



TOWN CLERK – MS LOUISE BAREHAM  
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25<sup>th</sup> August 2023

TO: ALL MEMBERS OF FAVERSHAM TOWN COUNCIL'S  
POLICY & RESOURCES COMMITTEE

Cllr Cook  
Cllr Saunders  
Cllr Thomas

Cllr T Martin  
Cllr Crayford

Cllr Rowlands  
Cllr Eyre

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 4<sup>th</sup> September 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.

#### 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 of the Policy and Resources Committee dated 15<sup>th</sup> August 2023

4. **Month End Reports**

To receive Month 4 reports

5. **Earmarked Reserves**

To receive the latest EMR statement.

6. **Payments for Authorisation**

To review the manner in which payments for authorisation are received.

7. **Policies for Review**

To review and agree the following policies:

- **Code of Conduct** – This is the current NALC model document, adopted in this format for the first time in June 2022. Guidance document from LGA on the Code of Conduct and Civility and Respect Project is provided.
- **Dignity at Work Policy** - First adopted in October 2022, this is a model document and part of the Civility and Respect project.
- **Civility and Respect on Social Media** – This is a new policy and is a model document, which is part of the Civil and Respect project
- **Complaints Policy** – First adopted in this format in 2019
- **Vexatious Complainants Policy** – This is a new policy and the SLCC model document.
- **Safeguarding Policy** – First adopted in this format in October 2022
- **Publication Scheme** – Previously reviewed in May 2020, this version has been updated to the current ICO model document

8. **Matters for Report**

Items for future agenda

Join Zoom Meeting

<https://us02web.zoom.us/j/88334606231?pwd=NDhKVENTcHdSei9Fc3VEbFQ0V25HZz09>

Meeting ID: 883 3460 6231

Passcode: 973612