

Policy and Resources Committee Report

1. External audit follow-up: public right to inspect accounting records 2025/26
2. Income and Expenditure to 31st August 2026 explanations
3. Faversham Town Council Bank Accounts update
4. Accounts software update
5. Scheme of Delegation-Transferring money internally

External audit follow-up: public right to inspect accounting records 2025/26

Update on AGAR

I have spoken to Mazars recently and have been informed that they have still not completed our AGAR. I have therefor published on our website noting we have not received our completed AGAR to publish by the 30th September 2026.

This was the response from Mazars when I queried an update.

‘Unfortunately, we will not be able to complete all procedures on the matters raised by members of the public so consequently do not think we can issue our audit report before the 30 September 2026 deadline.’

Income and Expenditure to 31st August 2026 explanations

NOMINAL	COST CODE	HEADING	PERCENTAGE	EXPLANATION
1750	230	Guildhall Weddings	-11.1%	Guildhall Wedding cancellation refunds.
4000	200	Annual Meeting & Civic Services	109.9%	Need to look at increasing the budget next year to cover inflation costs.
4030	200	Honorary Freeman	390.7%	Budget set at £200 (3x Freedom scrolls £373.50/Picture Framing £407.97).
4235	220	Printing & Advertising	91.4%	Budget set at £500 (Annual report £245.00/Confidential Waste-Shredding £189.54).
4245	220	Meetings	78.9%	Coffee Machine bought for Guildhall
4215	230	Telephone/Alarm Lines	99.8%	Need to look at increasing the budget next year to cover inflation costs.
4325	230	Guildhall Lift Maintenance	158.3%	Maintenance charges increased compared to budget made.
4318	235	Town Warehouse	117.8%	Grant to cover this.
4319	235	Pump House	81.3%	Grant to cover this.
4210	240	Water	77.1%	Need to look at increasing the budget next year to cover inflation costs.
4170	245	Vehicles	109.2%	Mechanical works to GL18XMP pushed us over budget.

4175	245	Vehicle Fuel	75.9%	Need to look at increasing the budget next year to cover inflation costs and van usage.
4256	245	Health & Safety	109.8%	Plastic barrier had to be purchased as per H&S regulations
4145	256	Insurances	107.1%	Bus insurance costings slightly higher than budgeted. We also must pay insurance costs on hire buses when ours is out of service/action.
4170	256	Vehicles	186.4%	Relates to the annual leasing costs for the first bus. There is a strong possibility that a call on reserves will be necessary later in the year.
4175	256	Vehicle Fuel	82.6%	Need to look at increasing the budget next year to cover inflation costs and bus usage.
4865	270	Floral Displays & Panter	90.6%	Budget already nearly spent and we are having issues with plants being stolen from our displays. We don't have enough budget to keep replacing these stolen items?
4867	270	Environment Projects	88%	A lot of this costing relates to grass cutting at the allotments. Will move grass cuttings to 15,000 budget in place for allotments.
4274	275	Active Travel Month + Event	124.5%	£900 in this budget has been spent out of Active Travel EMR. Bike Hanger call out to fix lock. May need to factor costings of callout charges if needed throughout the year.
4826	280	Ham Marshes	182.8%	We have EMR to cover overspend on budget.
4210	290	Water	122%	Usage and inflation costs.

Faversham Town Council Bank Accounts

As agreed in Full Town Council the following accounts will now be closed. Here is an update on where I am.

NatWest Liquidity Manager 35 Day Account	8,962	Forms completed and signed 21/09/26. Awaiting confirmation of closure.
Lloyds 32 Day Notice Account	11,643	Closed on the 28/09/26 Money will be transferred over to Lloyds 30/10/26
Unity Trust Instant Access Account	4,878	Forms to be signed in this meeting.

Accounts software update

I went back to Rialtas to express the councillors' points made in the last P&R meeting. I have managed to get the price of going to the Web version for £243.83 (+VAT) for the remainder of this financial year, giving us a very good discount on this year's costs to us.

I will therefore go ahead with this as recommended in the FTC meeting, but at the new discounted price for this financial year.

I will factor in the annual costs for RialtasWeb in next year's budgets.

Scheme of Delegation-Transferring money internally

I recommend putting in a Scheme of delegation to have the ability to move money between accounts. RFO in conjunction with the town council to move money up to 100k without it going to council meeting for official approval. (As it's being moved between our own accounts).

I feel this will solve the issue with waiting to move money around, to be able to gain interest as soon as possible. Giving us a much better turnaround on our bank interest.