

TENTERDEN TOWN COUNCIL



MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD AT TENTERDEN TOWN HALL ON 3RD APRIL 2017

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

Officers Present: Town Clerk Mr. P. Burgess and Senior Administrator Mrs. C. Gilbert.

Others Present: Cllr. Carter (not a member of this committee).

3638 **APOLOGIES FOR ABSENCE.** Cllr. Miss N. Gooch and Ashford Borough Councillor, P. Clokie.

3639 **DECLARATIONS OF INTEREST.** None.

3640 **MINUTES.** The minutes of the meeting held on 20th February 2017 and the minutes of the special meeting held on 13th March 2017 were confirmed and signed as correct records.

3641 **MATTERS ARISING.** None.

3642 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

3643 **COUNCILLORS' QUESTIONS.** None.

3644 **SUB-COMMITTEE REPORTS.**

- (a) Emergency Planning. The Chairman reported that a meeting had been arranged for Tuesday, 11th April 2017. There had been difficulties in recruiting volunteers who would liaise between the Emergency Planning staff and members of the public. The role would be very similar to that of a Neighbourhood Watch Co-ordinator. Councillors were asked to encourage people to volunteer.

Cllr. Mulholland informed the Committee that another area that required addressing as part of emergency planning was identifying vulnerable people. Cllr. Mulholland had met with Canon L. Hammond, who had agreed to attend the next Emergency Planning meeting.

- (b) May Fayre. Cllr. Hickmott reported that a meeting had been arranged for Tuesday, 11th April 2017 where the plan of the recreation ground would be decided. Santander had agreed to run a stall at the Fayre about fraud. There would also be a Town Council stall covering council matters and the Emergency Plan.
- (c) Participatory Budgeting. This item was discussed in Minute 3645(b) below.

- (d) Standing Orders, Financial Regulations & Donations. None.
- (e) Website. The Town Clerk reported that the website was live and would welcome comments from Councillors. It was agreed that the Sub-committee would meet to go through the new website then close down.
- (f) Youth Policy. None. Cllrs. Nelson and Sugden had attended the last Tenterden Youth Projects Group. The Group were quite keen for their youth to get involved in the various project groups.
- (g) Committee Structure. It was **RESOLVED** that this Sub-Committee would be closed as the task was now complete.

3645 **TOWN COUNCIL FUNDING SUMMARY.**

- (a) Section 106 Contributions. A summary of contributions due from developers for the TENT1a and other recent developments were **NOTED**. Cllr. Knowles expressed concern that Section 106 figures had been provided by Ashford Borough Council (ABC) for the potential Tilden Gill development. Figures cannot be confirmed until a planning application is submitted. Cllr. Carter would like the Council to have more input into how the Section 106 figures are calculated; Cllr. Knowles informed the Committee that this may happen as part of the Community Infrastructure Levy (CIL) where the Council will have more say on what goes on. He suggested that if the Town Council put forward a Tenterden plan, then ABC may work more with us.
- (b) Participatory Budgeting. Cllr. Nelson reported that expressions of interest from various community groups had been received and suggested the Sub-committee met to put forward proposals to the Town Council for the allocation of surplus TENT1 funds.

3646 **SOFTWARE PURCHASE.** It was **RESOLVED** that the Council would subscribe to one licence at a cost of £11.11 (plus VAT) per month for PDF software.

3647 **RISK ASSESSMENTS.**

- (a) Financial Risk Assessment. The Town Council's Financial Risk Assessment was received and **NOTED**.
- (b) General Risk Assessments. The Risk Assessments for tasks undertaken by Town Council Staff were **APPROVED**. It was **RESOLVED** that Maintenance Staff would be issued with Hi Visibility clothing for working roadside. Cllr. Ferguson raised concern that security measures were not in place for Council meetings, i.e. the foyer was not manned whilst meetings were being held upstairs. This issue was **NOTED** for future consideration.

3648 **CHANGES TO BANK MANDATES.**

- (a) National Westminster Bank. It was **RESOLVED** that Mrs. Gilbert would be authorised as a signatory to replace the Deputy Clerk who had left the Council.
- (b) CCLA. It was **RESOLVED** that the requirement for the Deputy Clerk to sign would be removed. The signing arrangements would require the Town Clerk, Mrs. Gilbert and one of the named Councillors to sign.

