

MINUTES OF THE POLICY & RESOURCES COMMITTEE

2nd June 2025, 7:30pm
The Guildhall

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

In attendance:

Louise Bareham (Town Clerk)

224. Election of a Chair and Vice Chair

It was proposed by Cllr Gibson, seconded by Cllr T Martin, and on being put to the meeting it was ***RESOLVED for Cllr Rowlands to be Chair.***

It was proposed by Cllr Saunders, seconded by Cllr Crayford, to nominate Cllr Crayford as Vice Chair.

2 FOR/3 AGAINST

It was proposed by Cllr Gibson, seconded by Cllr T Martin, to nominate Cllr C Martin as Vice Chair.

3 FOR/2 AGAINST

Cllr C Martin was duly elected as Vice Chair.

225. Apologies for Absence

Apologies were received from Cllr C Martin, and Cllr Eyre.

226. Declarations of Interest

None.

227. Minutes of the Previous Meeting and Matters Arising

It was proposed by Cllr T Martin, seconded by Cllr Gibson, and on being put to the meeting it was ***RESOLVED to accept the Minutes of the Policy and Resources Committee Meeting dated 6th May 2025.***

228. Terms of Reference

It was proposed by Cllr Rowlands, seconded by Cllr T Martin, and on being put to the meeting it was ***RESOLVED to accept the Terms of Reference for the Policy and Resources Committee subject to the following amendments:***

1. To review the Council's strategic plan taking into consideration other relevant *information* such as the Faversham Neighbourhood Plan and local government reorganisation.
2. To monitor the performance of the Town Council through its annual action plan, *no less than quarterly, and to recommend appropriate action when required.*
5. To determine the overall strategic asset management priorities on a medium-term basis by maintaining an asset management plan. To consider the acquisition of assets, in line *and outwith* local government reorganisation.
6. To *regularly* review policies and resources of the Town Council.

229. Monthly Reports

Month 1 Reports were received and noted.

230. Regular Payments

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

231. Standing Orders

It was proposed by Cllr Gibson, seconded by Cllr T Martin, and on being put to the meeting it was ***RESOLVED to adopt the Standing Orders 2025 subject to the following amendments:***

- 3x. A meeting shall not exceed a period of 2 hours or 9:30pm, whichever is the sooner.
- 6d. If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.
- 18av. Whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise *in line with the Council's Financial Policies and Procedures.*

232. Financial Regulations

It was proposed by Cllr Rowlands, seconded by Cllr T Martin, and on being put to the meeting it was ***RESOLVED to adopt the new model Financial Regulations 2025.***

233. IT Policy

It was proposed by Cllr Gibson, seconded by Cllr T Martin, and on being put to the meeting it was ***RESOLVED to adopt the IT Policy.***

234. Grant Policy and Grant Applications

It was proposed by Cllr T Martin, seconded by Cllr Gibson, and on being put to the meeting it was ***RESOLVED to adopt the Grant Policy with the timeline for applications being 9th June 2025-31st July 2025.***

235. Internal Auditor's Year End Report

It was proposed by Cllr Rowlands, seconded by Cllr T Martin, and on being put to the meeting it was ***RECOMMENDED to accept the Internal Auditor's Year End Report and the AGAR for approval by full Council.***

236. Cyber Insurance

It was proposed by Cllr Rowlands, seconded by Cllr T Martin, and on being put to the meeting it was ***RESOLVED not to proceed with cyber insurance at this stage but to review the risk if felt appropriate to do so.***

237. Strategic Working Group

It was proposed by Cllr Gibson, seconded by Cllr T Martin, and on being put to the meeting it was ***RESOLVED to accept the Terms of Reference for the Strategic Working Group with the membership to be made up of Cllr Rowlands, Cllr C Martin, Cllr Eyre, and Cllr Saunders.***

238. Matters for Report

Start Time for Committee Meeting

Cllr Gibson asked for the start time of the Policy and Resources Committee meeting to be included on the agenda for the next meeting to see if there was any appetite to bring forward the start time to 7pm.

The meeting closed at 8.30pm