

**MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING** held at The Guildhall, Faversham, on Wednesday 15<sup>th</sup> April, 7pm

**Present:**

Cllr B J Martin	Cllr Saunders	Cllr Irwin
Cllr T Martin	Cllr Barker	Cllr Knights
The Mayor Cllr Reynolds	Cllr Hook	Cllr Thomas

**In Attendance:**

L Bareham (Town Clerk)

<b>102.</b>	<p><b><u>Apologies</u></b> None</p>	
<b>103.</b>	<p><b><u>Declarations of Pecuniary Interest</u></b> None</p>	
<b>104.</b>	<p><b><u>Minutes and Matters Arising</u></b> Cllr Saunders confirmed Item 97 he would email comments on the community grant application. Cllr B J Martin confirmed Item 97 emergency fund would be from events which had been cancelled. It was proposed by Cllr B J Martin, seconded by Cllr Saunders and on being put to the meeting it was <b><i>RESOLVED to approve the Minutes of the Meeting dated 16<sup>th</sup> March 2020.</i></b></p>	
<b>105.</b>	<p><b><u>Committee Structure Review</u></b> It was proposed by Cllr Irwin, seconded by Cllr Hook and on being put to the meeting it was <b><i>RECOMMENDED that the Staffing Committee should consist of the Mayor, Deputy Mayor and two other Members. Membership should take advantage of the skills and expertise available.</i></b></p> <p>Cllr Thomas proposed, seconded by Cllr T Martin and on being put to the meeting it was <b><i>RECOMMENDED that any work or discussion which involved officers from SBC and KCC should be allocated to the Public Spaces Committee</i></b></p> <p>Cllr T Martin proposed, seconded by Cllr B J Martin and on being put to the meeting it was <b><i>RECOMMENDED that the Heritage Committee becomes a Working Group to allow more flexibility to meet</i></b></p>	

	<p>It was proposed by Cllr B J Martin, seconded by the Mayor Cllr Reynolds and on being put to the meeting it was <b>RECOMMENDED to change Full Council to the first Monday of the month (to allow attendance at the KALC Swale Area Committee), Planning Committee to move to first and third Mondays</b></p> <p>It was proposed by Cllr B J Martin, seconded by Cllr Hook and on being put to the meeting it was <b>RECOMMENDED to accept the draft Committee Calendar</b></p>	
106.	<p><b><u>12 Market Place – Front Space</u></b></p> <p>It was proposed by Cllr Hook, seconded by the Mayor Cllr Reynolds, and on being put to the meeting it was <b>RECOMMENDED to accept the note reflects the approach of the committee to support and develop an action plan</b></p>	
107.	<p><b><u>Communication with Residents</u></b></p> <p>Cllr Hook withdrew his proposal. It was agreed to print the Town Council's number on the reverse side of any Mutual Aid leaflets we print. It was noted that the next newsletter was booked to be distributed in June.</p>	
108.	<p><b><u>Disaster Recovery</u></b></p> <p>It was proposed by Cllr T Martin, seconded by Cllr Knights and on being put to the meeting it was <b>RESOLVED that the Town Marketing Group would work to formulate a disaster recovery plan liaising with SBC. The Mayor, Cllr Reynolds would take Cllr T Martin's place on the Working Group in the interim period.</b></p>	
109.	<p><b><u>Action Plan</u></b></p> <p>It was proposed by Cllr T Martin, seconded by Cllr B J Martin and on being put to the meeting it was <b>RESOLVED the Town Clerk would draft an Action Plan based on the 2020-2021 Budget and Priorities agreed at Full Council on 12 August 2019</b></p>	
110.	<p><b><u>Advice Services Grant</u></b></p> <p>It was proposed by Cllr Saunders, seconded by Cllr B J Martin and on being put to the meeting it was <b>RESOLVED that an email from Swale Citizens Advice outlining their proposed use of the funds would be sufficient for the £6,000 grant to be released</b></p>	
111.	<p><b><u>Risk Assessment</u></b></p> <p>It was agreed that coronavirus presented little additional risk to the Council and that funds, including the precept, were not in danger. In</p>	

	fact not running major events left the Council with less risk. It was proposed by Cllr Thomas, seconded by Cllr B J Martin and on being put to the meeting it was <b>RESOLVED to note the Risk Assessment and to make no changes</b>	
112.	<b><u>Annual Meeting of the Town Council</u></b> It was proposed by Cllr B J Martin, seconded by Cllr T Martin and on being put to the meeting it was <b>RESOLVED to hold the Annual Meeting of the Town Council on Monday 11 May at 7pm</b>	
	The meeting closed at 8.57pm	