



TOWN CLERK – MS LOUISE BAREHAM  
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21<sup>st</sup> June 2021

**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 28<sup>th</sup> June 2021 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 only.

## 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
- 5. Earmarked Reserves**  
To make recommendations to Full Council on the Earmarked Reserves to be

carried forward.

6. **Statement of Internal Control**  
To approve the Statement of Internal Control.
7. **Internal Audit Report**  
To note the contents of the Internal Auditor's Report and agree any actions
8. **Additional Account**  
To agree to open an account with Nationwide to ensure protection under the Financial Services Compensation Scheme, which covers a limit up to £85,000 per bank or building society.
9. **Facilities Booking System**  
To consider an add-on to the Rialtas Accounting System, which would provide an efficient facility for the hiring of rooms. Currently three members of staff are booking venues and we are using paper diaries, which is and outdated and inefficient system. Using Rialtas will link bookings to invoicing and inform the caretaker of the need to clean/open the Guildhall to hirers. We currently have a 5-user licence for Rialtas and the Town Clerk recommends this is extended to the Facilities Booking system.
10. **Advice Grant**  
To agree the funding of £6,000 for Free Local Advice Services be granted to Swale Citizens Advice
11. **Community Grants**  
To agree the procedure for grant applications for 2021/22 and note there is £28,000 available. Members may wish to reconsider the proposals for the town revival following the recovery from C-19 and previous work under the heading Protect and Renew
12. **Standing Orders**  
To review the Standing Orders previously deferred from Full Council and recommend for adoption
13. **Financial Regulations**  
To review the Financial Regulations previously deferred from Full Council and recommend for adoption
14. **Planning Advisor**  
To consider the option of a Planning Advisor and resources available deferred from Full Council (report tabled)
15. **Faversham & District Community Lottery Funding Request**  
To consider the request for £5,000 funding for marketing, deferred from previous meeting pending a Marketing Plan.
16. **Heritage Working Group**  
To receive the Minutes of the Heritage Working Group dated 16<sup>th</sup> June 2021.

17. **Town Marketing Group**

Item deferred from previous meeting

To receive the Minutes of the Town Marketing Group dated 12<sup>th</sup> May 2021

18. **Items for Report**

Information or items for next agenda