

Minutes of the Annual Meeting of Faversham Town Council

15th May 2023, 7pm

The Guildhall, Faversham

Present:

Cllr Coniam	Cllr Golding	Cllr Newman	Cllr Saunders
Cllr Cook	Cllr BJ Martin	Cllr Perkin	Cllr Thomas
Cllr Crayford	Cllr C Martin	Cllr Rowlands	Cllr Williams
Cllr Eyre	Cllr T Martin		

In Attendance:

Louise Bareham (Town Clerk)

Questions from members of the Public

See Appendix One

001. Election of the Mayor

Cllr T Martin, Mayor Elect, requested nominations for the Mayor of Faversham, for the Civic Year 2023/2024.

Cllr Rowlands proposed, seconded by Cllr Perkin, and on being put to the meeting it was ***RESOLVED for Cllr T Martin to continue as Mayor of Faversham for the Civic Year 2023/2024.***

Cllr T Martin thanked the Councillors for their confidence in him and he stated he would endeavour to uphold the office to the best of his ability.

13 VOTES FOR/1 ABST

002. Election of the Deputy Mayor

Cllr T Martin requested nominations for the Deputy Mayor of Faversham, for the Civic Year 2023/2024.

Cllr Thomas proposed, seconded by Cllr Williams, and on being put to the meeting it was ***RESOLVED for Cllr Rowlands to be Deputy Mayor of Faversham for the Civic Year 2023/2024.***

Cllr Saunders paid tribute to Cllr Thomas' term in office as Deputy Mayor and felt that due to Cllr Rowlands being relatively inexperienced and the lack of other nominations, he would abstain on this occasion. Cllr Crayford advised he would abstain and requested the vote was recorded. Cllr Golding also advised he would abstain.

Votes	
Cllr B Martin	For
Cllr C Martin	For
Cllr Crayford	Abstained
Cllr Saunders	Abstained
Cllr Newman	Abstained
Cllr Golding	Abstained
Cllr Cook	For
Cllr Eyre	For
Cllr Coniam	For
Cllr Williams	For
Cllr Perkin	For
Cllr Rowlands	For
Cllr Thomas	For
Cllr T Martin	For
10 VOTES FOR/4ABST	

Cllr BJ Martin proposed, seconded by Cllr Cook, and on being put to the meeting it was ***RESOLVED to express thanks to Cllr Thomas for his work during his term of office as Deputy Mayor of Faversham and congratulated Cllr Rowlands on his appointment as Deputy Mayor and believed he would make an excellent Deputy Mayor.***

14 VOTES FOR

003. Apologies for Absence

None.

004. Outstanding Acceptance of Office

It was noted there were no outstanding Acceptance of Office forms to be received.

005. Declarations of Pecuniary and Non-Pecuniary Interests

None.

006. Minutes of the Town Council

Subject to the amendment of Minute 722 from “EMR” to General Reserves, Cllr T Martin proposed, seconded by Cllr Rowlands, and on being put to the meeting it was ***RESOLVED to accept the Minutes of the Town Council meeting dated 11th April 2023.***

007. Policy and Resources Committee

Cllr T Martin proposed, seconded by Cllr Perkin, and on being put to the meeting it was **RESOLVED to note the minutes of the Policy and Resources Committee meeting dated 17th April 2023.**

008. Honorary Freeman

Cllr T Martin proposed, seconded by Cllr Perkin, and on being put to the meeting, it was **RESOLVED that Mr Geoff Wade should become an Honorary Freeman of Faversham for his outstanding contribution, and eminent service, to the Town Council during his term of office.**

14 VOTES FOR

009. General Power of Competence

Cllr T Martin proposed, seconded by Cllr BJ Martin, and on being put to the meeting, it was **RESOLVED 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.**

14 VOTES FOR

010. Appointment to Committees

The following appointments of Members to the following Committees and Working Groups were approved:

COMMITTEE		MEMBERS (2023-24)
ACTIVE TRAVEL COMMITTEE	7	Cllr Thomas, Cllr Williams, Cllr C Martin, Cllr Rowlands, Cllr BJ Martin, Cllr Saunders, Cllr Golding Cllr Rowlands proposed, seconded by Cllr Saunders, and on being put to the meeting it was RESOLVED that Cllr Thomas would be Chair of the Active Travel Committee
LCWIP ADVISORY GROUP	2	Cllr Thomas, Cllr Saunders Cllr Thomas proposed, seconded by Cllr Newman, and on being put to the meeting it was RESOLVED that Cllr Saunders would be Chair of the LCWIP Advisory Group.

