



TOWN CLERK – MS LOUISE BAREHAM
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27th May 2024

To All Members of Faversham Town Council's Policy & Resources Committee

Dear Committee Member

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of Faversham Town Council's Policy and Resources Committee to take place at The Guildhall on Monday 3rd June 2024 at 7.30pm when the following business will be transacted.

Yours sincerely

Louise Bareham

Louise Bareham FSLCC
Town Clerk

A maximum of 15 minutes to be allowed to receive public questions and comments on items on the Agenda.

AGENDA

- 1. Apologies for Absence**
To receive apologies for absence
- 2. Declarations of Interest**
To receive any declarations of interest for items listed on the Agenda
- 3. Election of a Vice Chair**
To elect a Vice Chair of the Committee.
- 4. Minutes of the Previous Meeting and Matters Arising**
To receive the Minutes of the Policy and Resources Committee dated 29th April 2024.
- 5. Terms of Reference**
To review the committee's terms of reference.
- 6. Monthly Reports**
To receive Month 1 report

7. **Regular Payments**
To approve the list of regular payments.
8. **Standing Orders**
To review the Standing Orders 2024.
9. **Financial Regulations**
To review and adopt the new model Financial Regulations 2024.
10. **Investment Policy**
To review and adopt an Investment Strategy Policy 2024.
11. **Grant Policy and Grant Applications**
To review the grant policy and agree the timeline for community grant applications for 2024/25. To invite applications from 6th July to
12. **Policy Review**
To review the following policies:
 - Code of Conduct
 - Complaints Policy
 - Publication Scheme
 - Training Policy
 - Accessibility Statement
 - Health and Safety Policy
 - Scheme of Delegation
 - General Terms of Reference for Committees/Working Groups
 - General Reserves Policy (previously deferred)
13. **Internal Auditor's Year End Report**
To note and accept the Year End Report and confirm the AGAR for approval by full council.
14. **Internal Auditor**
To appoint the internal auditor for the financial year 2024/2025.
15. **Parish Survey**
To agree actions and events to promote parish survey (post 5th July)
16. **Matters for Report**
Items for future agenda

<https://us02web.zoom.us/j/84927698438?pwd=AiwwW3uZ1zSloxaOw07kLs4y7YDjQV.1>