

Date **27/04/2026**  
Time **7:30 PM - 9:00 PM**  
Location **Guildhall**  
Present **Cllrs Rowlands, C Martin, T Martin, Gibson, Eyre, Saunders,  
Crayford**

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

# Policy and Resources Committee

Policy and Resources Committee  
Faversham Town Council

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 27<sup>th</sup> April 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 - 27 April 2026**

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**1 Apologies for Absence**

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**2 Declarations of Interest**

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**3 Minutes of the Previous Meeting and Matters Arising**

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**4 Year End Reports**

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**5 Earmarked Reserves**

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**6 Strategic Working Group Minutes**

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**7 Committees Report**

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**8 Meeting Calendar**

---

**9 Policy Review**

---

**10 Magna Carta Insurance**

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**11 Matters for Report**

# Table of contents

27/04/2026 7:30 PM - 9:00 PM

---

1 - Apologies for Absence 5

---

2 - Declarations of Interest 6

---

3 - Minutes of the Previous Meeting and Matters Arising 7

---

**Attachments**

Policy and Resources Committee Minutes 02.03.26 8

4 - Year End Reports 11

---

**Attachments**

Balance Sheet as at 31st March 2026 12

Final Quarter Expenditure Against Budget Report 2025-2026 15

5 - Earmarked Reserves 24

---

**Attachments**

Earmarked Reserves 25

6 - Strategic Working Group Minutes 27

---

**Attachments**

Strategic Working Group Minutes 09.03.26 28

7 - Committees Report 31

---

**Attachments**

Report on Committees 27.04.26 32

8 - Meeting Calendar	35
----------------------	----

---

**Attachments**

Meeting Calendar 2026-2027 draft	36
----------------------------------	----

9 - Policy Review	38
-------------------	----

---

**Attachments**

List of Policies Updated 31.03.26	39
-----------------------------------	----

10 - Magna Carta Insurance	43
----------------------------	----

---

11 - Matters for Report	44
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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.

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## 3 - Minutes of the Previous Meeting and Matters Arising

To receive the Minutes of the Policy and Resources Committee dated 6th October 2025 and any matters arising, not elsewhere on the Agenda.

### **Attachments**

[Policy and Resources Committee Minutes 02.03.26.pdf](#)

## Policy and Resources Committee Minutes 02.03.26

3 - Minutes of the Previous Meeting and Matters Arising

Last modified: 20/04/2026

**Minutes of the Policy & Resources Committee**  
Monday 2<sup>nd</sup> March 2026, 7:30pm  
The Guildhall

**Present:**

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

**In attendance:**

Louise Bareham (Town Clerk)

**Public Questions:**

None.

**308 Apologies for Absence**

Apologies were received from Cllrs Saunders and Crayford.

**309 Declarations of Interest**

None.

**310 Minutes of the Previous Meeting and Matters Arising**

It was proposed by Cllr T Martin, seconded by Cllr Eyre, and on being put to the meeting it was **RESOLVED to accept the Minutes of the Policy and Resources Committee meeting dated 2<sup>nd</sup> February 2026.**

**Decision:** The minutes of the Policy and Resources Committee meeting dated 2<sup>nd</sup> February 2026 were approved.

**311 Monthly Reports**

The monthly reports were noted.

**312 Strategic Working Group Minutes**

It was proposed by Cllr C Martin, seconded by Cllr Rowlands, and on being put to the meeting it was **RESOLVED to accept the Minutes of the Strategic Working Group meeting dated 9<sup>th</sup> February 2026.**

**Decision:** The minutes from the Strategic Working Group meeting dated 9<sup>th</sup> February 2026 were approved.

**313 Internal Control Statement**

The Internal Control Statement for 2026-2027 was reviewed.

It was proposed by Cllr T Martin, seconded by Cllr C Martin, and on being put to the meeting it was **RESOLVED to accept the Internal Control Statement.**

**Decision:** The Internal Control Statement for 2026-2027 was noted and approved.

### **314 Risk Assessment and Management Strategy 2026-2027**

It was proposed by Cllr T Martin, seconded by Cllr Eyre, and on being put to the meeting it was **RESOLVED to accept the Risk Assessment and Management Strategy 2026-2027.**

**Decision:** The Risk Assessment and Management Strategy for 2026-2027 was approved.

### **315 Grant Policy**

The committee considered the initial report establishing Faversham and District Community Lottery small grants. The chair highlighted the importance of supporting smaller, non-constituted groups that serve the residents of Faversham. The discussion included considerations for setting limits on the number of applications per organisation to prevent abuse of the system. The committee agreed that the grant policy should prioritise small, unregistered charities and organisations that serve the local community.

It was proposed by Cllr Gibson, seconded by Cllr T Martin, and on being put to the meeting it was **RESOLVED that the annual lucky draw be replaced with a rolling Small Grants Fund. The maximum grant level of £250 per application with development of a simple online application process and eligibility criteria.**

**Decision:** The establishment of Faversham and District Community Lottery small grants replacing the annual lucky draw was approved.

### **316 Matters for Report**

The chair mentioned an email received regarding changes to how town council meetings are run, which will be added to the next agenda for discussion.

**The meeting closed at 7.58pm**

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## 4 - Year End Reports

To note Year End Reports.

