



TOWN CLERK – MS LOUISE BAREHAM  
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9<sup>th</sup> May 2023

**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 15<sup>th</sup> May 2023 at **7.00pm** in The Guildhall, 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. 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

The Mayor, Cllr Trevor Martin, will receive nominations for the Mayor of Faversham for the Civic Year 2023 to 2024. If more than one nomination is received an election will be held immediately.

*The Mayor Elect will take the Chair*

2. Election of the Deputy Mayor

The Mayor Elect will receive nominations for the Deputy Mayor of Faversham for the Civic Year 2023 to 2024. If more than one nomination is received an election will be held immediately.

3. Apologies

To receive apologies and acceptance of reasons for absence.

4. Outstanding Acceptance of Office

In the case of any outstanding Acceptance of Office forms the Town Council may consider the following resolution "*The Council resolves that outstanding Acceptance of Office may be received at a later date*".

\*Date to be agreed by Members.

5. 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).

6. Town Council Minutes

To receive and accept as a true record the Minutes of the Town Council Meeting held on 10<sup>th</sup> April 2023 and any matters for report.

7. Policy & Resources Committee

To receive the Minutes of the Policy & Resources Committee dated 17<sup>th</sup> April 2023 and approve any recommendations.

8. Active Travel Committee

To receive the Minutes of the Active Travel Committee dated 20<sup>th</sup> April 2023 and approve any recommendations.

9. Honorary Freeman

The Mayor Elect of Faversham, proposes the motion that "*This Council nominates Mr Geoff Wade as Honorary Freeman of Faversham for his outstanding contribution, and eminent service, to the Town Council during his term of office*"

10. General Power of Competence

To approve the resolution that "*Faversham Town Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopts the General Power of Competence until the next relevant Annual Meeting of the Town Council*".

11. Appointment to Committees

To approve the appointment of Members to the following committees and working groups

- Planning Committee
- Policy and Resources Committee
- Active Travel Committee

- LCWIP Advisory Group
- Community Committee
  - Youth SLA Working Group
- Environment Committee
- Heritage and Buildings Working Group
- Neighbourhood Plan Steering Group
- Creek Working Group
- Equality and Diversity Working Group
- Staffing Committee
- Complaints Committee

12. Committee Terms of Reference

To approve the resolution that *“This Council delegates the review of the Terms of Reference to each Committee at their first meeting, for approval of Full Council.”*

13. New Committees

To approve the resolution that *“This Council defers the appointment of any new committees in accordance with Standing Order 4.”*

14. Meeting Dates

To approve the time and place of ordinary meetings of Faversham Town Council and Committees.

15. Summons to Meetings

To approve the resolution that *“Faversham Town Council Members consent for the summons to meetings to be transmitted in electronic form to a designated town council electronic address”.*

16. Appointment of Representatives to Outside Bodies

To approve the appointment of Representatives to Outside Bodies

17. Bank Signatories

To agree and approve signatories for Lloyds, NatWest and Nationwide accounts.

18. Standing Orders

To approve the resolution that *“This Council delegates the review of the Standing Orders to the Policy and Resources Committee.”*

19. Financial Regulations

To approve the resolution *“This Council delegates the review of the Financial Regulations to the Policy and Resources Committee.”*

20. Draft Member/Officer Protocol Policy

It is important to start the new term of office in the correct manner, ensuring that Councillors and Officers have mutual trust and respect for each other’s requirements and duties. This policy lays out the important principles for successful working. To approve the resolution that *“This Council adopts the Member/Officer Protocol Policy”.*

21. Review of Inventory of Land and Other Assets

To approve the resolution that *“This Council delegates the review of inventory of land and other assets to the Policy and Resources Committee.”*

22. Delegation Arrangements

To approve the resolution that *“This Council delegates the review of delegation arrangements to committees, working groups, staff to the Policy & Resources Committee for approval by Full Council.”*

23. Policies and Procedures

To approve the resolution that *“This Council delegates the review of all policies and procedures, including Complaints, Freedom of Information, Dealing with Press/Media, to the Policy and Resources Committee for approval by Full Council.”*

24. Insurance

To approve the resolution *“The Council confirms that arrangements for insurance cover in respect of all insurable risks is in place for the Civic Year 2023 to 2024”.*

25. Town Clerk’s Report

To receive the Town Clerk’s Report.

26. Receipts and Payments

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

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**Members of the public are invited to attend the Annual Mayor Making on Tuesday 23<sup>rd</sup> May at 7pm in the Alexander Centre, where the Mayor Elect will sign the Declaration of Acceptance of Office of Mayor for the Civic Year 2023-2024**

Join Zoom Meeting

<https://us02web.zoom.us/j/89003064870?pwd=bIRvZHFiRysrK1kyYSttYIF5Qk92QT09>

Meeting ID: 890 0306 4870 Passcode: 107286