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All members of the Faversham Town Council Policy and Resources Committee

You are hereby summoned to attend a meeting of the Faversham Town Council Policy and Resources Committee to be held on **Monday 6th July 2026** at **7.30pm** in The Guildhall, for the purpose of considering and resolving the business to be transacted as set out in this agenda. This meeting will be hybrid and members of the public may attend remotely.

Sarah Muteham PSLCC, Town Clerk S. Muteham 30th June 2026

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

AGENDA

1. **Apologies for Absence and Substitutions**
   To receive and approve apologies for absence and any substitutions.

2. **Declarations of Pecuniary and Non-Pecuniary Interests**
   Members who have an interest to declare on any items on the Agenda, must declare the existence and nature of it at the start of the meeting and act in accordance with the Council's Code of Conduct (s27 Localism Act 2011).

3. **Minute of the previous meeting**
   To note minutes of the Policy and Resources Committee meeting held on 1st June 2026 *(Appendix A)*

4. **Monthly reports**
   To note month 2 financial reports.

5. **Policies**
   a) To review Vexatious Complaints Policy *(unchanged)*
   b) To review Scheme of Delegation (*minor amendments*)
   c) To review Website Accessibility Statement *(fully updated)*
   d) To review Armed Forces and Reservist Employment Policy *(minor amendment)*
   e) To review Staff Handbook *(minor amendment)*

6. **Faversham Pools**
   To consider quotes for legal advice on the council becoming a charitable trustee and agree further action (tabled).

7. **Internal Audit**
To consider quotes for internal audit work and appoint internal auditor and agree further action (tabled).

8. **Strategic Working Group**
To consider approving Cllr Crayford-s motion on disbanding the Strategy Working Group *(Appendix B)*.

9. **Action Plan**
To review and update Annual Action Plan *(Appendix C)*.

10. **Section 106**
To consider and agree suggestions for future S106 requirements, to be submitted to the Town Council's Planning Committee *(Appendix D)*.

11. **Matters for report**
Items for future agenda

Appendix A

Minutes of the Policy & Resources Committee
Monday 1st June 2026, 7:30pm
The Guildhall

Present:

Cllr C Martin (Chair)	Present		Cllr Gibson	Present
Cllr B Martin	Present		Cllr Rowlands	Present
Cllr Eyre	Apology		Cllr Saunders	Present
Cllr Crayford	Present			

In attendance:
Sarah Muteham (Town Clerk)

Public Questions:
Maria Newman queried information on the balance sheet. The Town Clerk advised she would investigate and advise.

Maria Newman asked if anything had changed in the 2026 Standing Orders. The Town Clerk responded noting the content was the same as the previous version.

328 To Elect Vice Chair

It was proposed by Cllr Rowlands, seconded by Cllr Gibson, and on being put to the meeting it was ***RESOLVED to elect Cllr B Martin as Vice Chair.***
Decision: Cllr B Martin was elected as Vice Chair.

329 Apologies for Absence and Substitutions

An apology for absence was received and accepted from Cllr Eyre.

330 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr Rowlands DNPI as Town Council nominated Trustee of Faversham Pools.

331 Minutes of the Previous Meeting and Matters Arising

It was proposed by Cllr Gibson, seconded by Cllr Rowlands, and on being put to the meeting it was ***RESOLVED to accept the Minutes of the Policy and Resources Committee meeting dated 27th April 2026.***

Cllr Crayford referred to Minute Item 319 where it had been agreed to include an item on this agenda about the running of Town Council Meetings. It had also been agreed under Minute Item 327 to have an agenda item for the Strategic Working Group. Cllr Crayford requested these items be included on the next meeting agenda. Cllr Crayford would resend his motion to disband the Strategic Working Group to the Town Clerk.
Decision: The minutes of the Policy and Resources Committee meeting dated 27th April 2026 were approved.

332 Monthly Reports

The Monthly Reports were noted.
Cllr Saunders queried item 1470 Vehicles under 256 Community Bus which showed £20,500 expenditure against a budget of £11,000. The Town Clerk advised she would investigate and advise.

333 Policies

a) **Policy and Resources Committee Terms of Reference**

It was proposed by Cllr Rowlands, seconded by Cllr Gibson, and on being put to the meeting it was ***RESOLVED to accept the Policy and Resources Committee Terms of Reference subject to some minor formatting amendments.***

Cllr Saunders referred to work needed to develop an action plan for the forthcoming year. It was agreed this would be added to the next meeting agenda.

<u>Decision</u>: The Terms of Reference were accepted.

b) **Standing Orders**

It was proposed by Cllr Rowlands, seconded by Cllr Saunders, and on being put to the meeting it was ***RESOLVED to amend SO3(i) to:***

A person shall raise their hand when requesting to speak.

5 FOR/1 AGAINST

It was proposed by Cllr Crayford, seconded by Cllr B Martin, and on being put to the meeting it was ***RESOLVED to include as section 10 (a)***

To raise a point of personal clarification and to clarify information which a Councillor has reason to believe is factually inaccurate.

