



TOWN CLERK – MS LOUISE BAREHAM
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30th May 2023

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

Cllr Cook
Cllr Crayford
Cllr Eyre

Cllr T Martin
Cllr Thomas

Cllr Saunders
Cllr Rowlands

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 5th June 2023 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. Vice Chair**
To elect a Vice Chair
- 4. Minutes of the Previous Meeting and Matters Arising**
To receive the Minutes of the Policy and Resources Committee dated 17th April 2023 and consider any matters arising

5. **Terms of Reference**
To review the committee terms of reference
6. **Standing Orders**
To review Standing Orders
7. **Financial Regulations**
To review Financial Regulations
8. **Policy Review**
To agree a schedule to review existing policies and consider the requirement for additional policies.
9. **Grant Policy and Applications**
To review the Grant Policy and agree the date for opening grant applications.
10. **Internal Audit Report 2022/23**
To receive the Internal Audit Report 2022/23
11. **Monthly Financial Reports**
To consider the draft meeting calendar for 2023-24 and make recommendations.
12. **Monthly Council Audit**
To nominate Councillors to undertake the monthly audits.
13. **Strategic Planning Workshop**
To nominate Councillors to work with the Town Clerk.
14. **Insurance Reinstatement Valuation Quotations**
Members are asked to read the Report to Town Council dated 11th April 2023 and the resolution to proceed with obtaining quotations. There is no specific budget for this item.

The following quotations (ex-VAT) have been received:

Company A - £3,200
Company B - £3,350
Company C - £2,950
Company D - £12,750
Company E - £2,500
Company F - £3,650
Company G - £3,950 (+£1,900)

15. **NALC Star Awards 2023**
To agree the motion that the Town Clerk has delegated authority to apply on the council's behalf.
16. **Matters for Report**
Items for future agenda