### **Attachments**

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

[Final Quarter Expenditure Against Budget Report 2025-2026.PDF](#)

## Balance Sheet as at 31st March 2026

4 - Year End Reports

Last modified: 20/04/2026

## Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
<b>Current Assets</b>			
427	Debtors	2,013	
9,285	VAT Control Account	19,844	
22,447	Prepayments	62,405	
4,437	Current/Deposit Account	49,890	
7	Deposit Account	7	
67,309	NatWest Liquidity Manager 35	68,822	
57,752	Lloyds Current Account	56,701	
93,313	Nationwide Savings Account	0	
59	Unity Trust Instant Access a/c	4,855	
11,327	Lloyds 32 Day Notice a/c	11,555	
102,454	CCLA Savings Account	17,454	
85,000	Unity Trust FT12	0	
0	Lloyds Instant Access 563	39,898	
25	Creditors	0	

**453,842****333,445****453,842 Total Assets****333,445**

31st March 2025		31st March 2026	
<b>Current Liabilities</b>			
0	Creditors	15,833	
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	5,208	
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	931	
0	Event: Medieval Festival	45	
0	Event: Christmas Night Market	65	
0	Event: Pirate Festival	240	
0	Event: Faversham in the 40s	260	
0	Event: Easter Fair	50	
0	Event: Howl-o-ween Dog Parade	30	
0	Event: Fun Day- Front Brents	70	
0	Event: Fun Day- Rec	70	

**6,998****25,354**

## Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

	<b>446,845</b>	<b>Total Assets Less Current Liabilities</b>	<b>308,091</b>
<b>Long Term Liabilities</b>			
<b>0</b>	<b>0</b>		
	<b>446,845</b>	<b>Total Assets Less Long Term Liabilities</b>	<b>308,091</b>
<b>Represented By</b>			
139,586	General Reserves		138,231
16,289	EMR Election Fund		24,289
23,000	EMR Front Brents Jetty		23,000
33,500	EMR Guildhall & Artefacts		3,130
5,542	EMR Tourism		4,542
11,400	EMR Neighbourhood Plan		0
15,000	EMR Environment/Allotments		14,069
23,000	EMR Active Travel		19,008
0	EMR Doddington Library		84
1,000	EMR Crime Research		0
4,000	EMR Public Spaces Projects		7,539
610	EMR Faversham Healthy Futures		150
5,200	EMR Planning Consultancy Fee		0
30,490	EMR Community Transport		0
0	EMR Community Development		6,000
10,000	EMR Stonebridge Pond Siltation		6,925
6,000	EMR North to South Walking Rt		0
56,120	EMR Creek		46,906
10,000	EMR Van Purchase		0
56,108	EMR Wayfinding		0
0	EMR Bee Posts		500
0	EMR War Memorial Garden		13,718
<b>446,845</b>			<b>308,091</b>

139,586	General Reserves	138,231
16,289	EMR Election Fund	24,289
23,000	EMR Front Brents Jetty	23,000
33,500	EMR Guildhall & Artefacts	3,130
5,542	EMR Tourism	4,542
11,400	EMR Neighbourhood Plan	0
15,000	EMR Environment/Allotments	14,069
23,000	EMR Active Travel	19,008
0	EMR Doddington Library	84
1,000	EMR Crime Research	0
4,000	EMR Public Spaces Projects	7,539
610	EMR Faversham Healthy Futures	150
5,200	EMR Planning Consultancy Fee	0
30,490	EMR Community Transport	0
0	EMR Community Development	6,000
10,000	EMR Stonebridge Pond Siltation	6,925
6,000	EMR North to South Walking Rt	0
56,120	EMR Creek	46,906
10,000	EMR Van Purchase	0
56,108	EMR Wayfinding	0
0	EMR Bee Posts	500
0	EMR War Memorial Garden	13,718
<b>446,845</b>		<b>308,091</b>

The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

Date : \_\_\_\_\_

## Final Quarter Expenditure Against Budget Report 2025- 2026

4 - Year End Reports

Last modified: 20/04/2026

## Detailed Income &amp; Expenditure by Budget Heading 20/04/2026

Month No: 12

## 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	13,569	6,000	(7,569)			226.1%	
1091 Cashback Credit	78	0	(78)			0.0%	
1842 Faversham Healthy Futures	200	0	(200)			0.0%	200
1900 Other Income	563	0	(563)			0.0%	
<b>Income :- Income</b>	<b>769,409</b>	<b>761,000</b>	<b>(8,409)</b>			<b>101.1%</b>	<b>200</b>
<b>Net Income</b>	<b>769,409</b>	<b>761,000</b>	<b>(8,409)</b>				
5001 less Transfer To EMR	200	0	(200)				
<b>Movement to/(from) Gen Reserve</b>	<b>769,209</b>	<b>761,000</b>	<b>(8,209)</b>				
<u>200</u> <u>Civic</u>							
4000 Annual Meeting & Civic Service	210	500	290		290	41.9%	
4010 Deputy Mayor's Expenses	300	300	0		0	100.0%	
4015 Industrial Bowls Competition	8	0	(8)		(8)	0.0%	
4020 Mayoral Allowance	1,507	1,800	293		293	83.7%	
4025 Mayoral Expenses	2,133	2,000	(133)		(133)	106.7%	
<b>Civic :- Indirect Expenditure</b>	<b>4,158</b>	<b>4,600</b>	<b>442</b>	<b>0</b>	<b>442</b>	<b>90.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,158)</b>	<b>(4,600)</b>	<b>(442)</b>				
<u>210</u> <u>Staffing &amp; Professional</u>							
1900 Other Income	1,000	0	(1,000)			0.0%	
<b>Staffing &amp; Professional :- Income</b>	<b>1,000</b>	<b>0</b>	<b>(1,000)</b>				<b>0</b>
4100 Salaries	252,765	305,000	52,235		52,235	82.9%	
4110 PAYE/National Insurance	81,050	60,000	(21,050)		(21,050)	135.1%	
4115 Pension	71,372	58,000	(13,372)		(13,372)	123.1%	
4120 Staff & Councillor Training	12,728	12,000	(728)		(728)	106.1%	
4135 Audit	3,091	4,000	909		909	77.3%	
4141 HR Expenses	4,392	4,000	(392)		(392)	109.8%	
4142 DBS	38	200	162		162	19.0%	
4150 Subscriptions	532	0	(532)		(532)	0.0%	
4165 Planning Consultancy Fee	1,924	6,000	4,076		4,076	32.1%	
<b>Staffing &amp; Professional :- Indirect Expenditure</b>	<b>427,892</b>	<b>449,200</b>	<b>21,308</b>	<b>0</b>	<b>21,308</b>	<b>95.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(426,892)</b>	<b>(449,200)</b>	<b>(22,308)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 20/04/2026

