



TOWN CLERK – MS LOUISE BAREHAM  
12 Market Place, Faversham, Kent, ME13 7AE  
Telephone: 01795 503286 Email: Louise.Bareham@favershamtowncouncil.gov.uk

5<sup>th</sup> June 2023

## 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 12<sup>th</sup> June 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. 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 Meetings held on 15<sup>th</sup> May, 23<sup>rd</sup> May and 24<sup>th</sup> May 2023 and any matters for report.
4. Mayor's Announcements  
To receive the Mayor's Announcements.
5. Submission of Faversham Neighbourhood Plan and supporting documents to Swale Borough Council  
To approve the following motions:
  - To receive and approve the Draft Faversham Neighbourhood Plan Consultation Statement and formally submit to Swale Borough Council
  - To receive and approve Version 8 of Faversham Neighbourhood Plan and formally submit to Swale Borough Council for Regulation 16
  - To agree delegating power to the Deputy Town Clerk to finalise the Basic Condition Statement for formal submission to Swale Borough Council
6. Faversham HWRC Working Group  
To receive the Minutes of the Faversham HWRC Working Group dated 1<sup>st</sup> June 2023 and approve any recommendations.
7. Policy and Resources Committee  
To note the Minutes of the Policy and Resources Committee meeting dated 5<sup>th</sup> June 2023 and approve any recommendations.
8. Annual Governance Statement 2022/23  
To approve Section 1 of the Annual Governance and Accountability Return 2022/23 acknowledging responsibility for the Accounting Statement.
9. Accounting Statements  
To approve Section 2 of the Annual Governance and Accountability Return 2022/23.
10. Period for the Exercise of Public Rights  
To agree the dates set for the period of the exercise of public rights as Monday 19<sup>th</sup> June to Friday 28<sup>th</sup> July 2022.
11. Summer Newsletter  
To approve the draft Summer Newsletter.
12. Draft Meeting Calendar  
To approve the draft meeting calendar Version D
13. Annual Governance and Accountability Return 2021/22  
To note and agree actions required have been undertaken at the conclusion of the review as set out in The Accounts and Audit Regulations 2015 (SI 2015/234) and PKF Littlejohn's letter dated 29<sup>th</sup> March 2023 as follows:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. <https://favershamtowncouncil.gov.uk/wp-content/uploads/2023/04/AGAR-2021.22-final.pdf>
- Publish the “Notice” along with the AGAR (Sections 1, 2 & 3) and attach final report and certificate as soon as possible, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time that for which the Notice must be published. There is no requirement for the Notice to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR (Sections 1, 2 & 3) and the attached final report and certificate available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3, plus the attached final report and certificate, of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

To note and agree the Internal Auditor’s response to the review and actions taken.

#### 14. Receipts and Payments

To resolve to agree receipts and approve payments for June 2023.

#### 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 Meeting

To receive the Minutes of the Staffing Committee dated 5<sup>th</sup> June and agree the recommendations.