

# TENTERDEN TOWN COUNCIL



## **MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 20<sup>th</sup> FEBRUARY 2017**

**Councillors Present:** H. Edwards, Mrs. S. Ferguson, Miss N. Gooch, M. Hickmott, R. Isworth, R. Knight, C. Knowles, Dr. L. Lovelidge, K. Mulholland, J. Nelson (Chairman), Mrs. P. Smith, A. Sugden and T. Thorpe.

**Officers Present:** Town Clerk Mr. P. Burgess, Deputy Town Clerk Mr. R. Parham and Administrative Assistant Mrs. C. Gilbert.

**Others Present:** Cllr. Carter (not a member of this committee), Ashford Borough Councillor P. Clokie, and eight members of the public.

3615 **APOLOGIES FOR ABSENCE.** Cllrs. Mrs. J. Curteis and Lusty.

3616 **DECLARATIONS OF INTEREST.** None.

3617 **MINUTES.** The minutes of the meeting held on 9<sup>th</sup> January 2017 were confirmed and signed as a correct record.

3618 **MATTERS ARISING.** None.

3619 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.**

- (a) Cllr. Clokie requested that he be allowed to remain in the chamber for the discussion of land issues (minute 3630 refers). The chairman gave consent to this.

3620 **COUNCILLORS' QUESTIONS.** None.

3621 **SUB-COMMITTEE REPORTS.**

- (a) Emergency Planning. The Chairman reported that a meeting had been arranged for Tuesday 7<sup>th</sup> March 2017.
- (b) May Fayre. Cllr. Hickmott reported that he had sent out 45 entry forms, and that the sub-committee was investigating the possibility of holding a procession on the day of the event, 1<sup>st</sup> May 2017.
- (c) Participatory Budgeting. None. The consultation process (see minute 3626) had superseded the work of the sub-committee.
- (d) Standing Orders, Financial Regulations & Donations. None.
- (e) Website. The Town Clerk reported that officers had received training on the content management system, and that construction of the site was well underway. It would be up to officers to populate the site, and it was hoped that it would "go live" at the beginning of April 2017.

(f) Youth Policy. None.

3622 **FINANCIAL REPORTS.**

- (a) The income and expenditure report to 31<sup>st</sup> January 2017 was **APPROVED**. The Town Clerk explained that the high figure for professional fees included those related to the Tent 1 development, which were budgeted separately.
- (b) The bank reconciliation to 31<sup>st</sup> January 2017 was **APPROVED**.
- (c) The payments list to 31<sup>st</sup> January 2017 was **APPROVED**. It was explained that a payment to Montalbano restaurant was off-set by income for the same event.

3623 **LOCAL GOVERNMENT PENSION SCHEME.** Information on a reduction in the employer's contribution from April 2017 was **NOTED**.

3624 **VETERANS LUNCH.** It was **NOTED** that a luncheon for veterans was to be arranged for Saturday 6<sup>th</sup> May 2017.

3625 **INTERNAL AUDIT.** The findings of the internal auditor in the half-yearly audit report were **APPROVED**.

3626 **TENTERDEN REGENERATION.** Consideration was given to the next steps in the consultation process. Cllr. Carter had prepared a rough outline of how receipts from the Tent 1 land sale might be utilised in light of the recommendations included in the Lipton Group report.

It was **RESOLVED** that the Chief Executive of Ashford Borough Council would be approached for guidance on the appointment of a consultant to undertake the next part of the consultation process. A press release would be drafted by the Clerk giving an overview of the next steps of the process, including the investigation of focus groups, budgeting and funding sources, and emphasising that the figures referred to in this meeting were compiled by one Councillor as a starting point, rather than a guarantee of any particular financial sum toward any project. A full breakdown of all expressions of interest received so far would be included on the next F&GP agenda.

3627 **AD-HOC EXPENDITURE.** It was **AGREED** that financial regulations should be amended as follows;

- 4.5 The Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out to pay for repair, replacement or other work whether or not there is any budgetary provision for the expenditure, subject to the Clerk's Emergency Limit. The Clerk shall report such action to the appropriate chairman as soon as possible and to the council as soon as practicable thereafter.

The Clerk's Emergency Limit would be reviewed at some stage.

**The meeting was moved into closed session, under standing order 3D, due to the discussion of confidential staffing and financial negotiation matters.**

3628 **STAFF ISSUES.** The recommendations of the meeting of the Staff and Employment Sub-Committee meeting held on 9<sup>th</sup> January 2017 were **AGREED**.

3629 **LEASE CONSIDERATIONS.** Confidential document 573 refers.

3630 **LAND ISSUES.** Confidential document 574 refers.

**End of closed session.**

3631 **CORRESPONDENCE.**

- (a) Public Consultation. It was **NOTED** that a number of letters had been received objecting to the contents of the Lipton Group consultation report. These would be taken into account as part of the next stage of the participatory budgeting process, and it was hoped that further comments would be received.

3632 **MINOR MATTERS.**

- (a) Tesco 'Bags of Help' Initiative. Information on how community groups could apply for funding was **NOTED.**
- (b) Rural Kent Coffee and Information Project. Information on the launch of a new service bringing a library of information and mobile café to rural communities in Kent and Medway was **NOTED.**
- (c) West Kent Housing Association. A request for liaison regarding promotion of shared ownership properties at the Taylor Wimpey site, Smallhythe Road, was **NOTED.**
- (d) Marie Curie Swimathon. Information regarding Swimathon 2017 on 8<sup>th</sup> and 9<sup>th</sup> April 2017 at Tenterden Leisure Centre was **NOTED.**
- (e) National Association of Local Councils. News bulletins dated 13<sup>th</sup> January, 20<sup>th</sup> January and 27<sup>th</sup> January 2017 were **NOTED.**
- (f) Kent Association of Local Councils (KALC). A business case for a single council for East Kent was **NOTED.**
- (g) KALC. Information regarding a Rural Affairs Conference to be held on 9<sup>th</sup> March 2017 was **NOTED.**
- (h) KALC. Updated Legal Topic Notes LTN 36 – Unfair Contract Terms and LTN 42 – Occupiers Liability were **NOTED.**
- (i) KALC. A guide produced by Locality "How to Keep It Local – Five Step Guide for Councillors and Commissioners" was **NOTED.**

3633 **ANY OTHER BUSINESS.** None.

**The meeting opened at 7.35pm and closed at 8.50pm.**

The foregoing Minutes and Reports were confirmed and signed at a meeting of the Finance & General Purposes Committee held on the 3rd day of April 2017.

Chairman \_\_\_\_\_ (03.04.2017)