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Office and Administration</u>							
4105 Payroll	307	260	(47)		(47)	117.9%	
4125 Uniform	53	0	(53)		(53)	0.0%	
4145 Insurances	11,697	11,000	(697)		(697)	106.3%	
4150 Subscriptions	5,263	5,000	(263)		(263)	105.3%	
4155 Electoral Provision	0	8,000	8,000		8,000	0.0%	(8,000)
4160 Bank Charges	195	100	(95)		(95)	194.6%	
4161 Sumup Fee	0	10	10		10	0.8%	
4180 Hygiene	602	500	(102)		(102)	120.4%	
4215 Telephone/Alarm Lines	268	0	(268)		(268)	0.0%	
4220 Office Equipment	5,526	2,500	(3,026)		(3,026)	221.0%	
4225 IT Support & 365 Accounts	7,752	6,000	(1,752)		(1,752)	129.2%	
4230 Postage & Stationery	2,604	1,700	(904)		(904)	153.2%	
4234 Printer	2,032	2,500	468		468	81.3%	
4235 Printing & Advertising	364	500	136		136	72.8%	
4245 Meetings	548	500	(48)		(48)	109.6%	
4250 Newsletter	15,591	8,000	(7,591)		(7,591)	194.9%	
4650 Websites	813	200	(613)		(613)	406.5%	
4950 Rialtas Accounts Support	2,841	2,740	(101)		(101)	103.7%	
Office and Administration :- Indirect Expenditure	<b>56,454</b>	<b>49,510</b>	<b>(6,944)</b>	<b>0</b>	<b>(6,944)</b>	<b>114.0%</b>	<b>(8,000)</b>
<b>Net Expenditure</b>	<b>(56,454)</b>	<b>(49,510)</b>	<b>6,944</b>				
5000 plus Transfer From EMR	(8,000)	0	8,000				
<b>Movement to/(from) Gen Reserve</b>	<b>(64,454)</b>	<b>(49,510)</b>	<b>14,944</b>				
<u>225 Oare Gunpowder Works</u>							
	0	0	0		0	0.0%	
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>230 The Guildhall</u>							
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	<b>6,450</b>	<b>8,300</b>	<b>1,850</b>			<b>77.7%</b>	<b>0</b>
4200 Rates	3,343	3,500	157		157	95.5%	
4205 Electricity	3,110	3,500	390		390	88.9%	
4210 Water	257	250	(7)		(7)	102.8%	
4215 Telephone/Alarm Lines	599	500	(99)		(99)	119.8%	

## Detailed Income &amp; Expenditure by Budget Heading 20/04/2026

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	568	550	(18)		(18)	103.2%	
4325 Guildhall Lift Maintenance	216	1,500	1,284		1,284	14.4%	
4340 Guildhall Weddings Marketing	121	200	79		79	60.3%	
4341 Guildhall Weddings Licence	0	750	750		750	0.0%	
4343 PWL Guildhall External Works	32,438	15,000	(17,438)		(17,438)	216.3%	10,688
<b>The Guildhall :- Indirect Expenditure</b>	<b>51,050</b>	<b>29,750</b>	<b>(21,300)</b>	<b>0</b>	<b>(21,300)</b>	<b>171.6%</b>	<b>18,889</b>
<b>Net Income over Expenditure</b>	<b>(44,600)</b>	<b>(21,450)</b>	<b>23,150</b>				
5000 plus Transfer From EMR	18,889	0	(18,889)				
<b>Movement to/(from) Gen Reserve</b>	<b>(25,711)</b>	<b>(21,450)</b>	<b>4,261</b>				
<u>240 Front Brents Jetty and Mooring</u>							
1400 Front Brents Moorings	4,859	3,000	(1,859)			162.0%	
1410 Belvedere Road Moorings	3,112	3,000	(112)			103.7%	
<b>Front Brents Jetty and Mooring :- Income</b>	<b>7,971</b>	<b>6,000</b>	<b>(1,971)</b>			<b>132.9%</b>	<b>0</b>
4140 Legal & Professional	70	0	(70)		(70)	0.0%	
4205 Electricity	185	100	(85)		(85)	184.5%	
4210 Water	163	100	(63)		(63)	162.6%	
4305 Maintenance	0	2,500	2,500		2,500	0.0%	
<b>Front Brents Jetty and Mooring :- Indirect Expenditure</b>	<b>417</b>	<b>2,700</b>	<b>2,283</b>	<b>0</b>	<b>2,283</b>	<b>15.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>7,554</b>	<b>3,300</b>	<b>(4,254)</b>				
<u>241 Heritage, Buildings &amp; Creek</u>							
1200 Grants Received	3,708	0	(3,708)			0.0%	3,708
1250 T S Hazard / Town Quay Income	9,285	0	(9,285)			0.0%	450
<b>Heritage, Buildings &amp; Creek :- Income</b>	<b>12,993</b>	<b>0</b>	<b>(12,993)</b>				<b>4,158</b>
4165 Planning Consultancy Fee	943	0	(943)		(943)	0.0%	
4268 Map Project	861	0	(861)		(861)	0.0%	
4269 Heritage & Buildings Projects	26,059	7,000	(19,059)		(19,059)	372.3%	13,065
4271 Creek Bridge	12,814	0	(12,814)		(12,814)	0.0%	9,214
4800 Town Regalia	5,169	5,000	(169)		(169)	103.4%	450
<b>Heritage, Buildings &amp; Creek :- Indirect Expenditure</b>	<b>45,846</b>	<b>12,000</b>	<b>(33,846)</b>	<b>0</b>	<b>(33,846)</b>	<b>382.1%</b>	<b>22,729</b>
<b>Net Income over Expenditure</b>	<b>(32,854)</b>	<b>(12,000)</b>	<b>20,854</b>				
5000 plus Transfer From EMR	22,729	0	(22,729)				
5001 less Transfer To EMR	4,158	0	(4,158)				
<b>Movement to/(from) Gen Reserve</b>	<b>(14,283)</b>	<b>(12,000)</b>	<b>2,283</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 20/04/2026

