

# TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: [www.tenterdentowncouncil.gov.uk](http://www.tenterdentowncouncil.gov.uk)  
Telephone: 01580 762271



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## ANNUAL MEETING OF THE TOWN COUNCIL - 15<sup>th</sup> MAY 2017

### MAYOR MAKING ORDER PAPER

#### **ELECTION OF THE TOWN MAYOR FOR THE YEAR 2017 – 2018**

1. **OPENING THE MEETING.** The Worshipful the Town Mayor will take the Chair at 7.00pm, and the Council will proceed with the first item on the agenda; to elect the Town Mayor for the year 2017 – 2018.
2. **NOMINATIONS.** The Town Mayor will ask the Town Clerk if any written nominations have been received for the office of Town Mayor for the ensuing year. The Town Clerk will verbally state who has been nominated. The Town Mayor will invite any other nominations. Councillors wishing to nominate shall stand and give the name of their nominee. Another Councillor will be called upon to second the nomination in each case.
4. **VOTING.** When all nominations have been received and confirmed by the Town Mayor, a vote will be taken.
  - A majority vote is required unless only one candidate stands, in which case a show of hands will suffice.
  - The current mayor has the casting vote.
  - Councillors may vote for themselves.
  - In the event that more than 2 candidates stand, the candidate with the lowest number of votes will stand down and the vote will be repeated until a majority is achieved.
5. **COUNTING OF VOTES.** In the event of a written ballot taking place, the Town Clerk will collate the results of the vote and ask the Senior Administrator to check them. The Town Mayor will announce the number of votes for each candidate.
6. **THE END OF THE COUNCIL YEAR.** The Sergeant-at-Mace will lead the Town Mayor, her escort and the Town Clerk out of the room, along with the newly-elected Town Mayor if applicable, to signify the end of the Council year. If the new Town Mayor is to be the departing Deputy Town Mayor, he will surrender his robe, chain and badge of office to Senior Councillor H. Edwards before departing.
7. **AWAITING THE BEGINNING OF NEW COUNCIL YEAR.** The Council and guests will be seated to await the arrival of the new Town Mayor, which will signify the beginning of the new Council year. If the Deputy Town Mayor has not been elected to the position of Town Mayor he will surrender his robes, chain and badge of office to Senior Councillor H. Edwards while the Town Mayor is out of the room. Drinks will be served to all in attendance ready for the toast to the new Town Mayor.



8. **THE NEW COUNCIL YEAR BEGINS.** The Sergeant-at-Mace will lead the Town Mayor into the meeting, followed by the Town Clerk and Mayoress/Escort. The Town Mayor will take the Chair, and the Sergeant-at-Mace will continue to hold the maces.
9. **DECLARATION OF ACCEPTANCE OF OFFICE.** The Town Mayor will stand and read out the Declaration of Acceptance of Office, and sign it. The Maces will be replaced and the Town Clerk will hand the Badge of Office to the Sergeant-at-Mace, who will attach the Badge to the chain worn by the Town Mayor.
10. **TOASTING THE TOWN MAYOR.** The Councillor who nominated the successful candidate will propose a toast to the Town Mayor and Mayoress/Escort for the ensuing year.
11. **PAST MAYOR'S BADGE.** The Town Mayor will respond to the toast, and if applicable will offer the Town Council's thanks to the retiring Town Mayor and present her with a Past Mayors Badge.
12. **APOLOGIES FOR ABSENCE.**
13. **DECLARATIONS OF INTEREST ON ITEMS TO BE CONSIDERED AT THIS MEETING.**

#### **ELECTION OF THE DEPUTY TOWN MAYOR FOR THE YEAR 2016 – 2017**

14. **NOMINATIONS.** The Town Mayor will ask the Town Clerk if any written nominations have been received for the office of Deputy Town Mayor for the ensuing year. The Town Clerk will verbally state who has been nominated. The Town Mayor will invite any other nominations. Councillors wishing to nominate shall stand and give the name of their nominee. Another Councillor will be called upon to second the nomination.
15. **VOTING.** When the nomination(s) have been received and confirmed by the Town Mayor. A vote will be taken by written ballot.
  - A majority vote is required.
  - The *new* mayor has the casting vote.
  - Councillors may vote for themselves.
  - The candidate with the lowest number of votes will stand down and the vote will be repeated until a majority is achieved.
16. **COUNTING OF VOTES.** The Town Clerk will collate the results of the vote and ask the Town Mayor to check the result. The Town Mayor will declare the result and welcome the newly-elected Deputy Town Mayor to office.
17. **ROBING AND DECLARATION OF ACCEPTANCE OF OFFICE.** The Senior Councillor H. Edwards will help the newly-elected Deputy Town Mayor on with their robe, chain and badge of office. The Deputy Town Mayor will then go to the Town Clerk to read out and sign the Declaration of Acceptance of Office, before taking their seat.

