

TENTERDEN TOWN COUNCIL

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8th May 2018

ANNUAL MEETING OF THE TOWN COUNCIL

Notice is hereby given that the Annual Meeting of the Town Council will be held in the Assembly Room at the Town Hall on **MONDAY 14th MAY 2018** at **7:00pm**.

All members of the Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder. For this purpose robes will be worn.

Phil Burgess, Town Clerk

AGENDA

1. **TOWN MAYOR.**
 - (a) To elect the Town Mayor for the year 2018-2019. *
 - (b) To receive the Town Mayor's declaration of acceptance of office.
2. **APOLOGIES FOR ABSENCE.**
3. **DECLARATIONS OF INTEREST ON ITEMS TO BE CONSIDERED AT THIS MEETING.**
4. **DEPUTY TOWN MAYOR.**
 - (a) To elect the Deputy Town Mayor for the year 2018-2019. *
 - (b) To receive the Deputy Town Mayor's declaration of acceptance of office.
5. **SERGEANT-AT-MACE.** To confirm the appointment of the Sergeant-at-Mace for the year 2018-2019.
6. **TOWN CRIER.** To confirm the appointment of an honorary Town Crier for the year 2018-2019.
7. **MAYOR'S CHAPLAIN.** To confirm the appointment of a Mayor's Chaplain for the year 2018-19.
8. **MAYOR'S CADET.** To confirm the appointment of a Mayor's Cadet for the year 2018-19.
9. **MINUTES.** To consider and, if approved, confirm and sign the Minutes of the Town Council meeting and the special Town Council meeting held on the 23rd April 2018 as a correct record.
10. **MATTERS ARISING.**

*Refer to order paper for items 1-4, thereafter background paper.

†Information available in the Town Clerk's Office and/or website

17. **ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES.** To review arrangements, including any charters and agency agreements, with other local authorities and review contributions made to expenditure incurred by other local authorities.
18. **REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** To appoint Councillors as representatives to the following organisations for the year 2018-2019, and to make suitable arrangements for reporting back to the Council; *
- (a) Ashford & District Volunteer Bureau,
 - (b) Ashford Community Safety Partnership,
 - (c) Citizens' Advice Bureau,
 - (d) Community Land Trust Steering Group,
 - (e) Community engagement Councillor
 - (f) Confederation of Cinque Ports,
 - (g) Folk Festival
 - (h) Homewood School and Sixth Form Centre,
 - (i) Kent Association of Local Councils,
 - (j) Kent Police Authority Community Consultative Meetings,
 - (k) Little Explorers Children's Centre,
 - (l) Open Spaces Group,
 - (m) Parish Forum (ABC),
 - (n) St. Mildred's Committee,
 - (o) St. Michaels Village Community Group,
 - (p) Tenterden & District Chamber of Commerce,
 - (q) Tenterden & District Museum,
 - (r) Tenterden & District Residents' Association,
 - (s) Tenterden & District Twinning Association,
 - (t) Tenterden Community Hub, (formerly Tenterden Savers)
 - (u) Tenterden Dementia Friendly Community,
 - (v) Tenterden Social Hub, (formerly Day Centre)
 - (w) Tenterden Youth Forum,
 - (x) Tenterden Youth Project Group.
19. **APPOINTED TRUSTEES TO CHARITY TRUSTS.** To appoint Councillors to serve as trustees to the following trusts for the year 2018-2019; *
- (a) Dr. Curteis Charity Trust,
 - (b) Tenterden Church Schools Charity Trust,
 - (c) Tenterden Leisure Centre Trust Ltd,
 - (d) William Judge Trust.
20. **TOWN COUNCIL ASSETS.** To review the Asset Register. †
21. **INSURANCE COVER.** To confirm arrangements for insurance cover.
22. **SUBSCRIPTIONS.** To review Council and staff subscriptions.
- (a) Guild of Mace Bearers. – Advice on procedure for civic events, Town Sergeant; £40.00.
 - (b) Kent Association of Local Councils. Procedural advice and training; £1,235.00.
 - (c) Office of the Information Commissioner. Data protection; £35.00.

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- (d) Society of Local Council Clerks. Training & advice, Town Clerk; Principal Membership £235.00.
- (e) Confederation of Cinque Ports. Membership as a limb of Rye. £250.00.
23. **COMPLAINTS PROCEDURE.** To review the Town Council's complaints procedure. †
24. **FREEDOM OF INFORMATION.** To review the Town Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. (*Note – General Data Protection Regulations GDPR come into force later this month*)†
25. **DEALINGS WITH THE PRESS/MEDIA.** To review the Town Council's policy for dealing with the media. †
26. **TIME & PLACE OF TOWN COUNCIL MEETINGS.** To determine the time and place of ordinary meetings of the Town Council and standing committee meetings up to and including the 2018 annual meeting of the Town Council. *
27. **MAYORAL ANNOUNCEMENTS.** Reports & announcements from the Town Mayor.

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