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>245</u> <u>Facilities Management</u>							
4125 Uniform	1,213	200	(1,013)		(1,013)	606.3%	
4145 Insurances	1,743	1,000	(743)		(743)	174.3%	
4170 Vehicles	13,000	1,000	(12,000)		(12,000)	1300.0%	10,000
4175 Vehicle Fuel	1,596	700	(896)		(896)	228.0%	
4215 Telephone/Alarm Lines	610	250	(360)		(360)	244.0%	
4260 Facilities Manager Equipment	2,946	2,000	(946)		(946)	147.3%	
4264 Storage Container	1,440	1,400	(40)		(40)	102.9%	
4265 Facilities Manager Miscellaneo	1,956	1,500	(456)		(456)	130.4%	
4756 War Memorials	190	0	(190)		(190)	0.0%	
Facilities Management :- Indirect Expenditure	<b>24,695</b>	<b>8,050</b>	<b>(16,645)</b>	<b>0</b>	<b>(16,645)</b>	<b>306.8%</b>	<b>10,000</b>
<b>Net Expenditure</b>	<b>(24,695)</b>	<b>(8,050)</b>	<b>16,645</b>				
5000 plus Transfer From EMR	10,000	0	(10,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>(14,695)</b>	<b>(8,050)</b>	<b>6,645</b>				
<u>250</u> <u>Grants</u>							
1200 Grants Received	825	0	(825)			0.0%	725
Grants :- Income	<b>825</b>	<b>0</b>	<b>(825)</b>				<b>725</b>
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	<b>45,000</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(44,175)</b>	<b>(45,000)</b>	<b>(825)</b>				
5001 less Transfer To EMR	725	0	(725)				
<b>Movement to/(from) Gen Reserve</b>	<b>(44,900)</b>	<b>(45,000)</b>	<b>(100)</b>				
<u>255</u> <u>Community</u>							
1615 Spring Fair Income	75	0	(75)			0.0%	
1664 50th Anniversary Badges	15	0	(15)			0.0%	
1710 Faversham Lottery	6,716	6,000	(716)			111.9%	
Community :- Income	<b>6,806</b>	<b>6,000</b>	<b>(806)</b>			<b>113.4%</b>	<b>0</b>
4804 Community Projects	854	7,000	6,146		6,146	12.2%	(6,000)
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

Continued over page

09:04

## Detailed Income &amp; Expenditure by Budget Heading 20/04/2026

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4906 Fav & Dist Community Lottery	9,020	0	(9,020)		(9,020)	0.0%	
Community :- Indirect Expenditure	<b>45,292</b>	<b>41,000</b>	<b>(4,292)</b>	<b>0</b>	<b>(4,292)</b>	<b>110.5%</b>	<b>(5,000)</b>
<b>Net Income over Expenditure</b>	<b>(38,487)</b>	<b>(35,000)</b>	<b>3,487</b>				
5000 plus Transfer From EMR	(5,000)	0	5,000				
<b>Movement to/(from) Gen Reserve</b>	<b>(43,487)</b>	<b>(35,000)</b>	<b>8,487</b>				
<b>256 Community Bus</b>							
1320 Community Bus Income	1,235	3,500	2,265			35.3%	
1330 Community Bus Ticket Income	6,967	2,000	(4,967)			348.3%	
Community Bus :- Income	<b>8,202</b>	<b>5,500</b>	<b>(2,702)</b>			<b>149.1%</b>	<b>0</b>
4145 Insurances	6,498	0	(6,498)		(6,498)	0.0%	
4170 Vehicles	20,873	0	(20,873)		(20,873)	0.0%	30,490
4175 Vehicle Fuel	4,681	3,000	(1,681)		(1,681)	156.0%	
4176 Community Bus	1,114	5,000	3,886		3,886	22.3%	
4215 Telephone/Alarm Lines	192	0	(192)		(192)	0.0%	
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	<b>34,316</b>	<b>9,840</b>	<b>(24,476)</b>	<b>0</b>	<b>(24,476)</b>	<b>348.7%</b>	<b>30,490</b>
<b>Net Income over Expenditure</b>	<b>(26,114)</b>	<b>(4,340)</b>	<b>21,774</b>				
5000 plus Transfer From EMR	30,490	0	(30,490)				
<b>Movement to/(from) Gen Reserve</b>	<b>4,376</b>	<b>(4,340)</b>	<b>(8,716)</b>				
<b>260 Tourism &amp; Visitor Development</b>							
4150 Subscriptions	25	0	(25)		(25)	0.0%	
4215 Telephone/Alarm Lines	186	0	(186)		(186)	0.0%	
4600 Website/Social Media	1,345	3,500	2,155		2,155	38.4%	
4620 FTC Leaflets	1,835	2,000	165		165	91.8%	1,000
4640 What's On Guide	849	0	(849)		(849)	0.0%	
Tourism & Visitor Development :- Indirect Expenditure	<b>4,240</b>	<b>5,500</b>	<b>1,260</b>	<b>0</b>	<b>1,260</b>	<b>77.1%</b>	<b>1,000</b>
<b>Net Expenditure</b>	<b>(4,240)</b>	<b>(5,500)</b>	<b>(1,260)</b>				
5000 plus Transfer From EMR	1,000	0	(1,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>(3,240)</b>	<b>(5,500)</b>	<b>(2,260)</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 20/04/2026

