

Date **2nd March 2026**
Time **7:30 PM - 9:00 PM**
Location **Guildhall (Market Place, Faversham, England, ME13 7AG)**
Members ***Cllrs Alex Eyre, Charles Gibson, Claire Martin, Josh Rowlands,
Julian Saunders, Rob Crayford, Trevor Martin***

Policy & Resources Committee

Policy and 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 2nd March 2026 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 - 2 March 2026

- 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 Minutes of the Previous Meeting and Matters Arising**
To receive the Minutes of the Policy and Resources Committee dated 2nd February 2026 and any matters arising, not listed elsewhere on the Agenda.

- 4 Monthly Reports**
To note monthly reports.

- 5 Strategic Working Group Minutes**
To agree the Minutes of the Strategic Working Group dated 9th February 2026.

- 6 Internal Control Statement**
To agree the Internal Control Statement for 2026-2027

- 7 Risk Assessment and Management Strategy 2026-2027**
To agree the Risk Assessment and Management Strategy 2026-2027

- 8 Grant Policy**
To consider the initial report on changes to the existing grant policy (tabled)
To consider the report on Faversham & District Community Lottery small grants

- 9 Matters for Report**
Items for the next agenda.

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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 - Minutes of the Previous Meeting and Matters Arising

To receive the Minutes of the Policy and Resources Committee dated 2nd February 2026 and any matters arising, not listed elsewhere on the Agenda.

4 - Monthly Reports

To note monthly reports.

Attachments

[Balance Sheet as at 31st January 2026.PDF](#)

[Expenditure Against Budget Report Month 10.PDF](#)

Balance Sheet as at 31st January 2026

4 - Monthly Reports

Last modified: 25/02/2026

Balance Sheet as at 31st March 2025

31st March 2025

31st March 2026

31st March 2025		31st March 2026
	Current Assets	
427	Debtors	2,225
9,285	VAT Control Account	2,481
22,447	Prepayments	0
4,437	Current/Deposit Account	51,423
7	Deposit Account	7
67,309	NatWest Liquidity Manager 35	68,595
57,752	Lloyds Current Account	74,032
93,313	Nationwide Savings Account	0
59	Unity Trust Instant Access a/c	4,830
11,327	Lloyds 32 Day Notice a/c	11,520
102,454	CCLA Savings Account	167,454
85,000	Unity Trust FT12	0
0	Lloyds Instant Access 563	3,074
25	Creditors	928
0	Mayor's Expenses	9
453,842		386,578
453,842	Total Assets	386,578
	Current Liabilities	
21	Accruals	0
250	Receipts in Advance	0
1,267	DNU Events 2025-26	0
4,500	Weddings 2025-26	1,733
750	Weddings 2026-27	4,958
0	Weddings 2027-28	500
0	Weddings 2028-29	250
150	Confetti Damage Deposit	0
60	Bike hanger deposit	68
0	Event: Festival of Transport	174
0	Event: Howl-o-ween Dog Parade	30
6,998		7,714
446,845	Total Assets Less Current Liabilities	378,863
	Long Term Liabilities	
0		0
446,845	Total Assets Less Long Term Liabilities	378,863

Balance Sheet as at 31st March 2025

31st March 2025

31st March 2026

Represented By		
139,586	General Reserves	234,416
16,289	EMR Election Fund	16,289
23,000	EMR Front Brents Jetty	23,000
33,500	EMR Guildhall & Artefacts	3,529
5,542	EMR Tourism	4,542
11,400	EMR Neighbourhood Plan	0
15,000	EMR Environment/Allotments	14,069
23,000	EMR Active Travel	13,458
0	EMR Doddington Library	225
1,000	EMR Crime Research	0
4,000	EMR Public Spaces Projects	1,539
610	EMR Faversham Healthy Futures	150
5,200	EMR Planning Consultancy Fee	0
30,490	EMR Community Transport	9,990
10,000	EMR Stonebridge Pond Siltation	8,450
6,000	EMR North to South Walking Rt	0
56,120	EMR Creek	48,706
10,000	EMR Van Purchase	0
56,108	EMR Wayfinding	0
0	EMR Bee Posts	500
<hr/> 446,845 <hr/>		<hr/> 378,863 <hr/>

