

MINUTES OF THE POLICY & RESOURCES COMMITTEE

2nd December 2024, 7:30pm

The Guildhall

Cllr Eyre	Present	Cllr Gibson	Present
Cllr T Martin	Present	Cllr Rowlands	Present
Cllr Cook	Apology	Cllr Saunders	Present
Cllr Crayford	Present		

In attendance:

Louise Bareham (Town Clerk)

167. Apologies for Absence

An apology with reason was received from Cllr Cook.

168. Declarations of Interest

None.

169. Minutes of the Previous Meeting and Matters Arising

It was proposed by Cllr T Martin, seconded Cllr Rowlands, and on being put to the meeting, it was **RESOLVED to accept the Minutes of the Policy and Resources Committee Meeting dated 4th November 2024.**

170. Monthly Reports

It was proposed by Cllr T Martin, seconded by Cllr Rowlands, and on being put to the meeting it was **RESOLVED to transfer the sum of £100,000 from 220 Lloyds Current Account to 248 CCLA Savings Account.**

The Month 7 Reports were received and noted.

171. Interim Audit Report

It was proposed by Cllr Rowlands, seconded by Cllr T Martin, and on being put to the meeting it was **RESOLVED to accept the Interim Audit Report.**

172. Newsletter Advertising

It was proposed by Cllr Crayford, seconded by Cllr Gibson, and on being put to the meeting it was **RESOLVED to reduce the previously agreed advertising rates by 30% to:**

Quarter page	£87.50
Half page	£168.00
Full page	£280.00
Back page	£385.00

At Town Clerk's discretion, the following promotional discounts for booking space in multiple editions:

Quarter page	£75.00
Half page	£110.00
Full page	£165.00
Back page	£200.00

173. Councillor ID Badges

It was proposed by Cllr Rowlands, seconded by Cllr T Martin, and on being put to the meeting it was **RESOLVED to:**

- 1. Approve the mandatory use of ID badges during official duties and public interactions where appropriate.**
- 2. Develop a clear process for exemption requests in cases of safety concerns.**
- 3. Allocate a budget for the issuance and replacement of ID badges.**

It was agreed that Councillors would provide suitable photos by 13th December 2024.

174. DBS Checks

It was proposed by Cllr Rowlands, seconded by Cllr Gibson, and on being put to the meeting it was **RESOLVED to defer the item on DBS Checks until the next meeting so that the Safeguarding Policy can be reviewed, particularly the references to DBS Checks.**

The Town Clerk agreed to forward details of online safeguarding training to Councillors and noted the staff had already undertaken this training.

175. Welcome Letter to Residents

It was proposed by Cllr Rowlands, seconded by Cllr Gibson, and on being put to the meeting it was **RESOLVED to accept the amendments to the Welcome Letter to Residents including, rewording the opening paragraph, replacing the reference to Footpaths with Housing, and changing the way Councillors are listed to make clear differentiation between Town Councillors, Swale Borough Councillors, and KCC Councillors.**

176. Matters for Report

The following items will be included on the agenda for the following meeting:

- 2025/2026 Budget
- Review of the Safeguarding Policy.

The meeting closed at 9:00pm.