

AT A MEETING OF FAVERSHAM TOWN COUNCIL held in The Mayor's Parlour, Preston Street, Faversham on Monday, 29th June 2009

Present: The Mayor, Cllr E J Wilcox, the Deputy Mayor, Mrs A J Walker and Councillors T Gates, M S Gates, J N Coulter, J R Winlow and LGR Hobbard-Mitchell.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs C Davis, B Mulhern, D H S Simmons, D G Wade, N A Kay and Mrs J E Hawkins. In noting Cllr Kay's apology the Town Clerk informed the meeting that he had made a formal objection to the meeting time being brought forward by thirty minutes as he considered that this prevented him from attending. Cllr Kay's comments were noted.

2. 2008/2009 TOWN COUNCIL ACCOUNTS

It was proposed by the Mayor, Cllr E J Wilcox, and on being put to the Meeting:

RESOLVED unanimously that Faversham Town Council adopt and approve the Annual Accounts as presented to them for the Financial Year ended 31st March 2009 and that the Statement of Accounts (Section 1) and the Annual Governance Statement (Section 2) of the Annual Return for the Financial Year be signed by the Mayor and Mrs Susan Brockman as the Town Clerk/Responsible Financial Officer.

3. STATEMENT OF INTERNAL CONTROL

Members received the Statement of Internal Control presented to them by the Town Clerk and it was proposed by the Mayor, Cllr E J Wilcox, and on being put to the Meeting:

RESOLVED that the Statement of Internal Control which forms part of these Minutes be accepted by Faversham Town Council and signed the Mayor and Town Clerk/Responsible Financial Officer on their behalf.

4. RISK ASSESSMENTS

In considering the Town Council's Risk Assessments it was agreed that the following should be taken into account:

- a) That the facility of 'online' banking now available to the Town Clerk be mentioned in future Risk Assessments.
- b) That under the heading 'Health & Safety' fire drills should be described as 'regular' rather than 'monthly'
- c) That following the annual electrical inspection of The Guildhall, a Health and Safety Statement should be issued in respect of such equipment.

- d) That under the heading 'Front Brents Jetty' item No.1 should read 'regular' and not 'weekly' and that the Agents should be requested to formally submit their bi-monthly reports to a meeting of Faversham Town Council in order that a trail of reports can be established.

- e) The Town Clerk should seek ways to improve the security of the rising panel in the Mayor's Parlour to ensure full protection of the room and its contents.

In the light of the foregoing, it was proposed by the Mayor, Cllr E J Wilcox, and on being put to the Meeting:

RESOLVED that the Risk Assessments, as amended above, be accepted by Faversham Town Council.

5. FIRE RISK ASSESSMENT

It was proposed by the Mayor, Cllr E J Wilcox, and on being put to the Meeting:

RESOLVED that the Fire Risk Assessment, as submitted to the Meeting, be accepted by Faversham Town Council.