

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 30TH OCTOBER 2017**

Councillors Present: H. Edwards, M. Hickmott, R. Isworth (Vice-Chair), R. Knight, Dr. L. Lovelidge (Chair), R. Lusty, J. Nelson and A. Sugden.

Officers Present: Town Clerk Mr. P. Burgess, Deputy Town Clerk Mrs. C. Gilbert and Accounts Clerk Mrs. J. McCollum.

Others Present: Cllrs. M. Carter, Mrs. J. Curteis, Mrs. S. Ferguson, Miss N. Gooch, C. Knowles, K. Mulholland and Mrs. P. Smith (not members of this committee) and six members of the public.

0119 **APOLOGIES FOR ABSENCE.** Non-member: Cllr. T. Thorpe.

0120 **DECLARATIONS OF INTEREST.** None.

0121 **MINUTES.** The minutes of the meeting held on 18th September 2017 were agreed and signed as a correct record.

0122 **MATTERS ARISING.** None.

0123 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0124 **COUNCILLORS' QUESTIONS.**

- (a) Cllr. Knight reported that he had been briefed by Cllr. Edwards as to why Town Council meetings could not start earlier than 7.00 pm and thanked him for the clarification. Cllr. Knight requested that the Committee Structure Sub-Committee considered the idea of rotating the Internal and External Committee meeting start times. Cllr. Lusty requested that short meetings should ideally take place on the same day as other meetings.
- (b) Cllr. Knowles provided an update with regard to CCTV. Cllr. Knowles had been to visit Ashford Borough Council (ABC) and they were currently half way through the procurement process. The new cameras would be 360 degree and it was anticipated that the new cameras would fit into the current casings.
- (c) Cllr. Knight enquired as to whether the timeline for action points from meetings had been created and the Town Clerk reported that it was in progress. Cllr. Knowles reported that ABC were adopting a system called 'Modern.Gov' which has a search system for topics and would provide all the times that topic had been discussed and the actions taken. There is also a tablet app available to assist with paperless meetings. Cllr. Knowles indicated that it might be possible to tail onto ABC which would then allow

any searching of a topic to bring up any decisions or discussions at ABC as well.

0125 SUB-COMMITTEE & WORKING GROUPS REPORTS

- (a) Town Hall Focus Group. A meeting had been held on 18th October 2017. Mr. J. Crawford, Chair of the Focus Group reported that the group were currently looking at the repair and remodelling of the Town Hall. They were also looking at what types of tier one services should be made available at the Town Hall. Mr. Crawford also reported that the Cinema Focus Group had an architect looking at possible venues and would update the Town Hall Focus Group with regard to the any proposed building at the rear of the Town Hall.
- (b) Recreation Ground Focus Group. Cllr. Sugden reported that the first meeting took place on 11th October 2017. Mr. A. Bates, a member of the focus group, reported on how impressed members were with Ground Control and how they handled the meeting. There was a good mix of people in the group. Mr. Bates requested that the progress reports from Ground Control, which were circulated with the Internal Committee agenda should also be circulated to the focus group.

0126 FINANCIAL REPORTS. The following financial reports were **NOTED**.

- (a) Payments List – August to September 2017.
- (b) Income and Expenditure – half year.
- (c) Bank Reconciliation as at 30th September 2017. The Town Clerk reported that the CCLA was regarded as an asset by the Auditor, therefore would show as zero on the bank statement until the end of the financial year.

0127 REQUEST FOR EASEMENT IN RESPECT OF SERVICES. It was **RESOLVED** to instruct the Council's solicitor to examine the easement request and if acceptable grant permission to the owner of the land to the rear of 53 High Street.

0128 INTERNAL COMPLAINTS HANDLING. Cllr. Nelson requested that the proposal be referred to the Standing Orders Sub-Committee for fuller discussion as he had several reservations on the current proposal. Cllr. Knowles agreed with Cllr. Nelson and suggested that in addition to the advice received from KALC that procedures adopted by other Councils could be investigated. After further discussion, the Committee voted and it was **RESOLVED** that the internal complaints handling proposal would be referred to the Standing Orders Sub-Committee. Five Councillors voted in support and three voted against.

0129 PUBLIC CONSULTATION. Cllr. Knowles had proposed that the focus groups should consider the Lipton Group recommendations and provide their opinion as to whether they accepted, amended or rejected each of those recommendations. The Council had approved the Lipton Report for publication, but had not approved the report itself. Cllr. Carter disagreed with the proposal as some of the focus groups had only met a couple of times and it was too soon to look back. Cllr. Nelson reported that each of the focus groups were already exploring the recommendations.

Ms. S. Welch advised that the Council should obtain the raw data from the Lipton Group as this would be extremely valuable and it belongs to the Council. Mr. A.

Bates and Mrs. N. Mahoney were both concerned at the Council considering going back to the Lipton Report and felt that this was not helpful.

The Committee **RESOLVED** that any recommendations from the Lipton Report that are not being considered by a focus group would be reported on by the Council. One Councillor voted against this motion.

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.*

0130 **STAFFING ISSUES.** Confidential document 591M refers.

End of closed session.

0131 **MINOR MATTERS.** None

0132 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.**

- (a) Tenterden Camera Club 2018 Calendars. It was **RESOLVED** that the Council would stock and sell the calendars at £10.00 each with £3.50 per calendar sold being donated to the Mayor's Charities.

The meeting opened at 8:00pm and closed at 8:53pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 20th day of November 2017.

Chairman _____ (20.11.2017)