

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 12TH AUGUST 2019**

Councillors Present: Mrs. S. Ferguson, Miss A. Gardner, Mrs. P. Smith (Chair), A. Sugden, Mrs. C. Walder and Substitutes: Cllrs. M. Carter and M. Hickmott.

Officers Present: Town Clerk Mr. P. Burgess, Deputy Town Clerk Mrs. C. Gilbert and Administrative Assistant Mrs. L. Owers.

Others Present: Cllrs. Mrs. J. Curteis, J. Nelson and R. Quinton (not members of this Committee), Ashford Borough Councillor P. Clokie and 1 member of the public.

0486 **APOLOGIES FOR ABSENCE.** Cllrs. V. Cole, C. Knowles and Dr. L. Lovelidge. Cllrs. J. Crawford, K. Mulholland and R. Parkin (not members of this Committee).

0487 **DECLARATIONS OF INTEREST.** None.

0488 **MINUTES.** The minutes of the meeting held on 8th July 2019 were agreed and signed as a correct record.

0489 **MATTERS ARISING.** None.

0490 **REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None

0491 **COUNCILLORS' QUESTIONS.** None

0492 **SUB-COMMITTEE & WORKING GROUPS REPORTS.** None.

0493 **FINANCIAL REPORTS.** The following reports were **APPROVED**.

(a) Payments List (Apr-June 2019).

(b) Income and Expenditure (Quarter ended June 2019).

(c) Bank Reconciliation (at 30th June 2019).

0494 **REQUEST FOR FREE USAGE OF THE RECREATION GROUND.** It was **RESOLVED** that the use of the Recreation Ground Football pitch and Pavilion be offered free of charge to the Tenterden Tigers for their social event over the Bank Holiday weekend.

0495 **STATION ROAD TOILETS.** It was **RESOLVED** that the revised plans were approved for submission of a revised planning application.

0496 **ENGAGEMENT OF PROFESSIONAL SERVICES (RECREATION GROUND).** It was **RESOLVED** to grant retrospective approval for the appointment of a building architect for the Recreation Ground re-ordering.

- 0497 **RECREATION GROUND ACCESS GATES.** Cllr. Carter suggested that a second quotation is sought for the gates and would supply the Town Clerk with another company's details. It was **RESOLVED** to purchase the gates at a maximum of £398.80 plus VAT.
- 0498 **REGULARISATION OF SUB-COMMITTEES.** It was **RESOLVED** that the following sub-committees would merge, and Terms of Reference should be re-written and agreed at the first meetings of the newly-formed sub-committees subject to this Committee's approval: Committee Structure and Standing Orders & Financial Regulations sub-committees, newly named Procedure and Committee Structure; Project Overview and Financial Overview; Public Engagement and Website. The following Councillors were appointed:
- (a) Procedure and Committee Structure: Cllrs. Crawford, Mrs. Curteis, Knowles, Mulholland, Nelson and Mrs. Smith.
- (b) Project Overview: Cllrs. Carter, Crawford, Nelson, Parkin, Quinton, Mrs. Smith and Mrs. Walder.
- Financial Overview: Not yet formed.
- (c) Public Engagement and Website: Cllrs. Mrs. Ferguson, Knowles, Dr. Lovelidge, Mulholland, Parkin, and Quinton.
- 0499 **LAP-TOP PURCHASE.** It was **RESOLVED** that a lap-top should be purchased at a cost of £725.00 which would aid the Green Spaces Group of the Selection Neighbourhood Plan Sub-committee to use pear mapping software. It was agreed that this expense would be allocated to the Neighbourhood Plan budget. It was suggested that training on pear mapping should be arranged.
- 0500 **CORRESPONDENCE.** None
- 0501 **MINOR MATTERS.** None
- 0502 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

The meeting opened at 8.32pm and closed at 8.58pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 9th day of September 2019.

Chairman _____ (09.09.2019)