



TOWN CLERK – MS LOUISE BAREHAM
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20 January 2020

**TO: ALL MEMBERS OF FAVERSHAM TOWN COUNCIL'S
POLICY & FINANCE COMMITTEE**

Cllr K Barker	Cllr C Belsom	Cllr A Hook
Cllr D Knights	Cllr T Martin	Cllr J Saunders
Cllr E Thomas	Cllr B J Martin	Cllr J Irwin
The Mayor, Cllr A Reynolds		

Dear Committee Member

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of Faversham Town Council's Policy and Finance Committee to take place at 7.30pm on Tuesday 28th January in the Guildhall, Faversham when the following business will be transacted.

Yours sincerely

Louise Bareham

Louise Bareham PSLCC
Town Clerk

AGENDA

- 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
- 3 Minutes of the Previous Meeting and Matters Arising**
To receive the Minutes of the previous Meeting and consider any Matters Arising
- 4 Interim Audit Report**
To review the Interim Audit Report and Items of Risk
- 5 Expenditure Against Budget Report 31st December 2019**
To review the Third Quarter Expenditure Against Budget Report

- 6 Committees Structure**
To review the current Committee structure and meeting times
- 7 Project Reporting Procedures**
To formalise project reporting procedures
- 8 Grant Application Process**
To review the current grant application procedure and forms
- 9 Scheme of Delegation**
To review the Scheme of Delegation
- 10 The Guildhall**
To receive The Guildhall Report and instructions to proceed with urgent works
- 11 Front Brent Potholes**
To receive an update from the site meeting and instructions to proceed with works
- 12 Mayor's Monthly E-Newsletter/Blog**
To consider a monthly communication to report the activities of the Mayor
- 13 Website Security**
To consider whether Faversham Town Council's website requires an SSL Certificate for security
- 14 Any Other Business**
For items not listed on the agenda for future consideration.