

# 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



Email: [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk)  
Facsimile: 01580 765647

## **ANNUAL MEETING OF THE TOWN COUNCIL - 14<sup>th</sup> MAY 2018**

### **MAYOR MAKING ORDER PAPER**

#### **ELECTION OF THE TOWN MAYOR FOR THE YEAR 2018 – 2019**

1. **OPENING THE MEETING.** The Worshipful the Town Mayor will take the Chair at 7.00pm, and following prayers, the Mayor will present Cheques to his chosen charities. The Council will then proceed with the first item on the agenda; to elect the Town Mayor for the year 2018 – 2019.
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.  
Should there be more than one nomination, the nominating councillor will be asked to state their reasons for supporting each candidate.
3. **VOTING.** When all nominations have been received and confirmed by the Town Mayor, a vote will be taken.
  - A majority vote (by written ballot) 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.
4. **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 Deputy Town Clerk to check them. The Town Mayor will announce the number of votes for each candidate.
5. **THE END OF THE COUNCIL YEAR.** If the new Town Mayor is to be the departing Deputy Town Mayor, she will surrender her robe, chain and badge of office to Senior Councillor H. Edwards. The Sergeant-at-Mace will lead the Town Mayor, his escort and the Town Clerk out of the room, along with the newly-elected Town Mayor, to signify the end of the Council year.
6. **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 applicable, the Deputy Town Mayor will surrender her 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.



7. **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.
8. **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.
9. **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.
10. **PAST MAYOR'S BADGE.** The Town Mayor will respond to the toast, and will offer the Town Council's thanks to the retiring Town Mayor and present him with a Past Mayors Badge.
11. **APOLOGIES FOR ABSENCE.**
12. **DECLARATIONS OF INTEREST ON ITEMS TO BE CONSIDERED AT THIS MEETING.**

#### **ELECTION OF THE DEPUTY TOWN MAYOR FOR THE YEAR 2018 – 2019**

13. **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. Should there be more than one nomination, the nominating councillor will be asked to state their reasons for supporting each candidate.
14. **VOTING.** When the nomination(s) have been received and confirmed by the Town Mayor. A vote will be taken by written ballot unless only one nomination is received. In this instance, a show of hands will suffice.
  - 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.
15. **COUNTING OF VOTES.** The Town Clerk will collate the results of the vote and ask the Deputy Clerk to check the result. The Town Mayor will declare the result and welcome the newly-elected Deputy Town Mayor to office.
16. **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 14<sup>TH</sup> MAY 2018**

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

#### Main Selection

16 tokens will be held in an opaque container. 8 will bear the Initial I and 8 the initial E.

Each councillor's name will be read out in random order and the administrative staff will draw a token from the container. The initial on 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 initial 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 initialled tokens will be placed in the container relating to the committee with a 4th token indicating the different committee.

#### 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.





## **DELEGATION TO PLANNING COMMITTEE**

### **TERMS OF REFERENCE**

- (A) To consider and make representations on planning and related applications and make representation on land use, appeals notified and matters relating to regional, county and local issues.

### **DELEGATION OF FUNCTIONS TO THE TOWN CLERK**

- (A) The Town Clerk be authorised to take administrative action, in consultation with the relevant Chairman on minor Planning matters.

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## **INTERNAL MATTERS COMMITTEE DELEGATED AUTHORITY**

- a. To advise the Council as to its financial and economic policies and deal with the allocation and control of financial resources.
- b. To consider the recommendations of other committees so far as they would materially affect resources not approved in the annual budget.
- c. To deal with irrecoverable or doubtful debts.
- d. Management of the Council's loan debt.
- e. To deal with insurance and pensions.
- f. Payment of accounts.
- g. To deal with personnel matters generally, and in particular:
  - Recruitment and appointment procedures.
  - Staff welfare.
  - Terms and conditions of service.
  - Discipline.
  - Matters arising under legislation relating to contracts of employment and industrial relations.
  - To maintain an overall view of staffing requirements and the allocation of resources and to deal with all matters pertaining to staff, subject to all new posts on the Council's establishment being approved by the Council.
  - To maintain, review and advise upon the required level of staff resources and their deployment.
- h. To review, and where necessary, to improve management methods to ensure that they are effective in meeting the objectives of the Council.
- i. To recommend Standing Orders and Financial Regulations of the Council and to review them from time to time.
- j. The assessment, provision, maintenance, improvement and management of Council-owned parks, open spaces, playgrounds and sports facilities (both indoor and outdoor).
- k. To determine and undertake maintenance of Council-owned amenity areas.
- l. To manage, maintain and control the Town Hall, the Pebbles, the Pavilion, Storage buildings, public toilets and the kiosk on Tenterden Recreation Ground.
- m. Civic events

