

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.

Decision: 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.***

Decision: 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**.

Decision: 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.***

Decision: 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.***

Decision: 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