



TOWN CLERK – MS LOUISE BAREHAM
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15 March 2021

**TO: ALL MEMBERS OF FAVERSHAM TOWN COUNCIL'S
POLICY & FINANCE COMMITTEE**

The Mayor, Cllr A Reynolds	Cllr K Barker	Cllr A Hook
Cllr B J Martin	Cllr T Martin	Cllr J Saunders
		Cllr J Irwin

Dear Committee Member

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of Faversham Town Council's Policy and Finance Committee to take place at 7pm on Monday 22 March 2021 when the following business will be transacted.

Yours sincerely

Louise Bareham

Louise Bareham FSLCC
Town Clerk

The Chairman will allow a maximum of 15 minutes for Members of the Council to receive questions on items on the Agenda, 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 will be recorded and will be made available on the Town Council's You Tube Channel. 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 ensure your camera remains off.

AGENDA

1.	Apologies for Absence To receive apologies for absence
2.	Declarations of Interest To receive any declarations of interest for items listed on the Agenda

3.	Minutes of the Previous Meeting and Matters Arising To receive the Minutes and consider any matters arising
4.	Month End Financial Report To review month end reports for January and February 2021
5.	WIP Report To review the latest WIP Report
6.	Annual Action Plan To consider the Draft Action Plan and make recommendations to the Town Council
7.	Draft Meeting Calendar To review the Draft Calendar and make recommendations
8.	12 Market Place/Visitor Information Centre To receive an update and make recommendations.
9.	Policy Review The Town Clerk has updated the following policies for review and recommendation of adoption: <ul style="list-style-type: none"> • Community Engagement • Equality and Diversity • Health and Safety • Filming and Recording of Meetings • Scheme of Delegation • Social Media and Electronic Communications • Financial Risk Assessment and Management Strategy • Reserves Policy
10.	Meeting and Committee Review With the return of face to face meetings from 7 May this is an opportunity to start a discussion on the management and mitigations
11.	Lottery Working Group To receive the Minutes of the Lottery Working Group
12.	The Guildhall Following the installation of new heating, the Facilities Manager has raised the need for repainting of the lower wall (under dado height). The current contractor has quoted an additional £3,000 for the work or it can be carried out by the Facilities Manager. To make recommendations on the internal painting of the lower walls of the Guildhall.
13.	Items for Report Information or items for next agenda

Join Zoom Meeting

<https://us02web.zoom.us/j/84695238063?pwd=ZmpXZXp1Y1ErTEZXbWlHc01lM3VlQT09>

Meeting ID: 846 9523 8063

Passcode: 772792

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