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>261 Charter Exhibition</u>							
1835 Magna Carta Income	1,075	600	(475)			179.2%	
1836 Magna Carta Merchandise Income	919	500	(419)			183.8%	
Charter Exhibition :- Income	<b>1,994</b>	<b>1,100</b>	<b>(894)</b>			<b>181.3%</b>	<b>0</b>
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	214	2,000	1,786		1,786	10.7%	
4305 Maintenance	237	0	(237)		(237)	0.0%	
4650 Websites	65	100	35		35	65.0%	
Charter Exhibition :- Indirect Expenditure	<b>27,563</b>	<b>29,100</b>	<b>1,537</b>	<b>0</b>	<b>1,537</b>	<b>94.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(25,569)</b>	<b>(28,000)</b>	<b>(2,431)</b>				
<u>265 Events</u>							
1635 Pirate Festival	3	0	(3)			0.0%	
1650 Event Income	9,315	7,000	(2,315)			133.1%	
Events :- Income	<b>9,318</b>	<b>7,000</b>	<b>(2,318)</b>			<b>133.1%</b>	<b>0</b>
4670 Remembrance Day	380	500	120		120	76.1%	
4905 Community Events	33,562	30,000	(3,562)		(3,562)	111.9%	
Events :- Indirect Expenditure	<b>33,943</b>	<b>30,500</b>	<b>(3,443)</b>	<b>0</b>	<b>(3,443)</b>	<b>111.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(24,625)</b>	<b>(23,500)</b>	<b>1,125</b>				
<u>270 Environment</u>							
1200 Grants Received	120	0	(120)			0.0%	120
Environment :- Income	<b>120</b>	<b>0</b>	<b>(120)</b>				<b>120</b>
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%	(6,000)
4867 Environment Projects	12,023	7,000	(5,023)		(5,023)	171.8%	3,376
4901 Public Spaces Projects	2,461	0	(2,461)		(2,461)	0.0%	2,461
Environment :- Indirect Expenditure	<b>19,251</b>	<b>17,250</b>	<b>(2,001)</b>	<b>0</b>	<b>(2,001)</b>	<b>111.6%</b>	<b>587</b>
<b>Net Income over Expenditure</b>	<b>(19,131)</b>	<b>(17,250)</b>	<b>1,881</b>				
5000 plus Transfer From EMR	587	0	(587)				
5001 less Transfer To EMR	120	0	(120)				
<b>Movement to/(from) Gen Reserve</b>	<b>(18,664)</b>	<b>(17,250)</b>	<b>1,414</b>				

## Detailed Income &amp; Expenditure by Budget Heading 20/04/2026

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>275 Active Travel</u>							
1667 Bike Hangar	3,725	300	(3,425)			1241.7%	
Active Travel :- Income	<b>3,725</b>	<b>300</b>	<b>(3,425)</b>			<b>1241.7%</b>	<b>0</b>
4274 Active Travel Month + Event	3,281	3,000	(281)		(281)	109.4%	281
4870 Project & Consultancy	16,711	7,000	(9,711)		(9,711)	238.7%	9,711
4904 Wayfinding	76,354	0	(76,354)		(76,354)	0.0%	56,108
Active Travel :- Indirect Expenditure	<b>96,346</b>	<b>10,000</b>	<b>(86,346)</b>	<b>0</b>	<b>(86,346)</b>	<b>963.5%</b>	<b>66,100</b>
<b>Net Income over Expenditure</b>	<b>(92,621)</b>	<b>(9,700)</b>	<b>82,921</b>				
5000 plus Transfer From EMR	66,100	0	(66,100)				
<b>Movement to/(from) Gen Reserve</b>	<b>(26,520)</b>	<b>(9,700)</b>	<b>16,820</b>				
<u>280 Special Provision</u>							
1255 Ham Marshes	39,880	0	(39,880)			0.0%	3,005
1900 Other Income	84	0	(84)			0.0%	
Special Provision :- Income	<b>39,964</b>	<b>0</b>	<b>(39,964)</b>				<b>3,005</b>
4165 Planning Consultancy Fee	2,322	0	(2,322)		(2,322)	0.0%	
4780 Doddington Library	141	0	(141)		(141)	0.0%	141
4825 Special Projects	4,999	3,500	(1,499)		(1,499)	142.8%	1,059
4826 Ham Marshes	22,472	0	(22,472)		(22,472)	0.0%	19,605
Special Provision :- Indirect Expenditure	<b>29,934</b>	<b>3,500</b>	<b>(26,434)</b>	<b>0</b>	<b>(26,434)</b>	<b>855.2%</b>	<b>20,805</b>
<b>Net Income over Expenditure</b>	<b>10,030</b>	<b>(3,500)</b>	<b>(13,530)</b>				
5000 plus Transfer From EMR	20,805	0	(20,805)				
5001 less Transfer To EMR	3,005	0	(3,005)				
<b>Movement to/(from) Gen Reserve</b>	<b>27,831</b>	<b>(3,500)</b>	<b>(31,331)</b>				
<u>290 12 Market Place Premises</u>							
1310 12 Market Place Lettings	3,001	3,500	499			85.7%	
12 Market Place Premises :- Income	<b>3,001</b>	<b>3,500</b>	<b>499</b>			<b>85.7%</b>	<b>0</b>
4200 Rates	6,437	3,000	(3,437)		(3,437)	214.6%	
4205 Electricity	10,591	14,000	3,409		3,409	75.6%	
4210 Water	6,701	2,200	(4,501)		(4,501)	304.6%	
4215 Telephone/Alarm Lines	2,914	1,600	(1,314)		(1,314)	182.2%	
4237 Recycling Waste Collection	1,078	500	(578)		(578)	215.5%	
4290 Loan Repayment	43,493	43,500	7		7	100.0%	
4305 Maintenance	7,183	2,000	(5,183)		(5,183)	359.2%	1,725

