

## MINUTES OF THE POLICY & RESOURCES COMMITTEE

3<sup>rd</sup> June 2024, 7:30pm

The Guildhall

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

### **In attendance:**

Louise Bareham (Town Clerk)

Cllr Rowlands suggested we move item 3 to item 1, to elect the Vice Chair at the start of the meeting. All agreed.

### **111. Election of a Vice Chair**

Cllr Cook nominated Cllr T Martin, seconded by Cllr Gibson.

Cllr Saunders nominated Cllr Crayford, seconded by Cllr Crayford.

With 3 votes for Cllr T Martin and 2 votes for Cllr Crayford and one abstention it was **RESOLVED that Cllr T Martin be appointed Vice Chair.**

### **112. Apologies for Absence**

Apologies from Cllr Eyre.

### **113. Declarations of Interest**

None.

### **114. Minutes of the Previous Meeting and Matters Arising**

It was noted that the minutes had not been updated to the FTC website. It was proposed by Cllr T Martin, seconded Cllr Gibson and on being put to the meeting, it was **RESOLVED to accept the Minutes of the Policy and Resources Committee Meeting dated 29<sup>th</sup> April 2024.**

### **115. Terms of Reference**

It was proposed by Cllr Gibson, seconded by Cllr Rowlands and on being put to the meeting it was **RESOLVED to agree the committee's terms of reference.**

### **116. Monthly Reports**

Cllr Saunders questioned the mooring income on the income/expenditure report. The Town Clerk responded and stated she will check this and come back to the council. It was **NOTED to have seen the Month 1 reports.**

**117. Regular Payments**

It was proposed by Cllr T Martin, seconded by Cllr Gibson and on being put to the meeting, it was **RESOLVED to defer the list of regular payments to the next meeting.**

**118. Standing Orders**

It was proposed by Cllr Gibson, seconded by Cllr Rowlands and on being put to the meeting, it was **RESOLVED to accept the Standing Orders 2024.**

**119. Financial Regulations**

It was proposed by Cllr Rowlands, seconded by Cllr Saunders and on being put to the meeting, it was **RESOLVED to adopt the new model Financial Regulations 2024.**

**120. Investment Policy**

It was proposed by Cllr Gibson, seconded by Cllr Rowlands and on being put to the meeting, it was **RESOLVED to adopt an Investment Strategy Policy 2024.**

**121. Grant Policy and Grant Applications**

It was proposed by Cllr T Martin, seconded by Cllr Rowlands and on being put to the meeting, it was **RESOLVED to agree the Grant Policy with the following amendments:**

- **Change to 'in the main governed by trustees'**
- **Paragraph 7.2 add 'via its officers'**

It was also AGREED, with a timeline from the 6<sup>th</sup> of July to the 9<sup>th</sup> of August 2024, for community grant applications.

The Town Clerk put forward the following Grants to be approved for payment in the 10/06/24 payment approval.

- **Hop Festival**
- **Carnival**
- **Christmas Lights**
- **Swale Citizens Advice**

**122. Policy Review**

It was proposed by Cllr T Martin, seconded by Cllr Gibson and on being put to the meeting, it was **RESOLVED to agree to the following policies;**

- **Code of Conduct**
- **Complaints Policy**
- **Publication Scheme**
- **Training Policy**

- **Health and Safety Policy**
- **Scheme of Delegation**
- **General Terms of Reference for Committees/Working Groups**

**123. Internal Auditor's Year End Report**

It was proposed by Cllr Rowlands, seconded by Cllr Gibson and on being put to the meeting, it was **RESOLVED to note and accept the Year End Report and confirm the AGAR for approval by full council.**

**124. Internal Auditor**

It was agreed to accept the quotation and appoint Mr D Buckett as the internal auditor for the financial year 2024/2025. It was considered that a discussion should be had at a later date, regarding possible options with future auditors.

**125. Parish Survey**

The following actions were discussed to promote parish survey;

- The Town Council and West Faversham Community Centre as possible venues with dates of the weekends of 17<sup>th</sup>/25<sup>th</sup> July.
- A door-to-door approach.
- Outside local supermarkets (Aldi/Tesco/Sainsburys).
- QR codes.
- Suggested postponing until the 7<sup>th</sup> of July.

**126. Matters for Report**

Hats and Robes policy.

**The meeting closed at 21:04**