

# TENTERDEN TOWN COUNCIL



## **MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 5<sup>th</sup> SEPTEMBER 2016**

### **Councillors Present:**

Mrs. J. Curteis, H. Edwards, Mrs. S. Ferguson, Miss N. Gooch, M. Hickmott, R. Isworth, C. Knowles, R. Lusty, K. Mulholland and T. Thorpe.

### **Officers Present:**

Deputy Town Clerk Mr. R. Parham and Administrative Assistant Mrs. C. Gilbert.

### **Others Present:**

Cllr. Carter (not a member of this committee).

### **The Deputy Town Clerk was in the chair.**

3546 **APPOINTMENT OF A CHAIRMAN.** Cllr. Carter (not a member of the committee) was appointed to chair the meeting (but not participate in any votes).

### **Cllr. Carter took the chair.**

3547 **APOLOGIES FOR ABSENCE:** Cllrs. Mrs. Hannett, Dr. Lovelidge, Nelson, Mrs Smith and Sugden, Ashford Borough Councillor P. Clokie and the Town Clerk.

3548 **DECLARATIONS OF INTEREST.** Cllr. Knowles declared an interest in minute 3555 – Armed Forces Covenant.

3549 **MINUTES.** The minutes of the meeting held on 25<sup>th</sup> July 2016 were confirmed and signed as a correct record.

3550 **MATTERS ARISING.** None.

3551 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

3552 **COUNCILLORS' QUESTIONS.** None.

### **3553 SUB-COMMITTEE REPORTS.**

(a) Emergency Planning. A report of the meeting held on 17<sup>th</sup> August 2016 was **NOTED**.

(b) May Fayre. A report of the meeting held on 23<sup>rd</sup> August 2016 was **NOTED**.

(c) Participatory Budgeting. It was reported that the Lipton Group had begun work on the consultation process. Cllr. Knowles reminded members of the Public Works Loans Board and the advantageous interest rates available for councils borrowing for major works. Members felt that this would be a good idea as and when an appropriate project presented itself.

- (d) Standing Orders, Financial Regulations & Donations. A report of the meeting held on 3<sup>rd</sup> August was **NOTED**. It was **AGREED** that the complaints procedure should be amended to include an addition to paragraph 2d (employee conduct) as follows: "Where the complainant is a Councillor, the complaint must be made in writing on the official pro-forma to clearly identify it as a formal complaint in order to invoke this procedure". A form had been created for this purpose. It was also **AGREED** that Standing Order 14b (relating to complaints against Councillors) should be removed, as it appeared to be redundant.
- (e) Website. Cllr. Mulholland reported that Cllr. Dr. Lovelidge and the Deputy Town Clerk had produced written summaries of the output of the potential web developers, from which three had been shortlisted. Interviews would be carried out, and the recommendation of the sub-committee would be referred to the committee.
- (f) Youth Policy. No report.

- 3554 **YOUTH POLICY SUB-COMMITTEE MEMBERSHIP**. It was **RESOLVED** that Cllr. Mrs. Hannett would be replaced on the sub-committee by Cllr. Mulholland.
- 3555 **ARMED FORCES COVENANT**. It was **AGREED** that the Town Council would sign the Armed Forces Covenant, pledging fair treatment for past and present members of the armed forces and their families.
- 3556 **TENT 1 DEFERRED PAYMENT**. Information supplied by Batcheller Monckhouse on the schedule of payments was **NOTED**.
- 3557 **REFRESHMENTS FOR COUNCIL-ORGANISED EVENTS**. It was **AGREED** that a budget of £50.00 per event would be put in place for refreshments at events organised by the Town Council. If this amount was insufficient for an event, the issue would be brought to the attention of the committee on a case-by-case basis.

**The meeting was moved into closed session under Standing Order 3(d), due to the confidential nature of the following matters, which involved staffing and financial negotiations.**

- 3558 **STAFFING MATTERS**. The recommendation of the Staff and Employment Sub-Committee, that a part-time member of staff should be employed to man the Tourist Information Centre at weekends, was **AGREED**.
- 3559 **LAND ISSUES**. Confidential document 559 refers.

**End of closed session.**

3560 **CORRESPONDENCE.**

- (a) Tenterden Counselling Service. A letter of thanks for a recent donation was **NOTED**.

3561 **MINOR MATTERS.**

- (a) Kent Association of Local Councils. Minutes of an Ashford area committee meeting regarding Neighbourhood Planning were **NOTED**.
- (b) East Kent NHS. Details of changing health and social care services in East Kent were **NOTED**.

- (c) Kent Association of Local Councils. An invitation to participate in an independent review into the role of councillors was **NOTED**.
- (d) Ashford Borough Council. A leader briefing regarding Ashford's Syrian Vulnerable Person Program was **NOTED**.
- (e) National Association of Local Councils. Bulletins dated between 15<sup>th</sup> July and 5<sup>th</sup> August 2016 were **NOTED**.
- (f) Tenterden & District Twinning Association. Details of the new committee were **NOTED**.
- (g) Kent County Council. The agenda for a meeting of the Parish Forum to be held at Tenterden on 27<sup>th</sup> October was **NOTED**.

3562 **ANY OTHER BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN**. None.

**The meeting opened at 7.25pm and closed at 7.57pm.**

The foregoing Minutes and Reports were confirmed and signed at a meeting of the Finance & General Purposes Committee on the 17<sup>th</sup> day of October 2016.

Chairman \_\_\_\_\_ (17.10.2016)