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

Expenditure Against Budget Report Month 10

4 - Monthly Reports

Last modified: 25/02/2026

Detailed Income & Expenditure by Budget Heading 24/02/2026

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	755,000	755,000	0			100.0%	
1090 Bank Interest	12,187	6,000	(6,187)			203.1%	
1091 Cashback Credit	73	0	(73)			0.0%	
1842 Faversham Healthy Futures	200	0	(200)			0.0%	200
1900 Other Income	563	0	(563)			0.0%	
Income :- Income	768,023	761,000	(7,023)			100.9%	200
Net Income	768,023	761,000	(7,023)				
5001 less Transfer To EMR	200	0	(200)				
Movement to/(from) Gen Reserve	767,823	761,000	(6,823)				
<u>200</u> <u>Civic</u>							
4000 Annual Meeting & Civic Service	115	500	385		385	22.9%	
4010 Deputy Mayor's Expenses	170	300	130		130	56.7%	
4015 Industrial Bowls Competition	8	0	(8)		(8)	0.0%	
4020 Mayoral Allowance	1,207	1,800	593		593	67.0%	
4025 Mayoral Expenses	1,724	2,000	276		276	86.2%	
Civic :- Indirect Expenditure	3,224	4,600	1,376	0	1,376	70.1%	0
Net Expenditure	(3,224)	(4,600)	(1,376)				
<u>210</u> <u>Staffing & Professional</u>							
1900 Other Income	1,000	0	(1,000)			0.0%	
Staffing & Professional :- Income	1,000	0	(1,000)				0
4100 Salaries	209,076	305,000	95,924		95,924	68.5%	
4110 PAYE/National Insurance	65,995	60,000	(5,995)		(5,995)	110.0%	
4115 Pension	59,334	58,000	(1,334)		(1,334)	102.3%	
4120 Staff & Councillor Training	10,700	12,000	1,300		1,300	89.2%	
4135 Audit	3,091	4,000	909		909	77.3%	
4141 HR Expenses	4,392	4,000	(392)		(392)	109.8%	
4142 DBS	20	200	180		180	10.0%	
4165 Planning Consultancy Fee	1,924	6,000	4,076		4,076	32.1%	
Staffing & Professional :- Indirect Expenditure	354,533	449,200	94,667	0	94,667	78.9%	0
Net Income over Expenditure	(353,533)	(449,200)	(95,667)				
<u>220</u> <u>Office and Administration</u>							
4105 Payroll	195	260	65		65	75.2%	

Detailed Income & Expenditure by Budget Heading 24/02/2026

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4125 Uniform	53	0	(53)		(53)	0.0%	
4145 Insurances	11,697	11,000	(697)		(697)	106.3%	
4150 Subscriptions	5,178	5,000	(178)		(178)	103.6%	
4155 Electoral Provision	0	8,000	8,000		8,000	0.0%	
4160 Bank Charges	158	100	(58)		(58)	157.5%	
4161 Sumup Fee	0	10	10		10	0.8%	
4180 Hygiene	531	500	(31)		(31)	106.1%	
4215 Telephone/Alarm Lines	122	0	(122)		(122)	0.0%	
4220 Office Equipment	5,526	2,500	(3,026)		(3,026)	221.0%	
4225 IT Support & 365 Accounts	6,426	6,000	(426)		(426)	107.1%	
4230 Postage & Stationery	2,214	1,700	(514)		(514)	130.3%	
4234 Printer	1,637	2,500	863		863	65.5%	
4235 Printing & Advertising	364	500	136		136	72.8%	
4245 Meetings	481	500	19		19	96.2%	
4250 Newsletter	11,830	8,000	(3,830)		(3,830)	147.9%	
4650 Websites	0	200	200		200	0.0%	
4950 Rialtas Accounts Support	2,841	2,740	(101)		(101)	103.7%	
Office and Administration :- Indirect Expenditure	49,253	49,510	257	0	257	99.5%	0
Net Expenditure	(49,253)	(49,510)	(257)				
230 The Guildhall							
1300 Guildhall Lettings	617	1,300	683			47.4%	
1749 Guildhall Weddings Confetti	317	0	(317)			0.0%	
1750 Guildhall Weddings	4,517	6,000	1,483			75.3%	
1752 Electricity Market Contributio	1,000	1,000	0			100.0%	
The Guildhall :- Income	6,450	8,300	1,850			77.7%	0
4200 Rates	3,343	3,500	157		157	95.5%	
4205 Electricity	1,976	3,500	1,524		1,524	56.5%	
4210 Water	168	250	82		82	67.2%	
4215 Telephone/Alarm Lines	399	500	101		101	79.8%	
4300 Clock Maintenance	8,201	300	(7,901)		(7,901)	2733.7%	8,201
4305 Maintenance	1,672	2,500	828		828	66.9%	
4306 Alarm Maintenance	526	1,200	674		674	43.8%	
4310 Window Cleaning	495	550	55		55	90.0%	
4325 Guildhall Lift Maintenance	0	1,500	1,500		1,500	0.0%	
4340 Guildhall Weddings Marketing	111	200	89		89	55.3%	
4341 Guildhall Weddings Licence	0	750	750		750	0.0%	
4343 External Maintenance Works	25,688	15,000	(10,688)		(10,688)	171.3%	10,688
The Guildhall :- Indirect Expenditure	42,579	29,750	(12,829)	0	(12,829)	143.1%	18,889
Net Income over Expenditure	(36,129)	(21,450)	14,679				
5000 plus Transfer From EMR	18,889	0	(18,889)				
Movement to/(from) Gen Reserve	(17,240)	(21,450)	(4,210)				

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Detailed Income & Expenditure by Budget Heading 24/02/2026

