

MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING held virtually on Monday 28th September 2020, 7pm

Present:

Cllr B J Martin

Cllr Saunders

Cllr Irwin

Deputy Mayor Cllr T Martin

Cllr Barker

Cllr Knights

The Mayor Cllr Reynolds

Cllr Hook

In Attendance:

L Bareham (Town Clerk)

156.	<u>Apologies</u> None
157.	<u>Declarations of Pecuniary Interest</u> None
158.	<u>Minutes and Matters Arising</u> It was confirmed that the Faversham Society will take on the history pages from Faversham.org. The Minutes were proposed by Cllr T Martin, seconded by Cllr Knights and on being put to the meeting it was <i>RESOLVED to accept the Minutes of the Policy and Finance Meeting dated 27th July 2020</i>
159.	<u>Supporting the Renewal of the Town Offer</u> Cllr Saunders provided an update to the committee following further research, which suggested there was limited interest in an umbrella renewal campaign but there were concerns around fundraising, volunteers and publicity. The Town Clerk had investigated a number of ways to attract additional funding which included a town wide lottery or 100 club. Gatherwell is an external lottery management system which means there is no financial risk to the Council. Concerns were raised regarding the ethics of running a lottery and encouraging gambling, although Gatherwell's evidence did not reflect this was an issue. The lottery would be available for all groups to join and there was a possibility of this becoming permanent rather than a short term response to Covid-19.

	<p>It was proposed by Cllr Saunders, seconded by The Mayor, Cllr Reynolds and on being put to the meeting it was RESOLVED to accept the recommendation of Cllr Saunders' report to endorse the report conclusions and bring a final proposal to next month's meeting which covers the financial model, proof of consultation with groups, ethical issues, Gatherwell model, conflicts or constraints for existing opportunities for fundraising through similar schemes.</p>
<p>160.</p>	<p><u>Action Plan</u></p> <p>Areas within the budget which had not yet been spent were highlighted on the WIP report, including youth and events. It was agreed that funding for youth was still vital, particularly with regard to mental health. Cllr B J Martin acknowledged that the funding could be used for development of different activities by youth workers. The Mayor noted she was due to have a meeting to discuss the youth bus and trailer.</p> <p>It was agreed that an updated WIP report be brought to the committee every month, some issues may be highlighted to full council where necessary.</p> <p>Cllr T Martin noted that the Faversham Community Land Trust needed to request the funding available.</p> <p>Cllr Saunders noted it was better to have a surplus of funds rather than a deficit and the council should not be thinking about reducing the precept at a time when expenditure would be required on 20MPH Faversham, the Creek bridge etc.</p> <p>Cllr Barker proposed, seconded by The Mayor, Cllr Reynolds and on being put to the meeting it was RESOLVED to accept the WIP Report and to receive it on a monthly basis</p>
<p>161.</p>	<p><u>Community Grants</u></p> <p>Although it was felt the policy may need reviewing, it was more important not to delay grant applications being made and the current policy covered most areas. It was proposed by Cllr Barker, seconded by Cllr B J Martin and on being put to the meeting it was RESOLVED to open the community grants with a deadline for applications of 6th November 2020</p>
<p>162.</p>	<p><u>Year End Procedure</u></p> <p>Cllr Barker noted the mis-posting in the Pensions and it was agreed that any mis-posted items should be reported to the committee with an</p>

	<p>explanation.</p> <p>The Town Clerk's report regarding the year end procedure was noted. It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was RESOLVED to accept the recommendations of the Town Clerk's Report 1) The Town Council restates the figures in next year's AGAR, using this report as evidence; 2) The Month End Audit procedure is carried out by Councillor(s) and the Clerk and reported to the Policy and Finance Committee on a monthly basis; 3) The Month End Audit Checklist is agreed as the reporting mechanism; 4) To provide additional auditing of the finance system, accepting Rialtas' quotation to carry out 6 monthly checks; 5) The Town Clerk has remote access using a VPN; 6) Review the Statement of Internal Control for Year End 31 March 2021</p>
163.	<p><u>Abuse on Social Media</u></p> <p>The Town Clerk's report on the abuse received via social media was noted. It was agreed that this was not about censorship, but it was about using free speech kindly.</p> <p>It was proposed by Cllr Knights, seconded by Cllr Barker and on being put to the meeting it was RESOLVED the following wording be placed on social media "the Faversham Town Council Facebook Page provides a platform for the Council to share relevant Council or local groups' news, consultations, road traffic orders etc and to promote activities and actions in accordance with the Council's Annual Action Plan and Strategic Plan.</p> <p>Whilst comments are welcomed, this is not an appropriate platform to use offensive or hateful language. Expletives, or abuse, directed at the Council or individuals, whether relevant to the post or not will be removed. Repeat offenders will be banned.</p> <p>Please be moderate and polite at all times."</p>
164.	<p><u>Schedule of Charges</u></p> <p>It was proposed by Cllr T Martin, seconded by Cllr Knights and on being put to the meeting it was RESOLVED to accept the draft schedule of charges for the hire of The Guildhall and 12 Market Place</p>
165.	<p><u>Faversham Fire Pump</u></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 RESOLVED to defer the future of the Fire Pump to the Heritage Working Group</p>
166.	<p><u>Any Other Business</u></p> <p>Cllr Saunders noted he had received an email regarding Fiver for</p>

	Faversham and thought it was a positive initiative. The EDO had recently met with the group. Cllr Knights thought it was an excellent initiative, but as it was not a charity it did not fit the council's funding policy.
	It was <i>Resolved 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 commercially sensitive nature of the business to be transacted.</i>
167.	<u>Town Council Website</u> It was proposed by Cllr B J Martin, seconded by the Mayor, Cllr Reynolds and on being put to the meeting it was <i>RESOLVED to accept the quotation from Zonkey to supply a new town council website. The funding to be vired from Special Projects and Food Festival budgets</i>
168.	<u>The Guildhall</u> It was proposed by Cllr B J Martin, seconded by Cllr Knights and on being put to the meeting it was <i>RESOLVED to accept the quotation from Fire Door London for works to the internal Guildhall doors. Further quotations to be received for repair work to the sash window with delegated authority provided to the Town Clerk to make the final decision, as the work is urgent.</i>
169.	<u>12 Market Place Heating</u> It was proposed by Cllr Knights, seconded by the Mayor, Cllr Reynolds and on being put to the meeting it was <i>RESOLVED to accept the quotation from J&S for heating to the front exhibition room and first floor kitchen area</i>
	It was requested that the Town Clerk drafts a criteria to evaluate tenders.
	The meeting closed at 21.19