

MINUTES OF THE POLICY & RESOURCES COMMITTEE

25th April 2022, 7.30pm
The Guildhall

Present:

Cllr Barker
Cllr Hook

Cllr Rowlands
Cllr Henderson

Cllr T Martin
Cllr Cavanagh

In Attendance:

Louise Bareham (Town Clerk)

357. Apologies for Absence

Received from Cllr Saunders

358. Declarations of Interest

None

359. Minutes of Previous Minutes and Matter Arising

The Minutes were proposed by Cllr Barker, seconded by Cllr Henderson and on being put to the meeting it was **RESOLVED to accept the Minutes of the Policy and Resources Meeting dated 28th March 2022.**

360. Ways of Working

Cllr Cavanagh noted that ways of working were applicable for all organisations; in particular it was about giving full attention when others speak, taking part in group discussion; how we treat others on committees and the wider council; commitment to follow up, not stalling actions going forward; not interrupting others while they speak; allowing free flow; sensitivity, integrity; confidential matters kept confidential.

Cllr Henderson raised concerns of individual councillors having informal conversations, as there would be a danger of not everyone knowing. There should be a formality with councillors not giving direct orders to officers.

Cllr Hook agreed there was a need for better relationships with the officers, so they felt they could telephone councillors. He noted there was a staff member against each committee to liaise with. He felt all councillors should be able to input into staff appraisals.

Cllr Cavanagh noted Frome's ways of working and it was agreed to circulate these for discussion at the next meeting.

Cllr Rowlands said he was not able to attend daytime meetings and schedules should work for all

361. Policy Updates

Standing Orders

Cllr Henderson proposed, seconded by Cllr Barker and on being put to the meeting it was **RESOLVED to amend 13c ... when a councillor ... dnpi ... they may speak and vote unless ...**

Cllr Barker proposed, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to amend 6d ... 5-7 days ...**

Cllr Henderson proposed, seconded by Cllr Barker and on being put to the meeting it was **RESOLVED to accept the Standing Orders as amended**

Financial Regulations

Cllr Barker proposed, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to include a table review on the front page, change Chair of Council to Mayor and remove references to the EU.**

Cllr Barker proposed, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to accept the Financial Regulations as amended.**

Scheme of Delegation

Cllr Henderson proposed, seconded by Cllr Barker and on being put to the meeting it was **RESOLVED to add subject access requests and FOIs**

Cllr Henderson proposed, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to accept the Scheme of Delegation as amended.**

362. Newsletter

It was noted that there should be a plan of the year ahead with stories, the layout needed refreshing and remove the Mayor's update from the first page.

Cllr Hook proposed, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to set up a working group to review the newsletter with Cllrs Hook, Cavanagh, Barker**

363. Hybrid Meetings

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to purchase the hybrid meeting equipment at a cost of £1,300**

364. NALC Star Awards

It was proposed by Cllr T Martin, seconded by Cllr Hook and on being put to the meeting it was **RESOLVED to give delegated authority to Cllr T Martin and the Town Clerk to apply on the Council's behalf**

365. Heritage Working Group

It was proposed by Cllr T Martin, seconded by Cllr Barker and on being put to the meeting it was **RESOLVED for opening hours of the Faversham**

Charter and Magna Carta Exhibition to coincide with the Visitor Information Centre, but group bookings given priority for Mondays and Wednesdays, possibly Thursdays; with group bookings available for evenings

It was proposed by Cllr T Martin, seconded by Cllr Barker and on being put to the meeting it was ***RESOLVED to approve the volunteer notes and application form.***

It was proposed by Cllr Barker, seconded by Cllr T Martin and on being put to the meeting it was ***RESOLVED to send a letter to SBC regarding TS Hazard***

366. IT Equipment

Cllr Barker proposed, seconded by Cllr T Martin and on being put to the meeting it was ***RESOLVED to purchase a new computer for the Visitor and Events Officer***

367. Matters for Report

None

368. Private Session

It was 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.

369. Insurance

It was proposed by Cllr T Martin, seconded by Cllr Henderson and on being put to the meeting it was ***RESOLVED to accept the quotation from Hayes Parsons for the insurance of Magna Carta and other charters.***

370. Faversham Society Side Agreement

It was proposed by Cllr Barker, seconded by Cllr Hook and on being put to the meeting it was ***RESOLVED to accept the Side Agreement subject to an annual review***

371. Youth Contract

It was proposed by Cllr Rowlands, seconded by Cllr T Martin and on being put to the meeting it was ***RESOLVED to enter into a service level agreement with Vibe Community (Brogdale CIC) to provide additional youth services on behalf of Faversham Town Council***

It was noted that this would not increase the precept.