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
240 Front Brents Jetty and Mooring							
1400 Front Brents Moorings	4,859	3,000	(1,859)			162.0%	
1410 Belvedere Road Moorings	3,112	3,000	(112)			103.7%	
Front Brents Jetty and Mooring :- Income	7,971	6,000	(1,971)			132.9%	0
4140 Legal & Professional	70	0	(70)		(70)	0.0%	
4205 Electricity	130	100	(30)		(30)	130.4%	
4210 Water	143	100	(43)		(43)	143.5%	
4305 Maintenance	0	2,500	2,500		2,500	0.0%	
Front Brents Jetty and Mooring :- Indirect Expenditure	344	2,700	2,356	0	2,356	12.7%	0
Net Income over Expenditure	7,628	3,300	(4,328)				
241 Heritage, Buildings & Creek							
1200 Grants Received	3,708	0	(3,708)			0.0%	3,708
1250 T S Hazard / Town Quay Income	4,190	0	(4,190)			0.0%	450
Heritage, Buildings & Creek :- Income	7,898	0	(7,898)				4,158
4268 Map Project	861	0	(861)		(861)	0.0%	
4269 Heritage & Buildings Projects	20,065	7,000	(13,065)		(13,065)	286.6%	13,065
4271 Creek Bridge	7,414	0	(7,414)		(7,414)	0.0%	7,414
4800 Town Regalia	5,169	5,000	(169)		(169)	103.4%	450
Heritage, Buildings & Creek :- Indirect Expenditure	33,509	12,000	(21,509)	0	(21,509)	279.2%	20,929
Net Income over Expenditure	(25,612)	(12,000)	13,612				
5000 plus Transfer From EMR	20,929	0	(20,929)				
5001 less Transfer To EMR	4,158	0	(4,158)				
Movement to/(from) Gen Reserve	(8,841)	(12,000)	(3,159)				
245 Facilities Management							
4125 Uniform	1,190	200	(990)		(990)	595.1%	
4145 Insurances	1,743	1,000	(743)		(743)	174.3%	
4170 Vehicles	12,210	1,000	(11,210)		(11,210)	1221.0%	10,000
4175 Vehicle Fuel	1,289	700	(589)		(589)	184.1%	
4215 Telephone/Alarm Lines	547	250	(297)		(297)	218.7%	
4260 Facilities Manager Equipment	1,270	2,000	730		730	63.5%	
4264 Storage Container	1,440	1,400	(40)		(40)	102.9%	
4265 Facilities Manager Miscellaneo	1,887	1,500	(387)		(387)	125.8%	
4756 War Memorials	190	0	(190)		(190)	0.0%	
Facilities Management :- Indirect Expenditure	21,767	8,050	(13,717)	0	(13,717)	270.4%	10,000
Net Expenditure	(21,767)	(8,050)	13,717				
5000 plus Transfer From EMR	10,000	0	(10,000)				
Movement to/(from) Gen Reserve	(11,767)	(8,050)	3,717				

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Detailed Income & Expenditure by Budget Heading 24/02/2026

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Grants</u>							
1200 Grants Received	825	0	(825)			0.0%	725
Grants :- Income	825	0	(825)				725
4492 Free Local Advice Services	6,000	6,000	0		0	100.0%	
4494 Hop Festival	5,000	5,000	0		0	100.0%	
4495 Christmas Lights	5,000	5,000	0		0	100.0%	
4496 Faversham Carnival	3,000	3,000	0		0	100.0%	
4500 Grants	26,000	26,000	0		0	100.0%	
Grants :- Indirect Expenditure	45,000	45,000	0	0	0	100.0%	0
Net Income over Expenditure	(44,175)	(45,000)	(825)				
5001 less Transfer To EMR	725	0	(725)				
Movement to/(from) Gen Reserve	(44,900)	(45,000)	(100)				
<u>255 Community</u>							
1664 50th Anniversary Badges	15	0	(15)			0.0%	
1710 Faversham Lottery	5,675	6,000	325			94.6%	
Community :- Income	5,690	6,000	310			94.8%	0
4804 Community Projects	194	7,000	6,806		6,806	2.8%	
4806 Youth Resources	30,000	30,000	1		1	100.0%	
4851 Crime and ASB Reduction	5,419	4,000	(1,419)		(1,419)	135.5%	1,000
4906 Fav & Dist Community Lottery	9,020	0	(9,020)		(9,020)	0.0%	
Community :- Indirect Expenditure	44,632	41,000	(3,632)	0	(3,632)	108.9%	1,000
Net Income over Expenditure	(38,943)	(35,000)	3,943				
5000 plus Transfer From EMR	1,000	0	(1,000)				
Movement to/(from) Gen Reserve	(37,943)	(35,000)	2,943				
<u>256 Community Bus</u>							
1320 Community Bus Income	1,030	3,500	2,470			29.4%	
1330 Community Bus Ticket Income	5,562	2,000	(3,562)			278.1%	
Community Bus :- Income	6,592	5,500	(1,092)			119.9%	0
4145 Insurances	6,330	0	(6,330)		(6,330)	0.0%	
4170 Vehicles	20,873	0	(20,873)		(20,873)	0.0%	20,500
4175 Vehicle Fuel	3,686	3,000	(686)		(686)	122.9%	
4176 Community Bus	811	5,000	4,190		4,190	16.2%	
4215 Telephone/Alarm Lines	148	0	(148)		(148)	0.0%	

