

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 11TH JUNE 2018**

Councillors Present: H. Edwards, M. Freeman, M. Hickmott, R. Isworth, Dr. L. Lovelidge (Chair) and J. Nelson. Substitutes: M. Carter and Mrs. J. Curteis.

Officers Present: Town Clerk Mr. P Burgess, Deputy Town Clerk Mrs. C. Gilbert and Administrative Assistant Ms. S. Ratcliffe.

Others Present: Cllrs. J. Crawford, Mrs. S. Ferguson, Miss N. Gooch, K. Mulholland (not members of this Committee) and two members of the public.

0244 **APOLOGIES FOR ABSENCE.** Cllr. Mrs. P Smith (Member) and Cllr. C. Knowles (Non-Member).

0245 **DECLARATIONS OF INTEREST.** None.

0246 **MINUTES.** The minutes of the meeting held on 23rd April 2018 were agreed and signed as a correct record.

0247 **MATTERS ARISING.** None

0248 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.**

- (a) Mr. P. Rosling of Knockwood Road requested clarification as to why the Council were spending over £12,000 a year on public relations. The Town Clerk responded that PR Consultant, Mr. Harvey, was responsible for producing the Council's Newsletters, press releases when required, and providing defensive statements in case of attacks against the Council.

0249 **COUNCILLORS' QUESTIONS.**

- (a) Cllr. Isworth raised his concerns over the number of A Boards around the Town, particularly those on the green areas which are causing visibility issues for drivers. Kent County Council (KCC) does have a policy, which is observed by Cranbrook. A Boards must be right outside the business, not obstruct the highway/footpath and only be exhibited during hours of trading. Cllr. Isworth asked if KCC's policy could be enforced. Cllr. Nelson reported that unfortunately KCC does not enforce the policy and Cllr. Mrs. Ferguson commented that some A Boards, which are not located near the businesses, are very faded.

The Town Clerk agreed to look at Tunbridge Wells Policy given the success at Cranbrook. Cllr. Dr. Lovelidge suggested writing to businesses to review their A Board locations and if A Boards are blocking visibility, then these should be reported to KCC.

0250 **VICE-CHAIRMAN.** Cllr. Isworth was appointed Vice-Chairman for the 2018-2019 Council year.

0251 **FINANCIAL REPORTS.** The following financial Reports for the 2017-18 year were **APPROVED**.

- (a) Payments List to 31st March 2018.
- (b) Income and Expenditure to 31st March 2018.
- (c) Bank Reconciliation at 31st March 2018.

0252 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

- (a) Public Engagement Sub-Committee. Ms. Mahoney reported that there had been 675 surveys completed and Ms. Welch was currently analysing the data; there had been quite substantive comments received from many of the residents. The next meeting will take place on 26th June 2018 at 6.30 pm.
- (b) Town Hall Focus Group. The report of the meeting held on 16th May 2018 was **NOTED**. The Town Clerk reported that the letter to the Secretary of State had been sent. The Group would seek assistance to finalise the brief for the architect Ms. Whitehead (of Price Whitehead) will be advising on the brief before tender if approved by Council.

0253 **SUB-COMMITTEE & WORKING GROUPS.** Members were appointed to the following sub-committees.

- (a) Committee Structure.
Cllrs. Carter, Mrs. Curteis, Mrs. Ferguson, Knowles, Mulholland, Nelson and Mrs. Smith were appointed.
- (b) Public Engagement.
Cllrs. Crawford, Mrs. Ferguson, Knowles, Mulholland, Nelson and Sugden were appointed.
- (c) Standing Orders & Financial Regulations.
Cllrs. Knowles, Mulholland, Nelson, Mrs. Smith and Sugden were appointed.
- (d) Staff & Employment.
Cllrs. Mrs. Curteis, Dr. Lovelidge, Nelson and Sugden were appointed.
- (e) Town Council Website.
Cllrs. Carter, Knowles, Dr. Lovelidge, Mulholland and Sugden were appointed.
- (f) Town Council Archives and Regalia. Cllrs. Mrs. Curteis, Edwards, Mrs. Ferguson, Miss. Gooch and Mrs. Smith were appointed. Members of the public would be asked to join the Sub-Committee as well. It was suggested that an exhibition could take place early in 2019 in the Assembly Room.

0254 **MAINTENANCE FACILITY.** It was **RESOLVED** that the revised plans for the new maintenance facility would form the basis of a planning application to Ashford Borough Council.

- 0255 **RECREATION GROUND PRICING.** It was **RESOLVED** to charge the Market Square Group £250 per day for the hire of the Recreation Ground for the Food Festival in 2019.
- 0256 **MEMORIAL BENCH.** It was **RESOLVED** to approve the installation of a memorial bench on the Recreation Ground, by the path running parallel to Oaks Road.
- 0257 **HONORARY TOWN FREEMEN.** It was **RESOLVED** that all Freeman should be displayed on the boards in the Assembly Room and it was agreed to **DEFER** the purchasing of two new boards until clarification was sought regarding removal of the current writing on the large display board. Cllr. Carter suggested the Town Clerk checks whether the boards required listed building consent.
- 0258 **TRACTOR SHED DOOR.** The purchase of a replacement steel door for the tractor shed was **NOTED**.
- 0259 **SECTION 106 FUNDING.** It was **RESOLVED** that a Section 106 Sub-committee would be formed comprising of Cllrs. Carter, Crawford, Isworth and Nelson. It was agreed to **DEFER** the decision regarding Section 106 requirements from the London Beach development, should it progress, until information is received on how much is available.
- 0260 **TOWN EVENTS CALENDAR.** It was agreed in principle to allocate a budget to set up a Town Events Calendar on the Town Council's website. It was agreed that Ms. S. Welch would be approached for input and also the Website Sub-committee for consideration.
- 0261 **CIVIC REGALIA.** The following was **RESOLVED**:
- (a) a replacement Deputy Mayor's Consort badge would be purchased;
 - (b) Cllrs. Mrs. Curteis and Mrs. Smith would assist the Council's administration team in deciding on the design and material of the Honorary Freeman and Past Mayor's Consort badges and report back to Council. It was agreed that Mr. J. Weller would be invited to attend.

Cllr. Edwards reported that the dye cast used for the Past Mayors badges was purchased from Fattorini.

- 0262 **SOCIAL MEDIA POLICY.** Cllr. Dr. Lovelidge thanked the Communications Team for producing the much-needed Policy with Furley Page Solicitors. Several councillors had reservations on parts of the Policy, however, it was **AGREED** to adopt the Policy for a three-month trial period. During the trial period, it was agreed to review whether there should be two separate policies, i.e. one for staff and one for councillors and the Public Engagement Sub-committee to review the policy. The Town Clerk advised that, for insurance purposes, the Policy needs to be robust.

The Committee moved into closed session. *Under the Public Bodies (Admissions to meetings) Act 1960, the public and press will be excluded from the closed meeting session due to the confidential nature of this part of the meeting which involves the discussion of confidential staffing matters and confidential financial negotiations.*

- 0263 **TENT1.** Confidential document 600M refers.

End of closed session.

0264 **CORRESPONDENCE.** None.

0265 **MINOR MATTERS.** None

0266 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

The meeting opened at 8.53pm and closed at 10:06pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 9th day of July 2018.

Chairman _____ (09.07.2018)