

MINUTES OF THE POLICY AND FINANCE COMMITTEE MEETING held at The Guildhall, Faversham, on Tuesday 28th January 2020, 7.30pm

Present:

Cllr B J Martin

Cllr Saunders

Cllr Irwin

Cllr T Martin

Cllr Barker

Cllr Knights

The Mayor Cllr Reynolds

In Attendance:

L Bareham (Town Clerk)

77.	<p><u>Apologies</u> Apologies were received from Cllr Belsom, Hook, Thomas</p>	
78.	<p><u>Declarations of Pecuniary Interest</u> None</p>	
79.	<p><u>Minutes and Matters Arising</u> Cllr Williams proposed, seconded by Cllr Irwin and on being put to the meeting it was <i>RESOLVED to approve the Minutes of the Meeting dated 27th November 2019</i></p>	
80.	<p><u>Interim Audit Report</u> Cllr Barker noted that he had only missed 2 months auditing and the forthcoming three months were in the diary. He recommended a deputy be elected, should he not be able to attend. Cllr T Martin proposed, seconded by Cllr Barker and on being put to the meeting it was <i>RESOLVED that Cllr T Martin act as deputy.</i></p>	
81.	<p><u>Expenditure Against Budget Report</u> It was proposed by Cllr B J Martin, seconded by Cllr T Martin and on being put to the meeting it was <i>RESOLVED to accept the Third Quarter Expenditure Against Budget Report.</i></p>	
82.	<p><u>Committee Structure</u> It was proposed by Cllr B J Martin, seconded by Cllr Irwin and on being put to the meeting it was <i>RESOLVED to hold a workshop to</i></p>	KB LB

	<i>consider committee structure, terms of reference and timings of meetings.</i>					
83.	<p><u>Project Reporting Procedures</u></p> <p>The draft action plan format was agreed with the addition of a budget and status headings, to report progress of all committees.</p> <p>It was proposed by Cllr Barker, seconded by Cllr B J Martin and on being put to the meeting it was <i>RECOMMENDED that all committees provide quarterly reporting, including finance reviews and if a budget was not used it could be reallocated.</i></p>					
84.	<p><u>Grant Policy</u></p> <p>It was noted that the Climate and Biodiversity Committee will be writing guidelines for sustainable events. Overall it was agreed the form was good, but a ranking system was required marking against the Town Council's objectives. Cllr Barker to draft a proposal for the next meeting.</p> <p>It was proposed by Cllr Irwin, seconded by Cllr Knights and on being put to the meeting it was <i>RESOLVED that community grants applications open once a year, event grants open twice a year</i></p> <p>Further discussion was deferred until an assessment against priorities is considered.</p> <p>It was proposed by Cllr Saunders, seconded by Cllr B J Martin and on being put to the meeting it was <i>RESOLVED that grant recipients report of their expenditure and outcomes in March</i></p> <p>It was agreed that there should continue to be an application procedure for the Free Advice funding.</p>	KB				
85.	<p><u>Scheme of Delegation</u></p> <p>It was proposed by Cllr B J Martin, seconded by Cllr Barker and on being put to the meeting it was <i>RESOLVED to adopt the revised Scheme of Delegation</i></p>	ET TC				
86.	<p><u>The Guildhall</u></p> <p>The Facilities Manager recommended the following works were undertaken as a matter of urgency</p> <table border="1"> <tr> <td>SURVEY ROOF BEAMS BEFORE NEW ROOF</td> <td>£3,800.00</td> </tr> <tr> <td>x3 FIRE DOORS GUILDHALL, MEET FIRE REGULATIONS</td> <td>£7,200.00</td> </tr> </table>	SURVEY ROOF BEAMS BEFORE NEW ROOF	£3,800.00	x3 FIRE DOORS GUILDHALL, MEET FIRE REGULATIONS	£7,200.00	
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	BELL TOWER LEAK	£1,540.00	
	It was proposed by Cllr T Martin, seconded by Cllr Barker and on being put to the meeting it was RESOLVED to authorise works to The Guildhall using the earmarked reserves		AA
87.	<u>Front Bents</u> Swale Borough Council had agreed to pay their percentage, together with the residents' percentage of the remedial works to Front Bents as a one-off. It was proposed by Cllr T Martin, seconded by Cllr Reynolds and on being put to the meeting it was RESOLVED to authorise the works to repair pot holes at the Front Bents		AA
88.	<u>The Mayor's eNewsletter</u> It was proposed by Cllr B J Martin, seconded by Cllr Knights and on being put to the meeting it was RESOLVED to produce a monthly eNewsletter to report the Mayor's news		TC
89.	<u>Website Security</u> It was proposed by Cllr T Martin, seconded by Cllr Knights and on being put to the meeting it was RESOLVED to authorise the SSL Certificate for www.favershamtowncouncil.gov.uk at the cost of £125 for year one and £50 per annum thereafter		TC
90.	<u>Any Other Business</u> It was confirmed that the temporary Creek Bridge had been hired for 12 months. Disappointment was voiced at the late notification from KCC to FTC and the nature of that notification of the opening of the temporary bridge.		
	The meeting closed at 8.58pm		