Detailed Income & Expenditure by Budget Heading 24/02/2026

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Maintenance	760	1,840	1,080		1,080	41.3%	
4903 Elavon Card Processing Fee	198	0	(198)		(198)	0.0%	
Community Bus :- Indirect Expenditure	32,807	9,840	(22,967)	0	(22,967)	333.4%	20,500
Net Income over Expenditure	(26,215)	(4,340)	21,875				
5000 plus Transfer From EMR	20,500	0	(20,500)				
Movement to/(from) Gen Reserve	(5,715)	(4,340)	1,375				
<u>260 Tourism & Visitor Development</u>							
4215 Telephone/Alarm Lines	109	0	(109)		(109)	0.0%	
4600 Website/Social Media	945	3,500	2,555		2,555	27.0%	
4620 FTC Leaflets	1,815	2,000	185		185	90.8%	1,000
4640 What's On Guide	849	0	(849)		(849)	0.0%	
Tourism & Visitor Development :- Indirect Expenditure	3,718	5,500	1,782	0	1,782	67.6%	1,000
Net Expenditure	(3,718)	(5,500)	(1,782)				
5000 plus Transfer From EMR	1,000	0	(1,000)				
Movement to/(from) Gen Reserve	(2,718)	(5,500)	(2,782)				
<u>261 Charter Exhibition</u>							
1835 Magna Carta Income	1,012	600	(412)			168.7%	
1836 Magna Carta Merchandise Income	904	500	(404)			180.9%	
Charter Exhibition :- Income	1,916	1,100	(816)			174.2%	0
4146 Magna Carta Insurance	26,482	27,000	519		519	98.1%	
4150 Subscriptions	30	0	(30)		(30)	0.0%	
4229 Magna Carta Merchandise	535	0	(535)		(535)	0.0%	
4284 Education	154	2,000	1,846		1,846	7.7%	
4305 Maintenance	237	0	(237)		(237)	0.0%	
4650 Websites	80	100	20		20	80.0%	
Charter Exhibition :- Indirect Expenditure	27,518	29,100	1,582	0	1,582	94.6%	0
Net Income over Expenditure	(25,601)	(28,000)	(2,399)				
<u>265 Events</u>							
1635 Pirate Festival	3	0	(3)			0.0%	
1650 Event Income	9,290	7,000	(2,290)			132.7%	
Events :- Income	9,293	7,000	(2,293)			132.8%	0
4670 Remembrance Day	380	500	120		120	76.1%	

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Detailed Income & Expenditure by Budget Heading 24/02/2026

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4905 Community Events	30,992	30,000	(992)		(992)	103.3%	
Events :- Indirect Expenditure	31,373	30,500	(873)	0	(873)	102.9%	0
Net Income over Expenditure	(22,080)	(23,500)	(1,420)				
<u>270 Environment</u>							
1200 Grants Received	120	0	(120)			0.0%	120
Environment :- Income	120	0	(120)				120
4712 Stonebridge Pond Siltation	750	0	(750)		(750)	0.0%	750
4811 Dog Poo Bags	207	250	43		43	82.8%	
4865 Floral Displays and Planters	3,811	10,000	6,189		6,189	38.1%	
4867 Environment Projects	8,851	7,000	(1,851)		(1,851)	126.4%	1,851
4901 Public Spaces Projects	2,461	0	(2,461)		(2,461)	0.0%	2,461
Environment :- Indirect Expenditure	16,079	17,250	1,171	0	1,171	93.2%	5,062
Net Income over Expenditure	(15,959)	(17,250)	(1,291)				
5000 plus Transfer From EMR	5,062	0	(5,062)				
5001 less Transfer To EMR	120	0	(120)				
Movement to/(from) Gen Reserve	(11,017)	(17,250)	(6,233)				
<u>275 Active Travel</u>							
1667 Bike Hangar	650	300	(350)			216.7%	
Active Travel :- Income	650	300	(350)			216.7%	0
4274 Active Travel Month + Event	3,281	3,000	(281)		(281)	109.4%	281
4870 Project & Consultancy	12,261	7,000	(5,261)		(5,261)	175.2%	15,261
4904 Wayfinding	76,354	0	(76,354)		(76,354)	0.0%	56,108
Active Travel :- Indirect Expenditure	91,896	10,000	(81,896)	0	(81,896)	919.0%	71,650
Net Income over Expenditure	(91,246)	(9,700)	81,546				
5000 plus Transfer From EMR	71,650	0	(71,650)				
Movement to/(from) Gen Reserve	(19,595)	(9,700)	9,895				
<u>280 Special Provision</u>							
1255 Ham Marshes	3,065	0	(3,065)			0.0%	3,005
1900 Other Income	70	0	(70)			0.0%	
Special Provision :- Income	3,135	0	(3,135)				3,005
4165 Planning Consultancy Fee	70	0	(70)		(70)	0.0%	
4825 Special Projects	2,622	3,500	878		878	74.9%	660

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Detailed Income & Expenditure by Budget Heading 24/02/2026

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4826 Ham Marshes	19,968	0	(19,968)		(19,968)	0.0%	19,605
Special Provision :- Indirect Expenditure	22,660	3,500	(19,160)	0	(19,160)	647.4%	20,265
Net Income over Expenditure	(19,525)	(3,500)	16,025				
5000 plus Transfer From EMR	20,265	0	(20,265)				
5001 less Transfer To EMR	3,005	0	(3,005)				
Movement to/(from) Gen Reserve	(2,265)	(3,500)	(1,235)				
<u>290</u> <u>12 Market Place Premises</u>							
1310 12 Market Place Lettings	3,001	3,500	499			85.7%	
12 Market Place Premises :- Income	3,001	3,500	499			85.7%	0
4200 Rates	6,437	3,000	(3,437)		(3,437)	214.6%	
4205 Electricity	6,255	14,000	7,745		7,745	44.7%	
4210 Water	4,293	2,200	(2,093)		(2,093)	195.1%	
4215 Telephone/Alarm Lines	2,502	1,600	(902)		(902)	156.4%	
4237 Recycling Waste Collection	940	500	(440)		(440)	187.9%	
4290 Loan Repayment	43,493	43,500	7		7	100.0%	
4305 Maintenance	6,733	2,000	(4,733)		(4,733)	336.7%	1,725
4306 Alarm Maintenance	319	1,400	1,081		1,081	22.8%	
4310 Window Cleaning	810	1,000	190		190	81.0%	
4326 12 Market Lift Maintenance	697	1,000	303		303	69.7%	
12 Market Place Premises :- Indirect Expenditure	72,480	70,200	(2,280)	0	(2,280)	103.2%	1,725
Net Income over Expenditure	(69,479)	(66,700)	2,779				
5000 plus Transfer From EMR	1,725	0	(1,725)				
Movement to/(from) Gen Reserve	(67,754)	(66,700)	1,054				
<u>300</u> <u>Memorial</u>							
1220 Memorials	3,000	0	(3,000)			0.0%	
Memorial :- Income	3,000	0	(3,000)				0
4755 Memorials	175	0	(175)		(175)	0.0%	
Memorial :- Indirect Expenditure	175	0	(175)	0	(175)		0
Net Income over Expenditure	2,825	0	(2,825)				
Grand Totals:- Income	825,564	798,700	(26,864)			103.4%	
Expenditure	893,545	817,700	(75,845)	0	(75,845)	109.3%	
Net Income over Expenditure	(67,981)	(19,000)	48,981				
plus Transfer From EMR	171,020	0	(171,020)				
less Transfer To EMR	8,208	0	(8,208)				
Movement to/(from) Gen Reserve	94,831	(19,000)	(113,831)				