COMMUNITY COMMITTEE	7	<p>Cllr Newman, Cllr Golding, Cllr Cook, Cllr Coniam, Cllr Rowlands, Cllr C Martin, Cllr Williams</p> <p>Cllr Williams proposed, seconded by Cllr Coniam, and on being put to the meeting it was RESOLVED that Cllr Rowlands would be Chair of the Community Committee.</p>
EQUALITY AND DIVERSITY WORKING GROUP	5	<p>Cllr Newman, Cllr Perkin, Cllr Rowlands, Cllr Williams, Cllr Coniam</p> <p>Cllr BJ Martin proposed, seconded by Cllr Coniam, and on being put to the meeting it was RESOLVED that Cllr Perkin would be Chair of the Equality and Diversity Working Group.</p>
YOUTH SLA WORKING GROUP	5	<p>It was agreed for the Community Committee to be delegated the power to appoint members to the Youth SLA Working Group as this required DBS Checks.</p>
ENVIRONMENT COMMITTEE	7	<p>Cllr Newman, Cllr Golding, Cllr Williams, Cllr Perkin, Cllr Eyre, Cllr Thomas, Cllr Cook</p> <p>Cllr Rowlands proposed, seconded by Cllr Perkin, and on being put to the meeting it was RESOLVED that Cllr Williams would be Chair of the Environment Committee.</p>
PLANNING COMMITTEE	12	<p>Cllr H Perkin, Cllr R Newman, Cllr L Coniam, Cllr A Eyre, Cllr P Cook, Cllr J Rowlands, Cllr E Thomas, Cllr J Saunders, Cllr T Martin, Cllr C Williams, Cllr R Crayford.</p> <p><i>Cllr K Golding to confirm following his acceptance of office at SBC.</i></p>
NEIGHBOURHOOD PLAN STEERING GROUP	5	<p>Cllr Saunders, Cllr Cook, Cllr Rowlands, Cllr Perkin, Cllr Williams</p> <p>It was agreed that the Chair would be confirmed at the next meeting of the Steering Group.</p>
POLICY AND RESOURCES COMMITTEE	7	<p>Cllr Saunders, Cllr Crayford, Cllr Thomas, Cllr Cook, Cllr Rowlands, Cllr Eyre, Cllr T Martin</p>

		Cllr Rowlands proposed, seconded by Cllr Crayford, and on being put to the meeting it was RESOLVED that Cllr Cook would be Chair of the Policy and Resources Committee.
HERITAGE AND BUILDINGS WORKING GROUP	7	Cllr Crayford, Cllr Newman, Cllr T Martin, Cllr Rowlands, Cllr Cook, Cllr Thomas, Cllr Perkin Cllr Perkin proposed, seconded by Cllr Thomas, and on being put to the meeting it was RESOLVED that Cllr T Martin would be Chair of the Heritage and Buildings Working Group.
CREEK WORKING GROUP	6	Cllr T Martin, Cllr Eyre, Cllr Cook, Cllr Coniam, Cllr Newman, Cllr Crayford Cllr Rowlands proposed, seconded by Cllr Crayford, and on being to the meeting it was RESOLVED that Cllr T Martin would be Chair of the Creek Working Group.
COMPLAINTS COMMITTEE	5	Cllr Saunders, Cllr BJ Martin, Cllr Perkin, Cllr Williams, Cllr Coniam. Cllr Perkin proposed, seconded by Cllr Cook, and on being put to the meeting it was RESOLVED that Cllr BJ Martin would be Chair of the Complaints Committee.
STAFFING COMMITTEE	5	Cllr Crayford, Cllr C Martin, Cllr Eyre, Cllr T Martin, Cllr Rowlands Cllr Rowlands proposed, seconded by Cllr Cook, and on being put to the meeting it was RESOLVED that Cllr T Martin would be Chair of the Staffing Committee.

