFRA in an Annual Status Report must be a calendar year. Also, officers are keen to discuss the analysis of the raw data used in the report to ensure that it follows DEFRA's Local Air Quality Management Technical Guidance 16 (February 2018) in terms of the bias corrections used. This will include understanding the site location, distance from receptors (i.e. people who may be exposed for relevant periods), etc.

I understand a meeting between officers and Dr Ashley Mills and Professor Chris Wright was held on 30 October to discuss these points further. We will undertake further monitoring from January 2020.

The steps involved in declaring an AQMA must be based on our own data and can only be proposed by the local authority if the data meet the technical requirements applied by DEFRA. Whilst we share the aspiration for air quality to be within World Health Organisation limits, an AQMA can only be declared for exceedances of the UK/EU limits of $40 \mu\text{m}^3$.

Yours sincerely

Clr Tim Valentine
Cabinet Member for Environment



Louise Bareham

From: GETPriorityEnquiries@kent.gov.uk
Sent: 30 October 2019 09:47
To: Louise Bareham
Subject: 9605581 - Streetlighting

Sent on behalf of Michael Payne

Dear Ms Bareham

Thank you for your email and letter dated 18 October 2019 to Mike Whiting. Your correspondence has been passed to me to respond to as I am now the Cabinet Member for Highways and Transport.

I can advise that the irregular timing of streetlights relates to a problem that we are currently experiencing with the street lighting central monitoring system (CMS), predominantly in the east of the county. This system controls the times of operation of the lights and the problem that has arisen with the system has resulted in the timing issue. A solution to the problem has been found and has been rolled out across the CMS. Lights will currently come on at 16:00 and go off at 08:00 and once the whole of the network has been restored the regular timing profiles will be applied.

Regarding the lighting in the recreation ground, this is not adopted highway and therefore Kent County Council is not responsible for lighting the footpaths. I have been advised that Swale Borough Council has improvement plans for the recreation ground, therefore I recommend that you direct your enquiry to the Borough Council.

I trust the above is of assistance.

Yours sincerely

Michael Payne
Member for Tonbridge
Cabinet Member for Highways and Transport
Kent County Council

From: Louise Bareham <louise.bareham@favershamtowncouncil.gov.uk>
Sent: 18 October 2019 16:37
To: Whiting, Mike - MEM <Mike.Whiting@kent.gov.uk>
Subject: Streetlighting

Dear Cllr Whiting

Please find attached a letter sent on behalf of Faversham Town Council.

Kind Regards

Louise Bareham PSLCC
Town Clerk

<image001.png>

Faversham Town Council, 12 Market Place, Faversham, Kent ME13 7AE

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E: louise.bareham@favershamtowncouncil.gov.uk

www.favershamtowncouncil.gov.uk

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<Cllr Whiting 18.10.19.pdf>