5 - Strategic Working Group Minutes

To agree the Minutes of the Strategic Working Group dated 9th February 2026.

Attachments

[Strategic Working Group Minutes 09.02.26.pdf](#)

Strategic Working Group Minutes 09.02.26

5 - Strategic Working Group Minutes

Last modified: 24/02/2026

Strategic Working Group Minutes

9th February 2026

Present: Cllrs C Martin, Rowlands, Eyre, Saunders

1. Apologies

None

2. Minutes and Matters Arising

Previous meeting with the Swimming Pools, no minutes

3. Land at North Preston

This was deferred as the decision is awaited whether to proceed by the Town Council.

4. Grant Making Policy

A discussion took place on the current grant process. It was agreed that better monitoring and feedback was required, potentially making phased payments over the time of the project, ensure that when the funded project is up and running the council is informed. Consider opening grants earlier in April, smaller grants of a few hundred, different application forms for different amounts, spread applications throughout the year, online forms, provide funding plaques, banners and logo for acknowledgement online and elsewhere.

5. Local Government Reorganisation Consultation

It was agreed that Option 4 met the town council's previous preference.

6 - Internal Control Statement

To agree the Internal Control Statement for 2026-2027

Attachments

[INTERNAL CONTROL STATEMENT \(AUDIT\) 2026.2027.pdf](#)

INTERNAL CONTROL STATEMENT (AUDIT)
2026.2027

6 - Internal Control Statement

Last modified: 24/02/2026

FAVERSHAM TOWN COUNCIL

STATEMENT OF INTERNAL CONTROL

FOR THE YEAR 1ST APRIL 2026 – 31ST MARCH 2027

1. SCOPE OF RESPONSIBILITY

Faversham Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. Therefore, it can only provide reasonable, and not absolute, assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The system of internal control will be in place at the Council for the financial year ended 31st March 2027 and up to the date of approval of the Annual Report and Accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

a) The Council:

- a) Annually appoints a Mayor who is the Chairman of Faversham Town Council and is, therefore, responsible for the smooth running of meetings and for ensuring, in conjunction with the Town Clerk, that all Council decisions are lawful
- b) Reviews its obligations and objections and approves budgets for the following financial year in January of each year and, at such meeting, approves the level of Precept it will require for such period
- c) Monitors progress against objectives, financial systems and procedures, and budgetary control, and carries out regular reviews of financial matters
- d) The Policy and Resources Committee monitors progress, on behalf of the Town Council, against its aims and objectives at each meeting by receiving

relevant reports from the Town Clerk. The Policy and Resources Committee reports at Full Council meetings, which are held 12 times each year.

e) Carries out regular reviews of its internal controls, systems and procedures

b) Town Clerk/Responsible Financial Officer

The Council has appointed a Town Clerk who acts as the Council's adviser and administrator and is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems, and policies are adhered to. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances.

c) Payments

All payments are reported to the Council for approval and two Members of the Council must authorise every cheque or BACs payment.

d) Risk Assessments/Risk Management

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

e) Monthly Councillor Audits

The Council appoints two Town Councillors to carry out monthly audits on payments on a rota system, receipts and procedures who reports to the Policy and Resources Committee.

f) Internal Audit

The Council has appointed an Independent Internal Auditor who reports to the Council, through the Town Clerk, on the adequacy of its:

- a) Records
- b) Procedures
- c) Systems
- d) Internal control
- e) Regulations
- f) Risk management
- g) Reviews

The effectiveness of the Internal Audit is reviewed annually.

g) External Audit

The Council's external auditors, Forvis Mazars LLP, submit an annual Certificate of Audit, which is presented to the Council and publicised.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- a) The full Council
- b) The Clerk to the Council/Responsible Financial Officer, who has responsibility for the development and maintenance of the internal control environment and managing risks.
- c) The Policy and Resources Committee.
- d) The Independent Internal Auditor who reviews the Council's system of internal control.
- e) Forvis Mazars LLP who makes the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman of the Council, and the Internal Auditor and issues an annual Audit Certificate.
- f) Any number of issues that may be raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

The Council strives for the continuous improvement of the system it has adopted for internal control addresses any issues and weaknesses raised and reported during the review process.

