



Faversham Town Council, 12 Market Place, Faversham, Kent ME13 7AE  
Telephone: 01795 503286  
Email: sarah.muteham@favershamtowncouncil.gov.uk

---

## All members of the Faversham Town Council

**You are hereby summoned to attend** a meeting of Faversham Town Council to be held on **Monday 8<sup>th</sup> June 2026 at 7.00pm** 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*

2<sup>nd</sup> June 2026

---

The Mayor will allow a maximum of thirty minutes for Members of the Council to receive questions from registered electors of the Town before the formal meeting commences. A member of the public shall not speak for more than 3 minutes during the public session. When providing your name and address prior to addressing the meeting, please confirm or otherwise, that you consent to your personal details being recorded in the Minutes. Your personal data will be processed as directed by GDPR Article 5. At the start of the meeting the Mayor will confirm if all or part of the meeting is being filmed or audio recorded. The whole of the meeting can be recorded, except where there are confidential or exempt items. If any member of the public has an objection to being filmed, please make yourself known to the Mayor or the Town Clerk before the start of the meeting

## AGENDA

### 1. Apologies for Absence

To receive and approve apologies for absence.

### 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. Town Council Minutes

To approve the minutes of the following meetings and any matters for report.

- a) Annual Town Council meeting held on 18<sup>th</sup> May 2026
- b) Extraordinary Town Council meeting held on 1<sup>st</sup> June 2026

### 4. Mayor's Announcements

To receive the Mayor's Announcements

- 5. Report from Community Police Officers**  
To receive a report from Faversham Community Police Officers (tabled)
- 6. Policy and Resources Committee**  
To approve the minutes of the Policy and Resources Committee meeting held on 1<sup>st</sup> June 2026 and agree any recommendations (tabled)
- 7. Active Travel Committee**  
To approve the minutes of the following meetings and agree any recommendations.
  - a) Extraordinary Active Travel Committee meeting held on 28<sup>th</sup> May 2026
  - b) Active Travel Committee meeting held on 3<sup>rd</sup> June 2026 (tabled)
- 8. Heritage Buildings and Creek Committee (HBCC)**  
To approve the minutes of the HBCC meeting held on 26<sup>th</sup> May 2026 and agree any recommendations.
- 9. Staffing Committee**  
To note the draft minutes of the Staffing Committee meeting held on 1<sup>st</sup> June 2026
- 10. Internal Audit Report**  
To accept the report for year ending 31<sup>st</sup> March 2026 and agree any further actions.
- 11. Annual Governance and Accountability Return (Governance Section 1)**  
To be reviewed and approved for signature ([Appendix A](#))
- 12. Annual Governance and Accountability Return (Accounts Section 2)**  
To be reviewed and approved for signature ([Appendix B](#))
- 13. Period for the Exercise of Public Rights**  
To agree the dates set for the period of the exercise of public rights as Wednesday 10<sup>th</sup> June to Tuesday 21<sup>st</sup> July 2026
- 14. Summer Newsletter**  
To agree the draft Summer Newsletter (tabled)
- 15. Receipts and Payments**  
To approve the receipts and payments for June (latest version will be tabled)
- 16. Review of Street Parking and Residential Parking Permit Arrangements in Faversham**  
To consider approving a review of parking arrangements and agree further action ([Appendix C](#))

**17. Public Works Loan**

To ensure sufficient funds to carry out the works to the Guildhall, the Council is requested to consider a revision of the sum of borrowing required (from £200,000 to £250,000), with the intention of only drawing down the amount required up to the sum of £250,000. Members are requested to agree the following motion:

*Faversham Town Council resolves to seek approval from the Secretary of State for the Ministry of Housing, Communities and Local Government to apply for a Public Works Loan Board loan of £250,000 over the borrowing term of 15 years for refurbishment works to the Guildhall, Faversham. The annual loan repayments will not be more than £25,000pa. The precept for 2026-2027 has increased by 29% from £755,000 to £973,600, but not due to the purpose of this loan.*

**18. Guildhall Works**

To receive an update on the proposed works and agree any further action.

**19. Ham Marshes**

To nominate a representative to address the outcome of the Judicial Review and agree further action.

## Appendix A

### Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

#### FAVERSHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

## Appendix B

### Section 2 – Accounting Statements 2025/26 for

#### FAVERSHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	357,124	446,845	Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	666,741	755,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	145,370	133,495	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	337,827	405,188	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	43,493	43,493	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	341,070	578,568	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	446,845	308,091	Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	421,658	249,182	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3,161,574	3,187,415	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,012,158	1,000,016	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date

20/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Appendix C

### Motion: Review of Street Parking and Residential Parking Permit Arrangements in Faversham

This Council notes that:

Parking pressures within Faversham have increased significantly in recent years, particularly in residential areas close to the town centre, railway stations, schools and major employment locations.

Residents have raised concerns regarding the availability of on-street parking, commuter parking, enforcement, traffic congestion and the impact on local neighbourhoods.

Existing parking restrictions and permit arrangements may no longer adequately reflect current patterns of demand, population growth and changing travel behaviours.

Effective parking management is essential to support residents, businesses, visitors and sustainable transport objectives.

This Council believes that:

-A comprehensive and evidence-based review of parking arrangements across Faversham is required.

-Local residents, businesses, community groups and ward councillors should have the opportunity to contribute to any review process.

-Residential parking permit schemes should be assessed to determine whether existing arrangements remain appropriate and whether new or amended permit zones are required.

-Any review should seek to balance the needs of residents, businesses, visitors, public transport users and those with disabilities.

This Council therefore resolves to:

-Formally request that Swale Borough Council undertake a full review of street parking across Faversham.

-Request that the review specifically includes:

-Existing residential parking permit schemes and eligibility criteria;

-The potential need for additional permit parking zones;

-The impact of commuter parking on residential streets;

-Parking demand around the town centre, railway stations, schools and key community facilities;

-Enforcement arrangements and their effectiveness;

-Accessibility and disabled parking provision;

-Opportunities to improve parking management while supporting local businesses and sustainable transport objectives.

-Request that Swale Borough Council carries out meaningful public consultation with residents, businesses and stakeholders throughout the review process.

-Ask the Town Clerk to write to Swale Borough Council conveying this resolution and requesting a timetable for the review and opportunities for Faversham Town Council to participate in its development.

#### Background

Faversham continues to experience significant parking pressures in many parts of the town. A comprehensive review would provide an opportunity to assess current and future parking needs, ensure that permit arrangements remain fit for purpose, and develop a fair and sustainable parking strategy that supports residents, businesses and visitors alike.