

TENTERDEN TOWN COUNCIL



MINUTES AND REPORTS OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD AT TENTERDEN TOWN HALL ON 13TH MAY 2019

Councillors Present:

M. Carter, V. Cole, J. Crawford, Mrs. J. Curteis, Mrs. S. Ferguson, Miss. A. Gardner, M. Hickmott, C. Knowles, Dr. L. Lovelidge, J. Nelson, R. Quinton, Mrs. P. Smith (Town Mayor), A. Sugden and Mrs. C. Walder.

Officers Present:

Town Clerk Mr. P. Burgess, Deputy Town Clerk Mrs. C. Gilbert, Accounts Clerk Mrs. J. McCollum, Administrative Assistants Ms. S. Ratcliffe and Mrs. L. Owers.

Others Present:

Sergeant-at-Mace Mr. M. Winter, The Reverend L. Hammond, Cllr. M. Hill (KCC) and 28 members of the public.

Reverend Hammond said prayers.

The Town Mayor addressed the Council and members of the public before the start of the formal meeting to present cheques to her chosen charities: Hypo Hounds and MacMillan South East. Representatives from Hypo Hounds received their cheque for £1,888.85 and payment would be sent to MacMillan South East for the same amount. The Town Mayor also announced that a donation of £200.00 was being made to Pilgrims Hospice as a thank you to the Ruby Sisters who provided entertainment at the Mayor's St. George's Event.

The Town Mayor presented a long-service award to Mr. H. Edwards who had retired from the Town Council after serving for 40 years, and expressed the Town Council's gratitude for his service and dedication. The Town Mayor also presented Mrs. F. Edwards with a bouquet of flowers.

The Town Mayor welcomed the three new Councillors, V. Cole, Miss. A. Gardner and R. Quinton and thanked the departing four members, Mr. H. Edwards, Miss. N. Gooch, Mr. R. Isworth and Mr. M. Freeman, for their work over the last four years. The Town Mayor made a further presentation to her Consort, Mr. T. Smith, for his support during her three years as Mayor; Mr. Smith was presented with a Past Mayor's Escort badge.

3276 **THE TOWN MAYOR 2019-2020.** Cllr. Mrs. Smith asked for nominations for the role of Town Mayor for 2019-2020. Cllr. Nelson had nominated Cllr. Mrs. Curteis, and this was seconded by Cllr. Mrs. Ferguson. There being no other nominees, the appointment of Cllr. Mrs. Curteis was **RESOLVED** by a show of hands. Cllr. Hickmott abstained from voting. The Sergeant led the Town Mayor, Deputy Town Mayor and Town Clerk from the room, signifying the close of the mayoral year. On returning to the room the new Town Mayor took the chair, and duly signed and read aloud her Declaration of Acceptance of Office, and Cllr. Nelson led Councillors and guests in a toast to the Town Mayor.

Cllr. Mrs. Curteis thanked the Town Council for appointing her as Town Mayor and also thanked Cllr. Mrs. Smith for her past service to the Council and as Mayor.

3277 **APOLOGIES FOR ABSENCE.** Cllr. K. Mulholland, Cllrs. P. Clokie and J. Link (ABC), PCSO Richards and the Mayor's Cadet.

3278 **DECLARATIONS OF INTEREST ON ITEMS TO BE CONSIDERED AT THIS MEETING.** None.

3279 **DEPUTY TOWN MAYOR.** The Town Mayor called for nominations for the role of Deputy Town Mayor for 2019-2020. Cllr. Mrs. Walder had nominated Cllr. Dr. Lovelidge and this was seconded by Cllr. Mrs. Smith. There being no other nominees, the appointment of Cllr. Dr. Lovelidge was **RESOLVED** by a show of hands. Cllr. Dr. Lovelidge duly took her seat and signed and read aloud her Declaration of Acceptance of Office.

3280 **DECLARATIONS OF ACCEPTANCE OF OFFICE.** All Councillors signed and read aloud their Declarations of Acceptance of Office. The Town Clerk reported that he had witnessed Cllr. Mulholland signing his Declaration of Acceptance of Office in the Town Hall during the afternoon of the meeting.

3281 **SERGEANT-AT-MACE.** Mr. M. Winter expressed that he was willing to continue in the role of Sergeant-at-Mace, and his appointment for 2019-20 was **RESOLVED**.

3282 **TOWN CRIER.** Cllr. Hickmott expressed that he was willing to continue in the role of Town Crier, and his appointment was **RESOLVED**. Cllr. Hickmott advised that he had had another successful year and that the money he receives from Town Crier duties is always donated to charity. Cllr. Hickmott had the privilege of inviting two Gurkha veterans both of whom had lost legs and one arm and had made a personal donation to them of £500.00.