011. Committee Terms of Reference

Cllr Perkin proposed, seconded by Cllr Crayford, and on being put to the meeting it was **RESOLVED that this Council delegates the review of the Terms of Reference to each Committee at their first meeting, for approval of Full Council.**

012. New Committees

Cllr Saunders proposed, seconded by Cllr Cook, and on being put to the meeting it was **RESOLVED that this Council defers the appointment of any new Committees in accordance with Standing Order 4.**

013. Meeting Dates

Following a discussion, it was agreed that all Committees would meet in month one with delegation to the Town Clerk to look at setting meeting dates bi-monthly for all Committees other than Full Town Council, Policy and Resources Committee and Planning Committee.

Cllr Cook, proposed by Cllr Rowlands, and on being put to the meeting it was **RESOLVED to include an additional Planning Committee meeting on 22nd May 2023 to ensure comments were received by SBC.**

12 VOTES FOR/2 ABST

014. Summons to Meetings

Cllr T Martin proposed, seconded by Cllr Crayford, and on being put to the meeting it was **RESOLVED that Faversham Town Council Members consent for the summons to meetings to be transmitted in electronic form to a designated Town Council electronic address.**

015. Appointment of Representatives to Outside Bodies

The following appointments of Representatives to the following Outside Bodies were approved:

OUTSIDE BODY	REPRESENTATIVES 2023/24
AGE UK COMMITTEE	Cllr Perkin
ALEXANDER CENTRE TRUST	Cllr Saunders
CINQUE PORTS CHAMPION (4 YR POST)	Cllr Cook
CINQUE PORTS STANDING COMMITTEE	The Mayor, Town Clerk, Cllr Cook
CITIZENS ADVICE BUREAU IN SWALE	Both Cllr Perkin and Cllr Golding were nominated. It was agreed to wait until SBC made their appointment and if not Town Clerk to write to CAB.
DEMENTIA ACTION ALLIANCE	Cllr Saunders
FAVERSHAM IN BLOOM	Cllr Williams

FAVERSHAM SWIMMING POOL	Cllr Eyre
KALC SWALE AREA COMMITTEE	Cllr Thomas
SWALE EMERGENCY CONTACTS	The Mayor and Deputy Mayor
WEST FAVERSHAM COMMUNITY ASSOCIATION	Cllr Crayford
GREEN GRID FORUM	Cllr Williams
TOWN TWINNING GROUP	Cllr T Martin
PLASTIC FREE FAVERSHAM	It was agreed that in lieu of appointing a Representative, a member of Plastic Free Faversham be invited to co-opt a member to the Environment Committee.
OARE GUNPOWDER WORKS	Cllr C Martin
FAVERSHAM ASSISTANCE (FACE)	It was agreed in light of Cllr Thomas being a Trustee of FACE whether a further Representative would be required. If a further Representative was required, it was agreed that Cllr Newman would fill the post.
FAVERSHAM UMBRELLA	Cllr Rowlands

It was noted there were also four yearly appointments to the Faversham Municipal Charities which would need to be reviewed in 2025/2026.

Following a discussion on two further outside bodies, it was clarified that Faversham Traders Association and Faversham Heritage Harbour had previously been contacted by the Town Clerk and no response had been received. If contact was established in future, then appointments would be considered.

016. Bank Signatories

The Town Clerk advised that Cllr T Martin, Cllr Saunders, and Cllr Thomas, were current signatories on the Lloyds account.

Cllr T Martin proposed, seconded by Cllr Perkin, and on being put to the meeting it was ***RESOLVED for Cllr Rowlands, Cllr Cook, and Cllr Newman, to be added as signatories to the Lloyds account.***

The Town Clerk confirmed that Cllr T Martin, Cllr BJ Martin, Cllr Saunders, and Cllr Thomas, were current signatories on the Nat West account.

Cllr T Martin proposed, seconded by Cllr BJ Martin, and on being put to the meeting it was **RESOLVED for Cllr Cook, Cllr Newman, Cllr Rowlands, and Cllr Eyre, to be added as signatories to the Nat West account.**

The Town Clerk confirmed that Cllr T Martin and Cllr Saunders were current signatories for the Nationwide account.

