



TOWN CLERK – MS LOUISE BAREHAM  
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19<sup>th</sup> April 2022

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

Cllr Barker  
Cllr Rowlands  
Cllr T Martin

Cllr Saunders  
Cllr Cavanagh

Cllr Hook  
Cllr Henderson

Dear Committee Member

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of Faversham Town Council's Policy and Resources Committee to take place at The Guildhall on Monday 25<sup>th</sup> April 2022 at 7.30pm when the following business will be transacted.

Yours sincerely

*Louise Bareham*

Louise Bareham FSLCC  
Town Clerk

A maximum of 15 minutes to be allowed to receive public questions and comments on items on the Agenda.

**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. **Ways of Working**  
To understand Ways of Working and make recommendations
5. **Policy Updates**  
To review the following policies:

- a. Standing Orders
  - b. Financial Regulations
  - c. Scheme of Delegation
6. **Newsletter**  
To agree the proposal *to form a Newsletter Editorial Working Group with delegated authority to approve the final newsletter, including design changes.*
  7. **Hybrid Meetings**  
To consider the proposal *to purchase equipment to enable hybrid meetings to be broadcast live*
  8. **NALC Star Awards**  
To agree the resolution that *following a direct approach from NALC for Faversham Town Council to enter its 'Star Awards', the Committee authorises a named Town Councillor to work with the Town Clerk on the nomination process*
  9. **Heritage Working Group**  
To approve the Minutes of the Heritage Working Group dated 13<sup>th</sup> April 2022 and any recommendations, not required to be considered in private session.
  10. **IT Equipment**  
To consider the request for an upgraded computer for the Visitor and Events Development Officer.
  10. **Items for Report**  
Information or items for next agenda
  11. **Private Session**  
To Resolve 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.
  12. **Heritage Working Group**  
To approve the recommendations of the Heritage Working Group.
  13. **Youth Contract**  
To agree the resolution that *Vibe Community (Brogdale CIC) be awarded the Youth Service Contract*

## Logitech Conference Cam Group

GROUP, video conferencing solution for rooms that seat 14–20 people, delivers high quality HD video and crystal clear audio, allowing any meeting place to be a video conferencing space. With advanced features like acoustic echo cancellation, noise reduction technology, and intuitive controls, it's easier than ever to include everyone in the conversation.

USB plug-and-play connectivity makes GROUP a breeze to deploy and use. Simply connect GROUP to the conference room computer or your laptop through USB, and you're good to go. Use GROUP with any video conferencing software, including those you already use. For great-sounding audio calls, pair your mobile device with *Bluetooth*® wireless technology to the GROUP speakerphone.

Customize the setup to match the layout and size of your room. Mount the camera on a table, tripod, or wall. Optional expansion mics extend audio coverage up to 8.5 meters. Add an optional 10 meter or 15 meter cable to increase the reach of the speakerphone or camera.

<https://www.logitech.com/en-gb/products/video-conferencing/conference-cameras/group-conferencecam.groupexpemea1.html#specs>

<https://www.logitech.com/content/dam/logitech/en/video-collaboration/pdf/logitech-fov-diagram-web.pdf>

As used by Sevenoaks Town Council, which can be viewed here  
<https://www.youtube.com/watch?v=iQOu0XpuG0s&t=41s>

## NALC Awards

[https://www.nalc.gov.uk/our-work/star-council-awards?mc\\_cid=7d2f31131a&mc\\_eid=ae7678c5e6](https://www.nalc.gov.uk/our-work/star-council-awards?mc_cid=7d2f31131a&mc_eid=ae7678c5e6)

NALC celebrates and recognises the achievements of the **young councillors** representing their communities nationwide. With the average age of councillors currently standing at around 60, young people can face a challenging task in overcoming barriers to becoming elected. This award will recognise a councillor who was 40 or under when last elected and has contributed significantly to their community.

### **Who can nominate?**

Anyone except the nominated councillor or a family member.

A local council member or officer can nominate the councillor and be from the same council. An external party can also nominate.

### **Criteria**

Please provide a supporting statement of 600 words that uses examples to explain:

1. How the councillor has established, maintained and managed relationships with other councillors, officers and workers within the council.
2. How the councillor has improved local services for the community.
3. How the councillor represents, involves and maintains two-way communication with the community.
4. How the councillor pushes boundaries and works above and beyond expectations.

**Councillors** play a vital role in their communities – they are local leaders who connect people, facilitate opportunities for involvement and make things happen in their area. This award will recognise and reward those councillors who go above and beyond, councillors who show absolute dedication to their communities and make positive changes happen.

### **Who can nominate?**

Anyone except the nominated councillor or a family member.

A local council member or officer can nominate the councillor and be from the same council. An external party can also nominate.

### **Criteria**

Please provide a supporting statement of 600 words that uses examples to explain:

1. How the councillor has improved local services in the community.
2. How the councillor has represented and involved the community and maintains two-way communication with the community, including examples showing how the community has responded.
3. How the councillor has used imagination and ambition to overcome challenges or manage projects.
4. How the councillor pushes boundaries and works above and beyond expectations.