- 3649 **INVESTMENT STRATEGY.** Tabled Agenda Item 12 regarding the Council's current investments of £3,850,000 was **NOTED**. Cllr. Knowles suggested the Town Clerk speak to Mr. B. Lockwood, Head of Finance at ABC for advice regarding short term bonds.
- 3650 **FOCUS GROUPS.** Tabled Agenda Item 13 regarding the Tenterden Regeneration Focus Groups and their take up was **NOTED**. The following information was recorded.
- (a) Pitches & Football Focus Group. Cllr. Nelson recommended a Sports Review meeting be held to find out progress and obtain an update regarding a 3G pitch.
- (b) Councillor Representation on Focus Groups. A maximum of two councillors were selected as follows:
- Recreation Ground/Youth Hub – Cllrs. Mulholland and Sugden.
 Town Hall – Cllrs. Dr. Lovelidge and Smith.
 Cinema – Cllrs. Ferguson and Knight.
 Halls & Virtual Hub – Cllrs. Knowles and Nelson.
 Pitches & Football – Cllr. Carter plus one to be confirmed.
- St. Mildred's Group – Cllr. Isworth informed the Committee that both he and Cllr. Lusty had joined the Group. St. Mildred's had put in a bid for TENT1 funding which would be reviewed by the Participatory Budgetary Sub-committee.
- (c) Residents. The closing date for residents to apply for focus groups was 30th April 2017. The Committee agreed that Councillors selected onto focus groups would design posters for the final push for applicants. Once the closing date had passed, the two Councillors on each focus group would look at the applicants and select the most appropriate.
- (d) Professional Assistance. The Committee **RESOLVED** to procure an architect for the Recreation Ground & Youth Hub projects. The focus group would have the opportunity to interview applicants. It was also agreed that the Town Clerk would investigate the costs of employing facilitators for the remaining focus groups, excluding pitches and football.
- 3651 **ARMS OF TENTERDEN.** The Committee **RESOLVED** to grant permission to Ashford Borough Council to use the Tenterden Coat of Arms on the ceremonial beacon in Ashford.
- 3652 **TENTERDEN WATCH.** A poorly attended re-launch took place on 24th March 2017 at the Town Hall. More publicity was required and Cllr. Nelson proposed that the Council produce a promotional leaflet (based on the approved wording) with the input of a skilled designer who would provide services either free of charge (as a community contribution) or up to a maximum of £300.00 which the Council would fund. The printing of 250 leaflets would take place in-house and the leaflet would be distributed by hand and uploaded to the Council's website, facebook and twitter accounts. The Committee **RESOLVED** to fund the printing of the leaflets and up to a maximum of £300.00 towards its design.

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

3653 **LAND ISSUES.**

- (a) Confidential document 579 refers.
- (b) Confidential document 580 refers.
- (c) Confidential document 581 refers.
- (d) Confidential document 582 refers.

End of closed session.3654 **CORRESPONDENCE.**

- (a) St. Mildred's Request for TENT1 Funds. A letter had been received from Canon L. Hammond regarding the intimation in the Lipton Report that St. Mildred's would not require funding for the re-ordering of the Church. This was not the case and St. Mildred's would like to be part of the discussions as funding is required. Given that Cllrs. Isworth and Lusty were on the St. Mildred's Group, it was agreed the Town Clerk would provide them with a copy of the letter and the response. The Committee **AGREED** that Cllrs. Isworth and Lusty would need to be formally appointed by the Town Council onto the St. Mildred's Group. Their roles would be as support only.

3655 **MINOR MATTERS.**

- (a) Electoral Review of Ashford: Draft Recommendations. Information received from the Local Government Boundary Commission, ABC and KALC regarding the proposed new electoral arrangements for Ashford Borough Council was **NOTED.**
- (b) National Association of Local Councils(NALC). News bulletins dated 10th February, 17th February, 24th February, 3rd March and 10th March 2017 were **NOTED.**
- (c) Notice of Section 137 Expenditure: Limit for 2017-2018. Notification from NALC that the information is available online was **NOTED.**
- (d) Government Housing White Paper – "Fixing our broken housing market". Details provided by Kent Association of Local Councils (KALC) regarding the consultation process was **NOTED.**
- (e) Neighbourhood Watch. Receipt of the East Division Neighbourhood Watch Newsletter dated February 2017 was **NOTED.**
- (f) 2017 KALC Membership Survey. A request for Councils to participate in the annual review of KALC services was **NOTED.**
- (g) Kent Estates Partnership Board. Information from KALC regarding the establishment of the Kent Estates Partnership Board to identify opportunities where there can be collaboration on estates projects across the county was **NOTED.**
- (h) Fly a Flag for the Commonwealth. Information regarding the 2017 event was **NOTED.**

- (i) Tesco Bags of Help Funding. Information regarding changes to the qualification criteria was **NOTED**.
- (j) KALC Parish News. Receipt of the February 2017 issue was **NOTED**.

3656 **ANY OTHER BUSINESS**. None.

The meeting opened at 7.25pm and closed at 8.52pm.

The foregoing Minutes and Reports were confirmed and signed at the Annual Meeting of the Town Council held on the 15th day of May 2017.

Chairman _____ (15.05.2017)