## Detailed Income &amp; Expenditure by Budget Heading 20/04/2026

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4306 Alarm Maintenance	319	1,400	1,081		1,081	22.8%	
4310 Window Cleaning	1,028	1,000	(28)		(28)	102.8%	
4326 12 Market Lift Maintenance	933	1,000	67		67	93.3%	
12 Market Place Premises :- Indirect Expenditure	<b>80,677</b>	<b>70,200</b>	<b>(10,477)</b>	<b>0</b>	<b>(10,477)</b>	<b>114.9%</b>	<b>1,725</b>
<b>Net Income over Expenditure</b>	<b>(77,676)</b>	<b>(66,700)</b>	<b>10,976</b>				
5000 plus Transfer From EMR	1,725	0	(1,725)				
<b>Movement to/(from) Gen Reserve</b>	<b>(75,951)</b>	<b>(66,700)</b>	<b>9,251</b>				
<u>300 Memorial</u>							
1220 Memorials	3,000	0	(3,000)			0.0%	
1663 War Memorial Fund	13,718	0	(13,718)			0.0%	13,718
Memorial :- Income	<b>16,718</b>	<b>0</b>	<b>(16,718)</b>				<b>13,718</b>
4755 Memorials	175	0	(175)		(175)	0.0%	
Memorial :- Indirect Expenditure	<b>175</b>	<b>0</b>	<b>(175)</b>	<b>0</b>	<b>(175)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>16,543</b>	<b>0</b>	<b>(16,543)</b>				
5001 less Transfer To EMR	13,718	0	(13,718)				
<b>Movement to/(from) Gen Reserve</b>	<b>2,825</b>	<b>0</b>	<b>(2,825)</b>				
Grand Totals:- Income	<b>888,495</b>	<b>798,700</b>	<b>(89,795)</b>			<b>111.2%</b>	
Expenditure	<b>1,027,249</b>	<b>817,700</b>	<b>(209,549)</b>	<b>0</b>	<b>(209,549)</b>	<b>125.6%</b>	
<b>Net Income over Expenditure</b>	<b>(138,754)</b>	<b>(19,000)</b>	<b>119,754</b>				
plus Transfer From EMR	<b>159,326</b>	0	(159,326)				
less Transfer To EMR	<b>21,926</b>	0	(21,926)				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,354)</b>	<b>(19,000)</b>	<b>(17,646)</b>				

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## 5 - Earmarked Reserves

To note and agree the Earmarked Reserves at 31st March 2026.

### **Attachments**

[Earmarked Reserves.PDF](#)

## Earmarked Reserves

5 - Earmarked Reserves

Last modified: 20/04/2026

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR Election Fund	16,289.00	8,000.00	24,289.00
322 EMR Front Brents Jetty	23,000.00		23,000.00
323 EMR Guildhall & Artefacts	33,500.00	-30,370.13	3,129.87
333 EMR Tourism	5,542.00	-1,000.00	4,542.00
338 EMR Neighbourhood Plan	11,400.00	-11,400.00	0.00
340 EMR Environment/Allotments	15,000.00	-931.39	14,068.61
341 EMR Active Travel	23,000.00	-3,992.00	19,008.00
344 EMR Doddington Library	0.00	84.00	84.00
345 EMR Crime Research	1,000.00	-1,000.00	0.00
347 EMR Public Spaces Projects	4,000.00	3,538.63	7,538.63
349 EMR Faversham Healthy Futures	610.00	-460.00	150.00
353 EMR Planning Consultancy Fee	5,200.00	-5,200.00	0.00
354 EMR Community Transport	30,490.00	-30,490.00	0.00
358 EMR Community Development	0.00	6,000.00	6,000.00
361 EMR Stonebridge Pond Siltation	10,000.00	-3,074.58	6,925.42
362 EMR North to South Walking Rt	6,000.00	-6,000.00	0.00
363 EMR Creek	56,120.00	-9,214.00	46,906.00
364 EMR Van Purchase	10,000.00	-10,000.00	0.00
365 EMR Wayfinding	56,108.31	-56,108.31	0.00
367 EMR Bee Posts	0.00	500.00	500.00
368 EMR War Memorial Garden	0.00	13,717.70	13,717.70
	<b>307,259.31</b>	<b>-137,400.08</b>	<b>169,859.23</b>

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## 6 - Strategic Working Group Minutes

To approve the Minutes of the Strategic Working Group dated 9th March 2026.

