



TOWN CLERK – MS LOUISE BAREHAM
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26th September 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 2nd October 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 4th September 2023.

4. **Month End Reports**
To receive Month 5 reports
5. **Payments for Authorisation**
Deferred from previous meeting - to review the manner in which payments for authorisation are received.
6. **Policies for Review**
To review and agree the following policies:
 - Vexatious Complainant Policy – deferred from previous meeting
 - Document Retention Policy – adopted in this format in 2019 with some additions
7. **Reinstatement Valuation**
To receive the reinstatement valuation and agree any actions.
8. **Telephone Charges**
To agree the recommendation for the change of provider.
9. **Card Payment Machine**
To agree the recommendation for the purchase of a card payment machine.
10. **Bad Debt**
To agree for a wedding payment of £375 to be written off as per Financial Regulations paragraph 9.4. Full details may need to be provided in closed session due to the sensitivity of the information.
11. **Internal Audits**
To discuss and review procedure.
12. **Strategic/Budget Working Group**
To agree membership of the working group to consider the strategy and budget preparation.
13. **Matters for Report**
Items for future agenda

<https://us02web.zoom.us/j/81771604888?pwd=MVZWd1J0R09wN1d5UjNLOWNUZEhvUT09>