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## EXTERNAL MATTERS COMMITTEE DELEGATED AUTHORITY

- a. To maintain an overall view of land requirements, resources and allocation (in consultation with other committees if applicable).
- b. To deal with all matters relating to boundaries and representation.
- c. To make arrangements for press and public relations.
- d. To deal with requests for loans, financial assistance, grants, subscriptions, donations, etc., which are not directly related to the functions of another committee.
- e. To liaise with sporting and leisure organisations with regard to the provision of sporting and recreation facilities within the town.
- f. To represent the Council on highways matters, including street naming, parking, public transport, etc.
- g. To deal with matters relating to the postal service and public utilities.
- h. To deal with matters relating to street lighting.
- i. To deal with matters relating to public rights of way.
- j. To encourage liaison between individuals, businesses and organisations that are involved in the promotion of Tenterden, and to give them endorsement where applicable.
- k. To liaise with Ashford Borough Council on matters relating to tourism and business within Tenterden.
- l. To investigate specific projects and ideas which aim to improve Tenterden as a location for residents and businesses and as a destination for visitors, and to support such schemes if appropriate.
- m. To undertake or arrange for the provision of public entertainments & events at Council-owned locations.
- n. To provide noticeboards at Council-owned locations.
- o. To deal with maintenance of war memorials.



## **Annual Meeting of the Town Council – 14<sup>th</sup> May 2018**

**Agenda Item 18 - Representatives to Outside Organisations.**

**Agenda Item 19 - Appointed Trustees to Charity Trusts.**

### **Agenda item 18: Current Representatives on Outside Organisations.**

Ashford & District Volunteer Bureau	Cllr. Mulholland
Ashford Comm' Safety Partnership	Cllr. Nelson
Citizens' Advice Bureau	Cllr. Mulholland
Community Land Trust	Cllrs Carter and Nelson
Community Engagement Councillor	Cllr. Mrs. Ferguson
Confederation of Cinque Ports	Cllr. Edwards
Folk Festival	Cllr. Mrs. Curteis
Homewood School and Sixth Form Centre	Cllr. Isworth
Kent Association of Local Councils	Cllrs. Lusty & Mrs. Curteis
Kent Police Authority Community Consultative Meetings	Cllr. Knowles
Little Explorers Children's Centre	Cllr. Mrs. Smith
Open Spaces Group	Cllrs Crawford and Miss Gooch have attended the inaugural meeting
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	
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 Community Hub	Cllr. Isworth
Tenterden Dementia Friendly Community	Cllrs. Dr. Lovelidge & Miss Gooch
Tenterden Social Hub	Cllr Isworth
Tenterden Youth Forum	Cllr. Mrs. Smith
Tenterden Youth Project Group	

**Agenda item 19: Current 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: 2018-2019

Date (ALL MONDAYS unless specified)	Internal	Planning	Town Council	External
14 <sup>th</sup> May 2018	<b>Annual Meeting of the Town Council, including Mayor-Making – 7pm</b>			Assembly Room. Robes to be worn.
21 <sup>st</sup> May 2018	Planning			Assembly Room
11 <sup>th</sup> June 2018	Planning, External, Internal - from 7pm			Assembly Room
16 <sup>th</sup> June 2018 (Sat)	Meet Your Councillors Coffee Morning – 10am – 12 noon			Assembly Room
25 <sup>th</sup> June 2018	<b>ANNUAL TOWN MEETING – 7.30pm</b>			Assembly Room
9 <sup>th</sup> July 2018	Town Council, Planning, Internal, External – from 7pm			Assembly Room. Robes to be worn for TC.
13 <sup>th</sup> August 2018	Planning, External, Internal – from 7pm			Assembly Room
18 <sup>th</sup> August 2018 (Sat)	Meet Your Councillors Coffee Morning – 10am to 12 noon			Assembly Room
10 <sup>th</sup> September 2018	Town Council, Planning, Internal, External – from 7pm			Assembly Room. Robes to be worn for TC.
8 <sup>th</sup> October 2018	Planning, External, Internal – from 7pm			Assembly Room
20 <sup>th</sup> October 2018 (Sat)	Meet Your Councillors Coffee Morning – 10am to 12 noon			Assembly Room
12 <sup>th</sup> November 2018	Town Council, Planning, Internal, External – from 7pm			Assembly Room. Robes to be worn for TC.
10 <sup>th</sup> December 2018	Planning, External, Internal – from 7pm			Assembly Room
15 <sup>th</sup> December 2018 (Sat)	Meet Your Councillors Coffee Morning – 10am to 12 noon			Assembly Room
14 <sup>th</sup> January 2019	Town Council, Planning, Internal, External – from 7pm			Assembly Room. Robes to be worn for TC.
11 <sup>th</sup> February 2019	Planning, External, Internal – from 7pm			Assembly Room
16 <sup>th</sup> February 2019 (Sat)	Meet Your Councillors Coffee Morning – 10am to 12 noon			Mayors Parlour
11 <sup>th</sup> March 2019	Town Council, Planning, Internal, External – from 7pm			Assembly Room. Robes to be worn for TC.
8 <sup>th</sup> April 2019	Planning, External, Internal – from 7pm			Assembly Room
20 <sup>th</sup> April 2019 (Sat)	Meet Your Councillors Coffee Morning – 10am to 12 noon			Assembly Room
29 <sup>th</sup> April 2019	Planning			Assembly Room
2 <sup>nd</sup> May 2019	<b>LOCAL COUNCIL ELECTIONS</b>			
13 <sup>th</sup> May 2019	<b>Annual Meeting of the Town Council, including Mayor-Making – 7pm</b>			Assembly Room. Robes to be worn.