### **Attachments**

[Strategic Working Group Minutes 09.03.26.pdf](#)

## Strategic Working Group Minutes 09.03.26

6 - Strategic Working Group Minutes

Last modified: 14/04/2026

## Strategic Working Group Agenda

Monday 9<sup>th</sup> March 2026

12 Market Place

Present: Cllrs Rowlands, C Martin, Eyre

In Attendance: Town Clerk

1. Apologies

Apologies were received from Cllr Saunders.

2. Minutes and Matters Arising

Previous minutes were noted.

3. Land at North Preston

Fence Issue Update: Progress on resolving the back fence issue at Rose Cottage remains stagnant. Cllr Cook is liaising with the owner, who is seeking legal assistance but has not yet succeeded.

Land Acquisition Strategy: Southern Housing is prepared to draft heads of terms for land acquisition. Engaging solicitors to address legal issues related to any liabilities or ownership of the fence before proceeding was essential. Southern Housing plans to impose caveats to ensure the land remains a community asset and cannot be sold for housing development, which was agreed.

Recommendation: To obtain quotes for legal work.

4. Swimming Pools

Swimming Pool Charity Setup: Concerns were raised about liabilities associated with taking over an existing charity managing the swimming pool. The council favours establishing a new charity to ensure transparency and avoid potential legal complications.

Recommendation: That the Town Council agrees to become the Charitable Trustee for the land at Faversham Pools bought by public subscription.

To obtain legal work quotes for setting up a new charity, with the aim of completing this process before the new leisure contract begins in 2027.

5. Committees

Committee Restructuring Proposal: It was suggested that Active Travel Committee be proposed for dissolution. Its functions could be distributed across

other committees such as Environment and Community. This restructuring would aim to consolidate committees for better resource management and operational efficiency.

**Committee Membership Balancing:** A proposal was discussed to ensure committee membership includes representatives from all wards while maintaining political balance. This approach seeks to ensure equitable representation and efficient functioning of committees.

**Governance Model Adjustment:** A proposal was suggested to include committee chairs and vice-chairs in the Policy and Resources (P&R) Committee to enhance oversight and streamline decision-making.

**Co-option Policy Revision:** It was suggested that the current policy allowing committees to co-opt up to three members could be replaced with an invite-only approach. This change would aim to ensure efficiency by involving external members only when necessary for specific expertise or input.

**Action:** It was agreed that the Town Clerk would bring a formal proposal to the next Policy and Resources Committee for discussion.

6. Date of Next Meeting

To be agreed.

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## 7 - Committees Report

To receive and consider the report on committees.

### **Attachments**

[Report on Committees 27.04.26.pdf](#)

## Report on Committees 27.04.26

7 - Committees Report

Last modified: 14/04/2026

## **Policy and Resources Committee 27<sup>th</sup> April 2026**

### **Subject: Review of Committee Structure and Governance Arrangements**

#### **1. Purpose of Report**

To present for consideration a series of proposals relating to the structure, membership, and governance of Council committees, following recent discussions regarding operational efficiency, representation, and oversight.

The proposals set out in this report are intended to improve the efficiency, oversight, and representational balance of the Council's committee system.

#### **2. Background**

At the Strategic Working Group held on 9<sup>th</sup> March 2026, concerns were raised concerning the effectiveness of the current committee structure and governance model.

These proposals seek to ensure that the Council's decision-making arrangements remain efficient, representative, and aligned with current operational needs.

This report brings those matters forward as a formal proposal for committee consideration.

#### **3. Committee Restructuring Proposal**

It has been suggested that the Active Travel Committee be considered for dissolution.

The rationale for this proposal is that its core functions overlap significantly with the remit of existing committees, particularly the Environment and Community Committees.

Redistributing these responsibilities could reduce duplication of agenda items and streamline officer support requirements, while improving member attendance.

Should this be agreed terms of reference for all committees would need to be reviewed and agreed.

#### **4. Committee Membership Balancing**

A proposal has been suggested to strengthen committee membership arrangements by seeking representation from all wards of the town, while continuing to maintain political balance requirements.

The purpose of this proposal is to ensure equitable geographic representation. This may require a review of committee seat allocation, nominations processes and political balance principles.

## **6. Governance Model Adjustment**

It has been suggested that Committee Chairs and possibly Vice-Chairs be included within the membership of the Policy and Resources Committee. This adjustment is intended to strengthen strategic oversight and improve communication between committees

Such a model would enable the Policy and Resources Committee to operate as a more effective coordinating body for Council business. Members may wish to consider whether this should be in addition to existing membership or as part of a revised committee composition.

## **7. Co-option Policy Revision**

The Council currently permits committees to co-opt up to three members.

It has been suggested that this standing provision be replaced with an invite-only approach, whereby external participants are invited only where specific expertise, stakeholder input, or technical advice is required.

Potential benefits include clearer governance arrangements and targeted use of external expertise. This approach would retain flexibility while ensuring co-option is used only where necessary and proportionate.

## **2. Recommendations**

Members are asked to consider and recommend to Council:

1. That the Active Travel Committee be dissolved, with its functions and responsibilities redistributed to the Environment Committee and Community Committee as appropriate.
2. That committee membership arrangements be reviewed to ensure, where practicable, representation from all wards while maintaining political proportionality.
3. That the composition of the Policy and Resources Committee be amended to include committee Chairs (and Vice-Chairs) in order to strengthen strategic oversight and improve coordination across committees.
4. That the current co-option policy be revised, replacing the standing provision allowing up to three co-opted members per committee with an invite-only model for external participation where specialist expertise is required.

