



TOWN CLERK – MS LOUISE BAREHAM
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14th May 2024

TO ALL MEMBERS OF FAVERSHAM TOWN COUNCIL

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the Annual Meeting of Faversham Town Council to be held on Monday 20th May 2024 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. A member of the public shall not speak for more than 3 minutes during the public session. 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 and acceptance of reasons 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. Town Council Minutes
To receive and accept as a true record the Minutes of the Town Council Meeting held on 11th April 2024, 13th May 2024 (tabled) and 14th May 2024 (tabled) and any matters for report.
4. Heritage and Buildings Working Group
To receive the Minutes of the Heritage and Buildings Working Group dated 1st May 2024 and any recommendations.
5. Active Travel Committee (Tabled)
To receive the Minutes of the Active Travel Committee dated 2nd May 2024 and any recommendations.
6. Policy & Resources Committee
To receive the Minutes of the Policy & Resources Committee dated 29th April 2024 and any recommendations.
7. Environment Committee
To receive the Minutes of the Environment Committee dated 8th May 2024 and any recommendations.
8. Appointment to Committees
To agree the appointment of Members to the following committees and working groups and to appoint Chairs.
 - Planning Committee
 - Policy and Resources Committee
 - Active Travel Committee
 - Community Committee
 - Environment Committee
 - Heritage, Buildings and Creek Committee
 - Neighbourhood Plan Steering Group
 - LCWIP Advisory Group
 - Staffing Committee
 - Complaints Committee
 - Campaign Working Group
 - Community Transport Working Group
9. Terms of Reference of Committees and Working Groups
To agree the resolution *The Council confirms Terms of Reference for committees and working groups be delegated to Standing Committees.*
10. Appointment of Representatives to Outside Bodies
To agree the appointment of Representatives to Outside Bodies
11. Bank Signatories
To review and approve signatories for all bank accounts.
12. Standing Orders
To agree the resolution *to delegate the reviewing of Standing Orders to the Policy and Resources Committee.*

13. Financial Regulations

To agree the resolution *to delegate the reviewing of the Financial Regulations to the Policy and Resources Committee.*

14. Magna Carta Insurance

To approve the insurance renewal of Magna Carta.

15. Insurance

To approve the resolution *“The Council confirms that arrangements for insurance cover in respect of all insurable risks is in place for the Civic Year 2024 to 2025”.*

16. Civic Robes

Cllr Cook proposes the motion *Councillors will not wear robes for meetings other than specific ceremonial duties such as the Mayor Making, but this will not include quarterly meetings of the Town Council at the Guildhall.*

17. Receipts and Payments

To resolve to agree receipts and approve payments to be made (tabled)