7 - Risk Assessment and Management Strategy 2026-2027

To agree the Risk Assessment and Management Strategy 2026-2027

Attachments

[FTC Risk Assessment and Management Strategy 2026.2027.pdf](#)

FTC Risk Assessment and Management Strategy 2026.2027

7 - Risk Assessment and Management Strategy 2026-2027

Last modified: 24/02/2026

RISK ASSESSMENT AND MANAGEMENT STRATEGY 2026-2027



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Reviewed: March 2026

Next Review: April 2027

1. INTRODUCTION

This document forms the Council's Risk Management Strategy. It sets out:

- What is meant by risk management;
- Why the Council needs a risk management strategy;
- An overview of the methodology to be adopted and its links with existing processes;
- An outline of the associated roles of Elected Members, senior officers and other employees; and
- A summary of future monitoring and reporting lines for risk management.

The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

2. RISK MANAGEMENT

Risk management is an essential feature of good governance, contributing to improved decision making and the achieving of objectives. When embedded within the existing planning and decision making process, risk management provides a basis for ensuring implications are thought through, and ensures that the impact of decisions, initiatives and projects are considered, and that conflicts are balanced. This will influence success and improve service delivery.

Risk Management Benefits:

- Protecting and adding value to the Council and its stakeholders by supporting the achievement of the Council's aims and objectives;
- Improved strategic, operational and financial management;
- Ensuring future activity takes place in a consistent and controlled manner;
- Improved decision making, planning and prioritisation;
- Mitigation of key threats and taking advantage of key opportunities;
- Contributing to more efficient use/allocation of resources;
- Protecting and enhancing assets and image;
- Optimising operational efficiency and therefore delivering efficiency gains and value for money;
- Allocating time and management effort to major issues;
- Avoiding shocks and crises;
- Safeguarding tangible and intangible assets;
- Promotion of innovation and change;
- Improved customer service delivery.

It is therefore vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst case scenario Government Intervention.

Compliance Risk - failure to comply with legislation; laid down procedures; the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively; malfunctioning equipment; hazards to service users; the general public or staff; damage to property. Risk of insurance claims; higher insurance premiums; lengthy recovery processes.

These risks can be broken down further into specific areas which could impact on the achievements of the Council's long-term and day-to-day delivery of services:

Financial – Those affecting the ability of the Council to meet its financial commitments; failure of major projects; internal and external audit requirements; failure to prioritise and allocate resources affectively; poor contract management; initiative overload;

Social – Those relating to the effects of changes in demographic, residential, or socio-economic trends on the Council's ability to deliver its corporate priorities;

Technological – Those associated with the capacity of the Council to deal with the pace/scale of technological change, or its ability to use technology to address changing demands. It would also include the consequences of internal failures on the Council's ability to deliver its objectives;

Legal – The ability of the Council to meet legislative demands affecting breaches of legislation.

Environmental – Those relating to the environmental consequences of progressing the Council's strategic objectives in terms of energy, efficiency, pollution, recycling, emissions etc;

Partnership/Contractual – Those associated with the failure of partners/contractors to deliver services to an agreed cost and specification and similarly failure of the Town Council to deliver services to an agreed cost and specification; compliance with procurement policies (internal/external); ensuring open and fair competition;

Human Resources – Those associated with the professional competence of staff; lack of training and development; over reliance on key personnel; ineffective project management; recruitment and selection issues;

Organisational – Those associated with the review of services and delivering continuous improvement;

Health & Safety/Physical – Those related to fire, safety, accident prevention and health & safety which pose a risk to both staff and the public; safeguarding and accounting of physical assets.

Reputational – Those associated with the changing needs of customers and the electorate; ensuring appropriate consultation; avoiding bad public and media relations.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk, before costly steps to transfer risk to another party are considered.

Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive, responses. Measures to manage adverse risks are likely to help with managing positive ones.

3. REQUIREMENTS OF A RISK MANAGEMENT STRATEGY

Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

The Risk Management Strategy will help to ensure that all Committees across the Council have an understanding of 'risk' and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

The Risk Management Strategy provides assurances to members and officers on the adequacy of arrangements for the conduct of business and the use of resources. Implementation of the strategy leads to greater risk awareness and improved control, which should mean fewer incidents and control failures and in some cases lower insurance premiums.

A statement about the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts.

4. OBJECTIVES

The objectives of the Council's Risk Management Strategy are to:

- Integrate risk management into the culture of the council;
- Manage risk in accordance with best practice;

- Anticipate and respond to changing social, political, environmental, technological and legislative requirements;
- Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources;
- To inform policy and operational decisions by identifying risks and their likely impact;
- Raise awareness of the need for risk management by all those connected with the Council's delivery of services.

These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the Council for risk management;
- Embedding risk management into the Council's decision making process, service delivery, project management and partnership working;
- Providing opportunities for training and shared learning on risk management across the Council
- Offering a framework to identify priority risk areas, including the provision of risk registers at strategic and operational levels;
- Reinforcing the importance of effective risk management as part of the everyday work of employees
- Incorporating risk management considerations into all levels of Council service provision;
- Developing effective communication with, and the active involvement, of employees; monitoring of arrangements, at all levels on an ongoing basis.
- Identification and evaluation of risks associated with partners, contractors and other agencies and community groups
- Ensuring robust business continuity arrangements are in place

5. RISK MANAGEMENT PROCESS

Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3).

The scores for impact and likelihood are added together. Risks scoring 4 and above

will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risk Control – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control require the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are ceased so that the risk no longer exists;
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring;
- **Transfer** – the financial impact is passed to others e.g. by revising contractual terms;
- **Sharing** the risk with another party;
- **Insuring** against some or all of the risk to mitigate financial impact; and
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

Risk Monitoring – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

Annual Reporting – there continues to be requirements for the Council to reassess its objectives and the threats to achieving these objectives. The Council will build risk management procedures into the way that it operates as part of a commitment to quality and continuous service improvement.