The business of the meeting will continue as laid out in the agenda.

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## **VOTING GUIDE – ANNUAL TOWN MEETING 15<sup>TH</sup> MAY 2017**

### **9. INTERNAL AND EXTERNAL COMMITTEES**

#### Main Selection

16 tokens will be held in an opaque container. 8 will be of one colour and 8 of another.

Each councillor's name will be read out in alphabetical order and the administrative staff will draw a token from the container. The colour of that token will determine which committee that councillor will serve upon. The process will continue until all 16 tokens are drawn.

#### Swaps

If councillors would prefer not to serve on the allotted committee, swaps will be allowed provided there is consent from councillors on the other committee. Should, for instance, 3 councillors wish to move from internal to external and only 2 the other way round, 2 swaps only would be allowed and the 3 councillors would be reduced to 2 by lot. 3 tokens would go in the container and only 2 would bear the colour of the destination committee.

#### Substitutes

3 substitutes will be appointed for each committee. These substitutes will be selected from the 8 members not appointed to the committee in question. i.e. when selection is for the external committee substitutes, the candidates will be from the internal committee.

Should more than 3 members wish to be considered as a substitute, the result will again be decided by lots. i.e if 4 members come forward, 3 coloured tokens will be placed in the container relating to the committee with a 4th token being the different colour.

#### Appointment of chairs

If only one councillor stands, the result will be confirmed by a show of hands. In the event of two or more councillors standing the result will be decided by ballot.



**Annual Meeting of the Town Council –15<sup>th</sup> May 2017**

**Agenda Item 17 - Representatives to Outside Organisations.**

**Agenda Item 18 - Appointed Trustees to Charity Trusts.**

**Agenda item 17: Representatives on Outside Organisations.**

Ashford & District Volunteer Bureau	Cllr. Mulholland
Ashford Comm' Safety Partnership	Cllr. Nelson
Citizens' Advice Bureau	Cllr. Mulholland
Confederation of Cinque Ports	Cllr. Edwards
Homewood School and Sixth Form Centre	Cllr. Isworth
Kent Association of Local Councils	Cllr. Lusty & Mrs. Curteis
Kent Police Authority Community Consultative Meetings	Cllr. Knowles
Little Explorers Children's Centre	Cllr. Mrs. Smith
Parish Forum (ABC)	Cllr. Carter & Nelson
St. Mildred's Committee	Cllrs. Isworth & Lusty
St. Michaels Village Community Group	Cllr. Mulholland
Tenterden & District Chamber of Commerce	Cllr. Thorpe
Tenterden & District Day Centre	Cllr. Miss Gooch
Tenterden & District Museum	Cllr. Mrs. Smith
Tenterden & District Residents' Association	Cllr. Carter
Tenterden & District Twinning Association	Cllrs. Edwards & Mulholland
Tenterden Dementia Friendly Community	Cllrs. Dr. Lovelidge & Miss Gooch
Tenterden Savers	Cllr. Isworth
Tenterden Youth Forum	Cllr. Mrs. Smith
Tenterden Youth Project Group	
Tentertainment	Cllr. Mrs. Smith

**Agenda item 18: Appointed Trustees to Charity Trusts.**

Dr. Curteis Charity Trust	Cllr. Mrs. Curteis & the Town Mayor
Tenterden Church Schools Charity Trust	Cllr. Mrs. Curteis
Tenterden Leisure Centre Trust Ltd.	Cllrs. Mrs. Ferguson & Nelson
William Judge Trust	

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## MEETING SCHEDULE: 2017-2018

