

## MINUTES OF THE POLICY & RESOURCES COMMITTEE

5<sup>th</sup> June 2023, 7:30pm  
The Guildhall

|                   |         |               |         |
|-------------------|---------|---------------|---------|
| Cllr Cook (Chair) | Present | Cllr Rowlands | Present |
| Cllr Crayford     | Present | Cllr Saunders | Apology |
| Cllr Eyre         | Present | Cllr Thomas   | Present |
| Cllr T Martin     | Present |               |         |

### Public Questions:

Cllr Cook responded to a query regarding the recent AGAR and confirmed that further to guidance from the Internal Auditor, the matter would be included on the agenda of the Full Town Council meeting on 12<sup>th</sup> June 2023.

#### 001. Apologies for Absence

An apology was received from Cllr Saunders.

#### 002. Declarations of Interest

None.

#### 003. Vice Chair

It was proposed by Cllr Rowlands, seconded by Cllr Thomas, and on being put to the meeting it was **RESOLVED for Cllr T Martin to be Vice Chair.**

#### 004. Minutes of the Previous Meeting and Matters Arising

It was proposed by Cllr Cook, seconded by Thomas, and on being put to the meeting it was **RESOLVED to accept the Minutes of the Policy and Resources Committee Meeting dated 17<sup>th</sup> April 2023.**

In reference to Minute Item 445, the Town Clerk confirmed that no further contact had been made by the member of public and the ladders for Belvedere Moorings were on order.

#### 005. Terms of Reference

The Terms of Reference for the Policy and Resources Committee were reviewed.

It was proposed by Cllr Thomas, seconded by Cllr Martin, and on being put to the meeting it was **RESOLVED to change paragraph 2 to read:**

***“To develop and review the Town Council’s Strategic Plan, taking into consideration other relevant documents such as Neighbourhood Plans, Swale Local Plan, and Environmental Policies of Swale Borough Council and Kent County Council.”***

It was proposed by Cllr Cook, seconded by Cllr T Martin, and on being put to the meeting it was **RESOLVED to accept the updated Terms of Reference.**

**006. Standing Orders**

Cllr Cook invited proposed updates or comments on the current Standing Orders.

A discussion followed on the criteria for calling for an extraordinary meeting. It was generally agreed that business should normally be raised through an established Committee or Town Council meeting with consideration to the pressure on resources such as staff time and meeting venues.

It was proposed by Cllr Cook, seconded by Cllr Crayford, and on being put to the meeting it was **RESOLVED to update the Standing Orders under section 5(d) to read:**

***“If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 5 days of having been requested to do so in writing by 3 members of the committee [or the sub-committee], any 5 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].”***

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

**007. Financial Regulations**

It was proposed by Cllr Thomas, seconded by Cllr Rowlands, and on being put to the meeting it was **RESOLVED to accept the existing Financial Regulations.**

**008. Policy Review**

It was proposed by Cllr Cook, seconded by Cllr Crayford, and on being put to the meeting it was **RESOLVED to accept the List of Policies document detailing the proposed review dates.**

**009. Grant Policy and Applications**

It was proposed by Cllr Rowlands, seconded by Cllr Thomas, and on being put to the meeting it was **RESOLVED to accept the Grant Policy and the date for opening grant applications with closure being on 31<sup>st</sup> July 2023.**

**010. Internal Audit Report 2022/23**

The Internal Auditor’s suggestions regarding looking at savings options including Nationwide, CCLA, and NS & I were noted.

It was proposed by Cllr Thomas, seconded by Cllr Rowlands, and on being put to the meeting it was **RESOLVED to accept the Internal Audit Report 2022/23.**

**011. Monthly Financial Reports**

The Monthly Financial Reports were noted.

**012. Monthly Council Audit**

Following a discussion, the Town Clerk advised it would be beneficial to have two Councillors nominated to carry out the monthly audits with co-ordination between them to ensure they were covered each month.

It was proposed by Cllr Rowlands, seconded by Cllr Thomas, and on being put to the meeting it was ***RESOLVED that Cllr Cook and Cllr Crayford undertake the monthly audits on behalf of the Committee.***

**013. Strategic Planning Workshop**

It was noted that a Strategic Planning Workshop was scheduled for Saturday 10<sup>th</sup> June 2023.

It was proposed by Cllr Cook, seconded by Cllr Crayford, and on being put to the meeting it was ***RESOLVED that Cllrs Cook, Crayford, and Eyre work with the Town Clerk on Strategic Planning.***

**014. Insurance Reinstatement Valuation Quotations**

It was proposed by Cllr Rowlands, seconded by Cllr Crayford, and on being put to the meeting it was ***RESOLVED that Cllr Cook would look into the matter further with the Town Clerk and the matter would be deferred until the next meeting.***

**015. NALC Star Awards 2023**

It was proposed by Cllr Crayford, seconded by Cllr T Martin, and on being put to the meeting it was ***RESOLVED that the Town Clerk would have delegated authority to apply on behalf of the Council.***

**016. Matters for Report**

Ear Marked Reserves

Following a suggestion from Cllr Crayford, it was agreed that the Ear Marked Reserves would be reviewed as part of the Strategic Planning Workshop.