



TOWN CLERK – MS LOUISE BAREHAM  
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8<sup>th</sup> November 2022

**TO ALL MEMBERS OF FAVERSHAM TOWN COUNCIL**

Dear Councillor

**YOU ARE HEREBY SUMMONED TO ATTEND** the Meeting of Faversham Town Council to be held on Monday 14<sup>th</sup> November 2022 at **7.00pm** in The Guildhall, Faversham.

Yours sincerely

*Louise Bareham*

Louise Bareham FSLCC  
Town Clerk

**A presentation from Dr Barry Blackburn will be delivered prior to the meeting.**

**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. 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. Apologies  
To receive apologies for absence.
2. 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).
3. Faversham Town Council  
To receive and accept as a true record the Minutes of the Town Council Meeting held on 10<sup>th</sup> October 2022 and any matters for report.
4. Mayor's Announcements  
To receive the Mayor's Announcements.
5. Crime Research  
To receive Dr Barry Blackburn's Report on Crime and Anti-Social Behaviour in Faversham (2019-2022) and make recommendations.
6. Policy And Resources Committee  
To receive the Minutes of the Policy and Resources Committee dated 17<sup>th</sup> October 2022 and agree any recommendations.
7. Environment Committee  
To receive the Minutes of the Environment Committee dated 26<sup>th</sup> October 2022 and agree any recommendations
8. Active Travel Committee  
To receive the Minutes of the Active Travel Committee dated 20<sup>th</sup> October 2022 and agree any recommendations
9. Heritage and Buildings Working Group  
To receive the Minutes of the Heritage and Buildings Working Group dated 19<sup>th</sup> October 2022 and agree any recommendations.
10. Community Committee  
To receive the Minutes of the Community Committee dated 7<sup>th</sup> November 2022 and agree any recommendations (tabled).
11. Neighbourhood Plan Steering Group  
To receive the Minutes of the Neighbourhood Plan Steering Group dated 26<sup>th</sup> September and 24<sup>th</sup> October 2022 and agree any recommendations.

## 12. Civility and Respect Pledge

To pass a resolution to sign up to the Civility and Respect Pledge

### **Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

<b>Statement</b>	<b>Tick to agree</b>
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

13. Dignity at Work Policy

To consider the draft Dignity at Work Policy for adoption. Please note guidance for the policy is contained at the end of the draft document.

14. Receipts and Payments

To resolve to agree receipts and approve payments from November 2022

15. 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.

16. Staffing Committee

To agree the co-option of Cllr Reynolds to the Staffing Committee.

17. HR Support

To consider and approve a contract with Worknest.

18. Local Government Pay Award

To note the pay award for 1<sup>st</sup> April 2022 and approve back pay and increments for staff.

Join Zoom Meeting

<https://us02web.zoom.us/j/88390637080?pwd=dVVNM0pjaW1zZWVhVbVpRS3JCWmpRUT09>

Meeting ID: 883 9063 7080

Passcode: 245677