

# TENTERDEN TOWN COUNCIL



## **MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 9<sup>th</sup> JANUARY 2017**

**Councillors Present:** Mrs. J. Curteis, H. Edwards, Mrs. S. Ferguson, Miss N. Gooch, M. Hickmott, R. Isworth, C. Knowles, Dr. L. Lovelidge, R. Lusty, 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, Mr. C. Taylor of The Lipton Group and Mr. L. Hickish of Batcheller Monkhouse.

3595 **APOLOGIES FOR ABSENCE.** None.

3596 **DECLARATIONS OF INTEREST.** None.

3597 **MINUTES.** The minutes of the meetings held on 28<sup>th</sup> November and 19<sup>th</sup> December 2016 were confirmed and signed as correct records.

3598 **MATTERS ARISING.** None.

3599 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

3600 **COUNCILLORS' QUESTIONS.**

- (a) Committee Membership. Cllr. Carter expressed an interest in joining the F&GP Committee following the resignation of Mrs. Hannett. The Clerk confirmed that this would be included on the next Town Council Agenda.

3601 **PUBLIC CONSULTATION.** The final report from the Lipton Group had been received. Mr. Taylor from the Lipton Group invited questions from Councillors and the following actions were **RESOLVED:**

- (a) Cllr. Dr. Lovelidge commented that the demographics in Tenterden should have been included. This information should be provided as a separate Appendix to the Report. Cllr. Knowles would email the Clerk with a link to Kent County Council's demographic information.
- (b) The report was approved for publication and Mr. Taylor and the Town Clerk would produce a press release, which would accompany the Report and demographics appendix on the Town Council's website.

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

3602 **LAND ISSUES.** Confidential Document 568 refers.

3603 **STAFFING MATTERS.** Confidential Document 569 refers.

**End of closed session.**

3604 **SUB-COMMITTEE REPORTS.**

- (a) Emergency Planning. None.
- (b) May Fayre. Cllr. Hickmott reported that Cllr. Mrs. Smith was seeking acts for the Fayre and Cllr. Miss. Gooch was liaising with the Infant and Junior Schools regarding the maypole and dancers.
- (c) Participatory Budgeting. Mr. C. Taylor from the Lipton Group provided the Report which was discussed by the committee. See Minute 3601.
- (d) Standing Orders, Financial Regulations & Donations. Reports of the subcommittee meetings held on 12<sup>th</sup> December and 22<sup>nd</sup> December 2016 had been circulated.
  - (i) It was **RESOLVED** that grants for Tenterden Folk Day Trust and Tentertainment would be set at the same level of £2,500.00 for 2017-18 and capped at that rate.
  - (ii) Four donation applications had been received and the following recommendations were **RESOLVED**:
    - An application by the Friends of St. Mildred's for £300.00 towards the maintenance of the church clock (in light of the omission of the 2015-2016 £150.00 annual donation) was approved.
    - An application by the Next Generation Youth Café for £7,500.00 towards running costs was declined pending submission of satisfactory, detailed supporting information.
    - An application by the Tenterden Folk Day Trust for an increase on its annual grant from £2,500.00 to £3,000.00 was declined. An application had also been submitted for an unspecified additional amount towards the celebration of the event's 25<sup>th</sup> Anniversary; this was also declined in line with the policy set out in (i) above.
    - An application by the Tenterden Bellringers for the restoration of the hand bells at a cost of £1,123.30 was approved, subject to adequate insurance being in place, performances and/or tuition being made available to local residents at a reasonable cost and confirmation that the bells would be stored securely.
  - (iii) Disclosable interests – the requirement for Councillors to leave the room when an interest had been declared was reiterated. Cllr. Edwards abstained from participating in this discussion.
- (e) Website. None.
- (f) Youth Policy. None.

3605 **INVESTMENT POLICY.** It was **RESOLVED** that an additional investment of £250,000 would be made with CCLA to bring the total investment to £750,000.

3606 **PUBLIC BUILDINGS AND HIGHWAYS & AMENITIES COMMITTEES.** It was **RESOLVED** that a subcommittee, consisting of Cllrs. Nelson, Carter, Mrs. Ferguson and Mrs. Curteis, would be formed to consider the possibility of merging the two committees and establishing a suitable name for the resultant committee.

- 3607 **TOWN EVENTS AND TOWN PARTNERSHIP.** It was **RESOLVED** that the above subcommittee (see Minute 3606) would be delegated to determine the scope and terms of reference of the Town Events and Town Partnership committee(s).
- 3608 **TOWN NET RADIO SUBSIDY.** It was **AGREED** that a contribution of £100.00 per new member would be made to the Town Net Radio Scheme with a maximum budget of £4,000. The allocation of subsidies would be on a first-come-first-served basis.
- 3609 **IT SUPPORT CONTRACT.** It was **RESOLVED** that a quotation of £995.00 per year, provided by Kent IT Maintenance Ltd. for IT support would be accepted.
- 3610 **2015-2016 ANNUAL RETURN.** The External Auditor's comments were **NOTED.**
- 3611 **VOLUNTARY SUPPORT WARDEN.** It was **RESOLVED** that the Voluntary Support Warden Scheme would continue for a further two years at an approximate cost of £1,660.00. This cost included uniform and recruitment material as a one-off cost and on-going expenses of approximately £585.00 per annum.
- 3612 **CORRESPONDENCE.**
- (a) A letter of complaint had been received from a resident regarding the Christmas market, to which the Town Clerk had replied. It was **RESOLVED** that the letter would be passed to the Tourism & Business committee to be incorporated into a debrief regarding the Christmas market event.
- 3613 **MINOR MATTERS.**
- (a) National Association of Local Councils. Three bulletins on national developments and meetings were **NOTED.**
- (b) Kent Association of Local Councils (KALC). Information on the appointment of auditors was **NOTED.**
- (c) KALC. The Parish Newsletter was **NOTED.**
- (d) UK Power Networks. Details of a vulnerable persons register to be used in the event of power cuts was **NOTED.**
- (e) World War 1 Centenary Events. Notification of a World War 1 Centenary Tribute event on 11<sup>th</sup> November 2018 with an invitation to take part in a beacon lighting event on that date had been received. It was **RESOLVED** that an expression of the Town Council's interest in participating would be sent to the Queen's Pageant Master.
- 3614 **ANY OTHER BUSINESS.** None.

**The meeting opened at 7.04pm and closed at 9.00pm.**

The foregoing Minutes and Reports were confirmed and signed at a meeting of the Finance & General Purposes Committee held on the 20<sup>th</sup> day of February 2017.

Chairman \_\_\_\_\_ (20.02.2017)