Projects and Service Changes –officers developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports/briefing papers to be considered by Council and committees.

Partnership Working – the Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up future

partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

Implementation Timetable

There should be quarterly reviews of the register and reporting on the Strategy and control assurance to Full Council.

6. ROLES AND RESPONSIBILITIES

It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve staff throughout the organisation.

Elected Members – risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted. This will include:

- Approval of the Risk Management Strategy;
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- Consideration, and if appropriate, endorsement of the Annual Statement of Internal Control; and
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

Town Clerk – will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy.

The Town Clerk will:

- provide advice as to the legality of policy and service delivery choices;
- provide advice on the implications of potential service actions for the Council's corporate aims and objectives;
- update Council on the implications of new or revised legislation;
- assist in handling any litigation claims;
- provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
- advise on any health and safety implications of the chosen or proposed arrangements for service delivery; and
- report progress to Council.

Responsible Finance Officer – as the Council's Section 151 Officer, will:

- assess and implement the Council's insurance requirements;

- assess the financial implications of strategic policy options;
- provide assistance and advice on budgetary planning and control;
- ensure that the Financial Information System allows effective budgetary control; and
- inform investment decisions made by the Council.

Employees – will undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager.

Role of the Internal Auditor – the Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

The Internal Auditor assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Internal Audit Report, and any recommendations contained within it, will help to shape the Annual Statement of Internal Control.

Training – Where appropriate risk management training will be provided to Elected Members, senior officers and key staff via facilitated workshops. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

7. FUTURE MONITORING

Review of Risk Management Strategy - This Strategy will be reviewed on a regular basis as part of the Council's continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to Council.

Once the initial work to establish a Risk Register has been completed, it is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies such as the National Association of Local Councils and the Society of Local Council Clerks.

Reporting on Progress – The Town Clerk will present an annual report to the Town Council detailing progress on risk management over the year and providing a summary of the Risk Register and control assurance statements.

8. CONCLUSION

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

Alignment with other Policies of the Council

This Risk Management Strategy should be read in conjunction with the following policies of the Council:

- Standing Orders
- Financial Regulations

Annex A: Financial Risk Register

Annex B: Strategic Risk Register

Annex C: Operational Risk Register

A. FINANCIAL RISK REGISTER 2026-2027

Area	Risk	Level	Notes	Control	Issues
Assets	Protection of physical assets	2		Asset register maintained. Assets insured, insurance reviewed annually. Significant purchases notified to insurers in-year.	
Finance	Banking	1		Little or no cash handled. Majority of income paid direct to bank by BACS. Cheques paid into bank within 3 days of receipt. Loan and utilities paid by DD with prior email notification of amount	
	Online Banking	1		Payments by administrator and two authorised signatories required to make online payments	
	Commercial Card	2		Limited to £2000 per month, card kept secure by Town Clerk	
	Cash Flow / Bank Balance	2		The utilisation of deposit accounts to maximise interest from balance ensuring no more than £85,000 in each account.	Need to ensure sufficient balance in current account to pay the month's outgoings. Must be mindful of 30+ day accounts
	Risk of consequential loss of income	2		Reserves Policy has been adopted	
	Loss of cash through theft or dishonesty	1	Some cash is now being received for Faversham Hopper, which is being brought to the office once a week.	No petty cash. Regular audit to identify anomalies; employee indemnity covered by insurers	

	Financial controls and records	1		<p>4 weekly bank reconciliation prepared by Finance Assistant</p> <p>Councillor carries out internal control procedures</p> <p>RFO monitors budget on a monthly basis</p> <p>Two signatories required for cheques.</p> <p>Various cross-checks in accounting system to identify anomalies</p> <p>Internal and external audit</p>	
	Comply with Customs & Excise regulations	2		<p>Payroll handled in-house using HMRC RTI software and sending IR & NI amounts to HMRC by due date.</p> <p>Other required info (year end, leavers, starters, P60 etc) completed within software package.</p> <p>VAT claims calculated by software – checked by RFO</p> <p>VAT claims comply with sector guidelines</p>	
	Sound budgeting to underline annual precept	1	Reports provided monthly	<p>Expenditure against budget reported quarterly to full Council together with financial statement.</p> <p>Cost of living & other adjustments made; FTC funded projects considered and draft prepared for consideration by November to</p>	

				derive precept for following year at January meeting.	
	Complying with borrowing restrictions	1	A PWL may be considered in 2025/2026	FTC borrowed two separate loans of £750k and £350k to purchase and renovate 12 Market Place. PWLB repayments over 50 years (payments by DD in March & September)	Ensuring sufficient community engagement around any potential future borrowing.
Liability	Risk to third party, property or individuals	2		Insurance in place	
Employer liability	Comply with Employment Law	1	We now engage the services of WorkNest to advise on all HR matters.	FTC is Member of KALC Clerk and Deputy Clerk are members of SLCC Both offer reference, guidance and updates Policies reviewed and updated regularly	
	Comply with HMRC requirements	2		Salaries to be calculated on 16 th of each month and BACS raised Use of Sage Payroll software aids compliance. Includes on-line notifications. Requires data to be entered into system at correct points in time.	
	Safety of staff & visitors	2	New members of staff receive an induction	A risk assessment to be completed for both staff and visitors.	
Legal Liability	Ensuring activities are within legal powers	2		Clerk clarifies legal position on any new proposal	

				Legal advice to be sought where necessary FTC has adopted the General Power of Competence	
	Proper and timely reporting via the Minutes	1		Council meets monthly and receives and approves Minutes from previous meeting. Approved Minutes available on website or on request from the Clerk. Minutes of Committee meetings sent out to members.	
	Proper document control	2		Paper documents kept in lockable filing cabinet & computer password protected to store data in compliance with Data Protection Act. Fol Publication Scheme & Information Guide on website with relevant documents Public domain info is available to view on website	
Councillor Propriety	Register of DPI's and OSI's, and gifts and hospitality in place.	2		Register of DPI's and OSI's completed KALC and Monitoring Officer contacted for advice/clarification where required.	
Training	Adequate training of Officers and Councillors	2		Ensure regular training is attended. Update the training register.	

