



TOWN CLERK – MS LOUISE BAREHAM
12 Market Place, Faversham, Kent, ME13 7AE
Telephone: 01795 503286 Email: Louise.Bareham@favershamtowncouncil.gov.uk

Monday 17th May 2021, 7.30pm
Annual Meeting of Faversham Town Council

TIMETABLE

1. Presentation of the Honorary Freeman to Mrs Cindy Davis
2. Short interval (5 minutes)
3. Annual Meeting of the Town Council commences with the Public Session

Please Note:

1. We request that you do not arrive too early and linger in the foyer area, but take your seat immediately.
2. You must check into the Alexander Centre by scanning their NHS Covid app or leave your written contact details.
3. Face masks must be worn in the building while walking around, but may be removed once seated.
4. Please only sit with your family/social bubble, according to the current government guidelines.
5. Please do not attend if you are showing any symptoms of Covid-19.



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HONORARY FREEMAN OF FAVERSHAM

At the meeting of the Town Council on 14th October 2019 it was resolved to appoint
Mrs Cindy Davis an Honorary Freeman of Faversham.

1. The Mayor of Faversham, Cllr Mrs Alison Reynolds BEM to welcome Mrs Cindy Davis and guests
2. The Deputy Mayor, Cllr T Martin to speak on behalf of Faversham Town Council
3. Swale Borough Councillor, Past Faversham Town Council Mayor and Chairman of Faversham Municipal Charities, Mr David Simmons, to speak on behalf of the Faversham Municipal Charities
4. Presentation of Scroll by the Mayor of Faversham



Faversham
TOWN • COUNCIL

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10 May 2021

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 on Monday 17 May 2021 at **7.30pm** in the Gatefield Hall, Alexander Centre, Faversham.

Yours sincerely

Louise Bareham

Louise Bareham FSLCC
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 can 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.

AGENDA

1. Election of the Mayor

To receive nominations for the Mayor of Faversham for the Civic Year 2021 to 2022. If more than one nomination is received an election will be held immediately.

To sign the Declaration of Acceptance of Office as Mayor

2. Election of the Deputy Mayor
To receive nominations for the Deputy Mayor of Faversham for the Civic Year 2021 to 2022. If more than one nomination is received an election will be held immediately.
3. Apologies
To receive apologies for absence.
4. 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).
5. Previous Minutes
To receive and accept as a true record the Minutes of the Town Council Meeting held on 6th April 2021 and any matters for report.
6. Mayor's Announcements
The Mayor to propose the resolution "*This Council congratulates and welcomes its new Members.*"
7. Policy and Finance Committee
To receive the Minutes of the Policy and Finance Committee dated 26th April 2021
8. 20's Plenty Committee
To receive the Minutes of the 20's Plenty Committee dated 29th April 2021
9. Neighbourhood Plan Steering Group
To receive the Minutes of the Neighbourhood Plan Steering Group dated 27th April 2021
10. Town Clerk's Report on the Re-Structuring of Committees
To consider the recommendations in the Town Clerk's Report.
11. Appointment to Committees
To agree the appointment of Members to Standing Committees and Working Groups.
12. Terms of Reference of Committees and Working Groups
To agree the resolution "*The Council confirms Terms of Reference for committees and working groups be delegated to Standing Committees.*"
13. Appointment of Representatives to Outside Bodies
To agree the appointment of Representatives to Outside Bodies
14. Insurance
To agree the resolution "*The Council confirms that arrangements for insurance cover in respect of all insurable risks is in place for the Civic Year 2021 to 2022.*"
15. Bank Signatories
To agree and approve signatories of Faversham Town Council accounts with Lloyds and NatWest

16. Standing Orders

To review and approve the Standing Orders

17. Financial Regulations

To review and approve the Financial Regulations

18. Receipts and Payments

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