

MINUTES OF THE POLICY & RESOURCES COMMITTEE

30th September 2024, 7:30pm

The Guildhall

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

In attendance:

Louise Bareham (Town Clerk)

Cllr Perkin (via Zoom)

146. Apologies for Absence

None.

147. Declarations of Interest

None.

148. Minutes of the Previous Meeting and Matters Arising

It was proposed by Cllr Gibson, 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 2nd September 2024.**

Regarding Minute Item 140, following a query from Cllr T Martin on the leaflets printed it was clarified that these related to the Faversham Passport, for which a SBC Grant had been obtained, and the remaining postcards related to a market group for which the Town Council obtained a further SBC grant on their behalf.

149. Monthly Reports

It was noted the precept had been received.

It was proposed by Cllr T Martin, seconded by Cllr Gibson, and on being put to the meeting it was **RESOLVED to transfer £150,000 to the Lloyds 32-day notice account.**

It was proposed by Cllr Rowlands, seconded by Cllr Cook, and on being put to the meeting, it was **RESOLVED to accept the Month 5 reports.**

150. AGAR

It was proposed by Cllr Gibson, seconded by Cllr Cook, and on being put to the meeting it was **RESOLVED to note the conclusion of the 2023/2024 Annual Governance and Accountability Return.**

151. Councillor Allowances

It was proposed by Cllr Gibson, seconded by Cllr T Martin, and on being put to the meeting it was **RESOLVED to develop a policy on Councillor Allowances and Expenses to be effective for the next Council in 2027.**

Cllr Eyre	FOR	Cllr T Martin	FOR
Cllr Cook	ABSTAINED	Cllr Rowlands	ABSTAINED
Cllr Crayford	AGAINST	Cllr Saunders	AGAINST
Cllr Gibson	FOR		

152. Printer/Photocopier Contract

The Town Clerk referred to the paper circulated and advised the 5-year contract on the existing machine was reaching the end and the Town Council needed to look at the available options regarding renewal. Quotes had been received from KCS Procurement Services (KCC) and Digital Automation.

It was proposed by Cllr Crayford, seconded by Cllr, and on being put to the meeting it was **RESOLVED to move to Digital Automation for printer/copier over a 5-year rental.**

153. Security of Zoom Meetings

It was proposed by Cllr Crayford, seconded by Cllr Rowlands, and on being put to the meeting it was **RESOLVED to continue to provide virtual access to meetings and investigate various secure options for providing virtual access to meetings to be discussed at the next meeting.**

154. Policy Review

Volunteer Policy

Under item 5, Cllr T Martin suggested adding that volunteers working alone, in particular, the Community Bus drivers should be made aware of the Lone Working Policy.

It was proposed by Cllr T Martin, seconded by Cllr Rowlands, and on being put to the meeting it was **RESOLVED to accept the Volunteer Policy subject to the amendment under item 5.**

6 FOR/1 ABST.

Lone Working Policy

Under item 3, Cllr T Martin suggested adding Volunteers to the first line to read "Employees, Volunteers, and Councillors must take reasonable care".

It was proposed by Cllr Rowlands, seconded by Cllr Martin, and on being put to the meeting it was **RESOLVED to accept the Lone Working Policy subject to the amendment under item 3.**

6 FOR/1 ABST.

155. Budget 2025-2026 Actions

A general discussion was held.

156. Matters for Report

Newsletter Advertising

It was agreed a report would be provided for the next meeting regarding enquiries and take up of newsletter advertising.

The meeting closed at 9.10pm.

PUBLIC QUESTIONS

A member of the public raised a point regarding Minute Item 153 Security of Zoom Meetings. The member of the public had not been able to attend Town Council meetings in person and relied on the Zoom option. She wished Councillors to consider those people who had disabilities that prevented them from physically attending meetings.

Cllr Eyre advised this would be covered under the relevant Agenda item.