B. STRATEGIC RISK REGISTER

Area	Risk	Level	Notes	Control	Issues
Economic	The Council's ability to meet its financial commitments	2		Ensure adequate financial planning for minimum 3 to 5 years in liaison with the Strategic Plan	
Social	The effects in change in demographic, residential or socio-economic trends on the Council's ability to deliver its objectives	2		A NHP has been made	
Environmental	The environmental consequences of service delivery (in terms of energy efficiency, pollution, recycling, landfill needs, emissions etc)	2	The Town Council declared a Climate Emergency in 2020 Annual Climate and Biodiversity Action Plan Faversham Pesticide Free Town Action Plan	Continue to monitor proposed planning applications relating to recycling, landfill and energy that may have an adverse effect on the Town	
Technological	The Council's ability and capacity to deal with technological changes or changing demands	1	The Town Council is operating a hybrid facility for meetings.	Continue to monitor technological advances	
Legislative	Current or potential changes in law.	2	Implementation of the Procurement Act 2023 noted	Adequate training of Officers to ensure their knowledge is up to	

				date. Continue membership of advice services such as KALC	
Competitiveness	The competitiveness of the service and the ability to deliver best value	2		A criteria for devolved services and assets being agreed	
Customer	Failure to recognise the changing needs and expectations of the community	2		Regular surveys being undertaken during 2025/26	
Events	Failure to recognise the changing needs and expectations of the community	2		Regular surveys being undertaken during 2025/26	

C. OPERATIONAL RISK REGISTER

Area	Risk	Level		Control	
Financial Planning	Financial planning and control and adequacy of insurance cover	1	The Strategic Planning Working Group is to draft the MTFP	Regular monitoring of income and expenditure, regular updating of the Medium Term Financial Plan	
Legal	Possible breaches of legislations	2	No further data breaches since October 2022, which was reported to the ICO (no action).	The Town Clerk is the Data Protection Officer	
Physical	Security of buildings and equipment, accident prevention and health and safety, fire risk etc	2		Health and Safety Policy in place, adequate risk assessments and reporting Facilities Manager is responsible for buildings	
Contractual	Those associated with the failure of contractors to deliver services or products to the agreed cost and specification	2		Check references and ensure adequate insurance cover	
Technological	Relating to a reliance on operational equipment, such as IT systems	2	Staff have switched to using Office365 so documents available from a secure cloud source	Ensure computers are backed up	

Environmental	Relating to pollution, energy efficiency of ongoing operations	2		The Town Council has declared a Climate Emergency and has an Annual Action Plan in place	
Professional	Professional competences of staff and lack of training	1	Additional budget for staff training allocated.	Ensure adequate training and keep accurate record	

8 - Grant Policy

To consider the initial report on changes to the existing grant policy (tabled)
To consider the report on Faversham & District Community Lottery small grants

Attachments

[Community Lottery Grant Report 02.03.26.pdf](#)

Community Lottery Grant Report 02.03.26

8 - Grant Policy

Last modified: 25/02/2026

Report to Policy and Resources Committee 2nd March 2026

Subject: Proposal to Establish a Faversham & District Community Lottery Small Grants Fund

Background

At present, approximately £6,000 has been distributed through an annual lucky draw to those organisations signed up to the lottery, with cheques presented at the Annual Town Meeting.

While this approach has generated positive publicity, there is currently no formal oversight regarding how funds are used and no clear alignment with Council priorities

Proposal

The Community Fund currently generates just over £500 per month, creating an opportunity to establish a rolling small grants programme that is transparent, accessible and community-focused. It would enable small, informal groups to access modest funding for tangible local improvements, ensuring that lottery proceeds are used in a way that is fair and aligned with community benefit. It is suggested that grants should be a maximum of £250 per application. Although individuals may apply, they are to be for projects which benefit the wider community.

Eligibility

- Open to small, informal and un-constituted community groups and individuals.
- Designed to support hyper-local initiatives such as:
 - Planting schemes (bulbs, plants, planters)
 - Small-scale neighbourhood activities / events

Proportionate Application Process

To remove barriers for grassroots groups:

- No requirement for audited accounts.
- No requirement for formal policies.
- Simple application form.
- Short end-of-project summary rather than full evaluation.

Rolling Programme

- Open throughout the year.
- Decisions delegated to the Policy and Resources Committee.

- Regular reporting back to committee on awards made.

The current lucky draw mechanism provides no assurance regarding public benefit. By contrast, a structured small grants scheme would demonstrate good governance and responsible stewardship of community funds.

Recommendations

That the Policy and Resources Committee:

1. Approves the principle of replacing the annual lucky draw with a rolling Small Grants Fund.
2. Agrees a maximum grant level of £250 per application.
3. Approves the development of a simple online application process and eligibility criteria.

9 - Matters for Report

Items for the next agenda.