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## 8 - Meeting Calendar

To agree the draft meeting calendar.

### **Attachments**

[Meeting Calendar 2026-2027 draft .pdf](#)

## Meeting Calendar 2026-2027 draft

8 - Meeting Calendar

Last modified: 20/04/2026

FAVERSHAM TOWN COUNCIL

MEETING CALENDAR

2026-2027

	Start Time	May 2026	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2027	Feb	Mar	Apr	May
<b>Full Council</b>				S			S			S			S	
Town Council (2 <sup>nd</sup> Mon)	7pm		8	13	10	14	12	9	14	11	8	8	12	
Planning Committee (2 <sup>nd</sup> and 4 <sup>th</sup> Mon)	6pm	11 26 (Tues)	8 22	13 27	10	14 28	12 26	9 23	14	11 25	8 22	8 22	12 26	25
Annual Finance Meeting	7pm									18				
Annual Council Meeting	7pm	18												17
Mayor Making	7pm	11												24
Annual Town Meeting	7pm											16		
<b>Committees</b>														
Active Travel Committee (1 <sup>st</sup> Thurs)	7.30pm	7	4	2		3	1	5		7	4	4	1	
Community Committee (3 <sup>rd</sup> Mon)	7.30pm	18	15	20		15	19	16		18	15	15	19	
Environment Committee (2 <sup>nd</sup> Wed)	7.30pm	13	10	8		9	14	11		13	10	10	14	
Heritage, Buildings and Creek Committee (1 <sup>st</sup> Wed)	7.30pm	6	3	1		2	7	4	2		3	3	7	
Policy & Resources Committee (1 <sup>st</sup> Mon)	7.30pm	4	1	6		7	5	2	7		1	1	5	
<b>Sub-Committees/Working Groups Reporting to Town Council</b>														
Staffing Committee	6pm		1			7			7			1		

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## 9 - Policy Review

To note the policy review schedule.

### **Attachments**

[List of Policies Updated 31.03.26.pdf](#)

## List of Policies Updated 31.03.26

9 - Policy Review

Last modified: 20/04/2026

## LIST OF POLICIES

Available at [www.favershamtowncouncil.gov.uk](http://www.favershamtowncouncil.gov.uk)

### Strategic Policies

<b>Policy Name</b>	<b>Last Review Date</b>	<b>Next Review Date</b>
Annual Meeting Procedure Policy		June 2027
Community Engagement Strategy	June 2024	June 2026
Complaints Policy	June 2024	June 2026
Equality, Diversity and Inclusion Policy	December 2025	June 2027
Flag Flying Policy	September 2024	September 2026
General Terms of Reference for Committees	June 2024	May 2026
Health and Safety Policy	June 2024	May 2026
Honorary Freeman Policy	May 2025	May 2029
Member / Officer Protocol	May 2025	May 2027
Non-Councillor Member Policy	April 2024	April 2026
Planning Protocol	March 2025	May 2027
Publication Scheme	December 2025	June 2027
Robe Wearing Protocol	September 2024	September 2026
Scheme of Delegation	May 2025	June 2026
Social Media and Electronic Communication Policy	December 2025	June 2027
Social Media Civility Respect Guide and Policy Statement	September 2023	May 2026
Standing Orders	June 2025	June 2026
Statement on Delivering Value for Money	July 2024	2028
Statement on Engaging with the Community on Issues Related to the Environment and Climate Change	July 2024	2028

Statement on Managing the Performance of the Council as a Corporate Body	July 2024	2028
Statement on Providing Leadership in Planning for the Future of the Community	July 2024	2028
Strategic Plan 2024-2028		2026
Vexatious Complainant Policy	September 2023	June 2026
Website Accessibility Statement	April 2024	June 2026

### Finance Policies

<b>Policy Name</b>	<b>Last Review Date</b>	<b>Next Review Date</b>
Financial Risk Assessment and Management Strategy	March 2026	April 2027
Financial Regulations	June 2025	June 2026
Grant Making Policy	June 2025	June 2026
Internal Control Statement	March 2026	April 2027
Investment Policy and Strategy	October 2025	October 2028
Reserves Policy	February 2025	June 2026
Youth Grant Fund Policy	June 2024	June 2026

## GDPR Policies

<b>Policy Name</b>	<b>Last Review Date</b>	<b>Next Review Date</b>
Breach Notification Policy	December 2025	June 2027
Document Retention Policy	December 2025	June 2027
Naming Members of the Public in Minutes Policy	November 2018	
Filming and Recording of Meetings Policy	January 2019	
Public Participation Policy	May 2020	
Privacy Notice – Public	December 2025	June 2027
Privacy Notice – Employees	December 2025	June 2027
Subject Access Request Policy	April 2018	

## HR Policies

<b>Policy Name</b>	<b>Last Review Date</b>	<b>Next Review Date</b>
Dignity at Work Policy	September 2023	May 2026
FTC Employee Handbook	August 2024	May 2026
Lone Working Policy	September 2024	May 2026
Safeguarding Policy*	January 2025	May 2027
Statement on Managing the Performance of Staff	July 2024	2028
Training and Development Policy	June 2024	May 2026
Volunteer Policy	September 2024	May 2026

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## 10 - Magna Carta Insurance

To approve insurance for Magna Carta and other charters, all as previous years. Final cost will be advised at the meeting but is within current budget, broker is enquiring whether there are alternative options. Insurance expires 15th May 2026.

## 11 - Matters for Report

Items for the next agenda.