Cllr T Martin proposed, seconded by Cllr Crayford, and on being put to the meeting it was **RESOLVED for Cllr Newman, Cllr Cook, Cllr Williams, Cllr Rowlands, Cllr Eyre, and Cllr C Martin, to be added as signatories to the Nationwide account.**

017. Standing Orders

Cllr T Martin proposed, Cllr Perkin seconded, and on being put to the meeting it was **RESOLVED that this Council delegates review of the Standing Orders to the Policy and Resources Committee.**

018. Financial Regulations

Cllr T Martin proposed, Cllr Rowlands seconded, and on being put to the meeting it was **RESOLVED that this Council delegates the review of the Financial Regulations to the Policy and Resources Committee.**

019. Draft Member/Officer Protocol Policy

Cllr Cook proposed, Cllr Crayford seconded, and on being put to the meeting it was **RESOLVED to amend the wording under section 14.1 regarding computer equipment to state, "if provided".**

Cllr Cook proposed, Cllr Rowlands seconded, and on being put to the meeting it was **RESOLVED that this Council adopts the Member/Officer Protocol Policy.**

Cllr Perkin thanked the Town Clerk for her work in writing the Policy and felt it was a positive initiative.

020. Review of Inventory of Land and Other Assets

Cllr T Martin proposed, Cllr Rowlands seconded, and on being put to the meeting it was **RESOLVED that this Council delegates the review of the inventory of land and other assets to the Policy and Resources Committee.**

021. Delegation Arrangements

Cllr T Martin proposed, seconded by Cllr Perkin, and on being put to the meeting it was **RESOLVED that this Council delegates the review of delegation arrangements to committees, working groups, staff to the Policy and Resources Committee for approval by Full Council.**

022. Policies and Procedures

Cllr T Martin proposed, seconded by Cllr Rowlands, and on being put to the meeting it was ***RESOLVED 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.***

023. Insurance

Cllr T Martin proposed, seconded by Cllr Crayford, and on being put to the meeting it was ***RESOLVED that this Council confirms that arrangements for insurance cover in respect of all insurable risks is in place for the Civic Year 2023 to 2024.***

024. Town Clerk's Report

The Town Clerk reported:

- The Faversham Festival of Transport event would take place on Saturday 20th and Sunday 21st May, and she requested support from Councillors in staffing the event.
- Biographies of all Councillors were required to include 150 words and photographs for the next Newsletter.
- Councillors to provide biographical information that could be included on the Councillor pages on the FTC website.

025. Receipts and Payments

Cllr Williams proposed, seconded by Cllr BJ Martin, and on being put to the meeting it was ***RESOLVED to agree receipts and approve payments to be made.***

The meeting ended at 8:30pm.

Appendix One

Questions from Members of the Public

- 1) Congratulations to all the Councillors on their election and thank you for continuing to hold hybrid meetings assisting those not able to attend in person!
- 2) Should agenda item 6 refer to the meeting of **11** April rather than the 10 April?

It was confirmed that the date should be 11 April 2023.

- 3) Full Town Council meeting Minute no. 722 reads: "Cllr Saunders requested an amendment to minute item 432 [Policy & Resources] which should read that Cllr Saunders advised the need to review the EMR because of the need to increase the EMR."

Would you kindly clarify what is meant by this ie which EMR needs to be increased?

This should read General Reserves not EMR and will be corrected in that minute item.

- 4) I note that the town council Audit Report for the year ended 31 March 2022 was signed off by the external auditor on 28 March 2023. In relation to the year-end financial statements submitted by FTC, the Report of the Auditor concludes:

"Assertion 2 has been incorrectly completed, the correct response to this assertion should have been "No" as the smaller authority was **not** fully compliant with its Financial Regulations in relation to **contract tendering procedures**."

"Assertion 3 has been incorrectly completed, the correct response to this assertion should have been "No". The smaller authority **did not advertise contracts** in line with Public Contracts Regulations 2015.

"Other matters not affecting our opinion which we draw to the attention of the authority:

"It is considered best practice for the Council to have contracts in place with its suppliers. Please ensure the Council is adhering to its Standing Orders and Financial Regulations."

I note the council failed to comply with the Tendering Procedures, the Public Contracts Regulations and its own Standing Orders and Financial Regulations. Please clarify what steps FTC is taking in order to ensure future compliance.

Cllr T Martin advised the matter would be referred to the first meeting of the Policy and Resources Committee of the new Council and a full report would be issued following this.

NB Although the topic of the Auditor Report was on the agenda at the April Policy & Resources meeting, minute no. 437 makes no reference to any non-compliance issues.

Cllr T Martin advised this would be discussed at the first meeting of the Policy and Resources Committee of the new Council.

Cllr Saunders referred to helpful feedback received to ensure future compliance.