It was proposed by Cllr Gibson, seconded by Cllr Crayford, and on being put to the meeting it was ***RESOLVED to accept the Standing Orders as amended.***

<u>Decision</u>: The Standing Orders were accepted as amended.

c) **Financial Regulations**

It was proposed by Cllr B Martin, seconded by Cllr Crayford, and on being put to the meeting it was **RESOLVED to add under section 5 as items 22 and 23:**

5.22 For all contracts with an estimated value exceeding £5,000 (insert your threshold, e.g., £5,000 or £10,000), the Council will evaluate bids not solely on cost, but on the added social and environmental value the supplier can deliver. This may include:

- ***Employing local labour, apprentices, or offering training opportunities.***
- ***Using local Small and Medium-sized Enterprises (SMEs) and Voluntary, Community, and Social Enterprises (VCSEs) in their supply chains.***
- ***Reducing carbon emissions, waste, and environmental impacts through sustainable practices.***
- ***Providing a financial contribution towards local charitable causes.***

5.23 The Clerk will ensure that, where proportionate, a minimum percentage of the overall tender evaluation criteria (e.g., up to 10%) is allocated specifically to the delivery of Social Value. Suppliers will be required to report on their delivery of these commitments during the contract term.

It was proposed by Cllr Rowlands, seconded by Cllr Gibson, and on being put to the meeting it was ***RESOLVED to accept the Financial Regulations as amended.***

<u>Decision</u>: The Financial Regulations were accepted as amended.

334 Internal Audit

a) Internal Auditor's Year End Report

Cllr Rowlands commented it was pleasing to see all sections were in green. The report was noted.

b) AGAR

The AGAR was noted. The Town Clerk reported under Assertion 10 that the Town Council website did not comply with accessibility requirements as some of the documents uploaded were not accessible for screen readers. The Town Clerk had spoken to Zonkey, the website provider and a report could be run to identify documents that were not compliant.

It was proposed by Cllr Crayford, seconded by Cllr Rowlands, and on being put to the meeting it was ***RESOLVED to develop a Town Council website standards policy.***

<u>Decision</u>: A Town Council website standards policy to be developed.

c) Internal Auditor 2026/27

It was proposed by Cllr Rowlands, seconded by Cllr C Martin, and on being put to the meeting it was ***RESOLVED to obtain quotes for appointing an Internal Auditor for both 1 year and 3-year terms.***

<u>Decision</u>: To obtain quotes for an Internal Auditor for both 1 year and 3-year terms.

335 Faversham Pools

It was proposed by Cllr C Martin, seconded by Cllr Rowlands, and on being put to the meeting it was ***RESOLVED to delay considering quotes for legal advice on the Council becoming a charitable trustee until the next meeting to allow for a third quote to be obtained.***

Decision: The consideration of quotes to be delayed until the next meeting to allow for a third quote to be obtained.

336 Matters for Report

- Communication on major projects policy
- Policy updates

The meeting closed at 8:19pm

Appendix B

Motion: Disbanding of the Strategy Working Group
Proposed by: Cllr Rob Crayford

This Committee resolves to:

1. Disband the Strategy Working Group with immediate effect.

Reasoning:
The Strategy Working Group was established in good faith to support the work of the Policy and Resources Committee. However, it has become apparent that the Group is, in practice, shaping and directing the strategic direction of the Committee.
With only three members, the Working Group holds a disproportionate level of influence over matters that should be determined collectively by the full Committee. This risks pre-determining discussions and undermining the role of the Committee as the primary decision-making body.
It is the responsibility of the Policy and Resources Committee itself to set its own priorities, direction of travel, and strategic oversight. Maintaining this accountability within the formal committee structure ensures transparency, proper governance, and collective decision-making by all appointed members.
Disbanding the Working Group will:

- Reinforce the role of the Committee as the primary decision-making body;
- Ensure all strategic discussions take place in an open and properly constituted forum;
- Address the imbalance of influence created by a small subgroup;
- Strengthen governance and accountability to residents.

This motion therefore seeks to return full strategic ownership to the Policy and Resources Committee by disbanding the Strategy Working Group with immediate effect.

Appendix C

Ref	Description	Key Actions	Timescale	Budget	Resources	Lead Officer
POLICY AND RESOURCES 2025-2026						
5.1	Local Government Reorganisation	For the Strategic Working Group to take lead on local government reorganisation	April 2028	£0	LGA, SBC	LB
5.2	Grant Funding	Actively pursue opportunities for grants to support activities	Ongoing	No budget implication	Grant making organisations	LB

Appendix D

In consideration of S106 wishlist

NPPF (Paragraph 56 – 58)

Planning conditions and obligations

56. Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.

57. Planning conditions should be kept to a minimum and only imposed where they are necessary, relevant to planning and to the development to be permitted, enforceable, precise and reasonable in all other respects. Agreeing conditions early is beneficial to all parties involved in the process and can speed up decision-making. Conditions that are required to be discharged before development commences should be avoided, unless there is a clear justification.

58. Planning obligations must only be sought where they meet all of the following tests

a. necessary to make the development acceptable in planning terms;
b. directly related to the development; and
c. fairly and reasonably related in scale and kind to the development.