Date (ALL MONDAYS unless specified)	Internal	Planning	Town Council	External
15 <sup>th</sup> May 2017	Annual Meeting of the Town Council, including Mayor-Making – 7pm			Assembly Room. Robes to be worn.
22 <sup>nd</sup> May 2017	Planning – from 7pm			Mayor's Parlour
5 <sup>th</sup> June 2017	Planning, Internal, External – from 7pm			Assembly Room
26 <sup>th</sup> June 2017	Town Council, Planning, Internal – from 7pm			Assembly Room. Robes to be worn for TC.
17 <sup>th</sup> July 2017	Planning, Internal, External – from 7pm			Assembly Room
7 <sup>th</sup> August 2017	Town Council, Planning, Internal – from 7pm			Assembly Room. Robes to be worn for TC.
29 <sup>th</sup> August 2017 (Tue)	Planning, Internal, External – from 7pm			Assembly Room
18 <sup>th</sup> September 2017	Town Council, Planning, Internal – from 7pm			Assembly Room. Robes to be worn for TC.
9 <sup>th</sup> October 2017	Planning, Internal, External – from 7pm			Assembly Room
30 <sup>th</sup> October 2017	Town Council, Planning, Internal – from 7pm			Venue to be confirmed Robes to be worn for TC.
20 <sup>th</sup> November 2017	Planning, Internal, External – from 7pm			Assembly Room
11 <sup>th</sup> December 2017	Town Council, Planning, Internal – from 7pm			Assembly Room. Robes to be worn for TC.
8 <sup>th</sup> January 2018	Planning, Internal, External – from 7pm			Assembly Room
29 <sup>th</sup> January 2018	Town Council, Planning, Internal – from 7pm			Assembly Room. Robes to be worn for TC.
19 <sup>th</sup> February 2018	Planning, Internal, External – from 7pm			Assembly Room
12 <sup>th</sup> March 2018	Town Council, Planning, Internal – from 7pm			Assembly Room. Robes to be worn for TC.
3 <sup>rd</sup> April 2018 (Tue)	Planning, Internal, External – from 7pm			Assembly Room
23 <sup>rd</sup> April 2018	Town Council, Planning, Internal – from 7pm			Assembly Room. Robes to be worn for TC.
14 <sup>th</sup> May 2018	ANNUAL TOWN MEETING – 7.30pm			Assembly Room
29 <sup>th</sup> May 2018 (Tues)	Annual Meeting of the Town Council, including Mayor-Making – 7pm			Assembly Room. Robes to be worn.



**TENTERDEN TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES COMMITTEE**

**Standing Orders, Financial Regulations & Donations Sub-Committee**

Notes of a meeting held at the Town Hall at 5.00pm on 4<sup>th</sup> May 2017.

<i>No</i>	<i>Item</i>	<i>Action</i>
1	<b>Present:</b> Cllrs. Knowles, Mulholland, Nelson, Mrs Smith & Sugden. The Town Clerk was also present and took notes	
2	<b>Apologies.</b> None	
3	<b>Declarations of interest.</b> Cllrs Mulholland & Mrs Smith had involvement with the village hall committee & would not vote.	
4	<b>Chairman.</b> Alan Sugden was appointed chair.	
5	<b>Minutes</b> of the meeting held on 22nd December 2016 were approved.	
6	<b>Matters arising.</b> None.	
7	<p><b>Donations. St Michaels Village Hall</b></p> <p>The village hall committee will eventually approach the council through participatory budgeting for all 3 stages of their proposed changes (see attached correspondence from Cllr. Mulholland). In the meantime the project to replace the roof is stand alone and will be required even if the other projects do not go ahead. There is a shortfall of funding for the roof project of £40,000, after taking into account time-limited grants from ABC and KCC (totalling £55,000) and internal fund-raising. While the village hall committee would prefer a grant, this could set a precedent for other such grant requests and the meeting decided that a loan would be preferable. Accounts were tabled including progress on the building up of reserves for the Village hall. Both ABC and KCC had been happy to award grant funding and would have done extensive checks. It was recognised that this was a time-limited opportunity for the village hall to be significantly upgraded using grant money from ABC and KCC, and that this opportunity should not be lost due to the lack of a relatively small amount (in terms of the overall, three-stage modernisation plans). It was also recognised that replacing the roof would help conserve energy, keeping the hall's overheads down, and making both its use and its modernisation more financially viable. The rate was agreed as interest free for the first year and 0.25% thereafter. There would be no penalty for early repayment since it was envisaged grant funding may later be available. The loan would be unsecured. TTC should be able to recover their investment in the very unlikely event that the village hall committee folds.</p> <p><b>Recommended</b> 20 year loan of £40,000. 0% interest year 1, 0.25% for remainder of term.</p>	<b>PB</b>

8	<b>Any changes to Standing Orders.</b> None. The ex-officio rule for the mayor to serve on all committees would not fit with the new committee structure but this standing order had already been revoked.	
9	<b>Any other business.</b> None.	
10	<b>Date of next meeting.</b> TBA	