3283 **MAYOR'S CHAPLAIN.** It was **RESOLVED** that Reverend Canon L. Hammond would continue in his role as Mayor's Chaplain in 2019-20.

3284 **MAYOR'S CADET.** Appointment of the Mayor's Cadet was **DEFERRED** to the next Town Council Meeting on 8th July 2019.

3285 **MINUTES.** The minutes of the meeting of the Town Council and the Special Town Council held on 11th March 2019 were confirmed and signed as correct records.

3286 **MATTERS ARISING.** None.

3287 **QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS.**

- (a) Cllr. Nelson advised that the Rotary Club have arranged a Welcome Party for New Residents on 2nd June 2019 on Tenterden Junior School's Playing Field from 12 noon to 4pm, and would like Town Council to be there to talk to residents. Publicity papers will be available and Councillors are welcome to join Cllr. Nelson.

Before the close of the first part of the meeting, Mr. H. Edwards made a presentation to his wife Mrs. F. Edwards of a Past Mayoress Badge for all her support during his time as Mayor on the Council. The Town Mayor then presented Mr. Edwards with a cake she had made as a personal thank you.

At this point the meeting was adjourned and members of the public were invited to join councillors, their partners and invited guests for refreshments. Following the interval, six members of the public remained.

3288 INTERNAL AND EXTERNAL COMMITTEES

- (a) Selection to Committees. The selection of councillors to the new Internal and External committees took place. One of the administrative staff picked councillors at random who then picked a tile from a bag; there were 16 tiles in total, 8 for Internal and 8 for External. The following were agreed:

Internal Committee

Cllr. Cole	Cllr. Dr. Lovelidge
Cllr. Ferguson	Cllr. Mrs. Smith
Cllr. Miss. Gardner	Cllr. Sugden
Cllr. Knowles	Cllr. Mrs. Walder

External Committee

Cllr. Carter	Cllr. Mulholland
Cllr. Crawford	Cllr. Nelson
Cllr. Mrs. Curteis	Cllr. Quinton
Cllr. Hickmott	Vacancy

- (c) Substitutes from the Internal Committee to the External Committee. The Town Mayor asked councillors on the Internal Committee to indicate if they wished to be a substitute on the External Committee. Four councillors expressed an interest for the three slots, therefore, those councillors picked a lettered token from the bag which contained three for the External Committee and one for the Internal Committee. Cllrs. Mrs. Ferguson, Dr. Lovelidge and Mrs. Walder were appointed.
- (d) Substitutes from the External Committee to the Internal Committee. The Town Mayor asked councillors on the External Committee to indicate if they wished to be a substitute on the Internal Committee. Four councillors expressed an interest for the three slots, therefore, those councillors picked a lettered token from the bag which contained three for the External Committee and one for the Internal Committee. Cllrs. Carter, Crawford and Hickmott were appointed.
- (e) Appointment of Chairman to Internal Committee. The Town Mayor asked those councillors on the Internal Committee for nominations for the position of Chairman. Cllr. Mrs. Smith was nominated and following a vote, by show of hands, was appointed as Chairman of the Internal Committee.
- (f) Appointment of Chairman to External Committee. The Town Mayor asked those councillors on the External Committee for nominations for the position of Chairman. Cllr. Nelson was nominated and following a vote, by show of hands, was appointed as Chairman of the External Committee.

3289 PLANNING COMMITTEE. The following members were appointed to the Committee: Cllrs. Carter, Crawford, Mrs. Curteis, Miss. Gardner, Knowles, Dr. Lovelidge, Mulholland, Nelson, Quinton, Mrs. Smith and Mrs. Walder. Cllr. Crawford was appointed as Chairman.

3290 COMMITTEE REPORTS. Subject to any specific questions or objections, the Minutes and Reports of the under-mentioned Committees were taken as read and,

being duly seconded, were approved and **ADOPTED** as part of the proceedings of the Town Council subject to the following recommendations which were voted upon by a show of hands;

Internal Committee: 11th March 2019 and 8th April 2019. Presented by Cllr. Dr. Lovelidge.

External Committee: 11th March 2019 and 8th April 2019. Presented by Cllr. Nelson.

Planning: 11th March 2019, 8th April 2019 and 29th April 2019. Presented by Cllr. Crawford.

3291 **DELEGATION ARRANGEMENTS.** The existing arrangements for delegation of authority to the Planning Committee, Internal Committee and External Committee were reviewed and **RESOLVED**.

3292 **STANDING ORDERS AND FINANCIAL REGULATIONS.** The existing standing orders and financial regulations were reviewed and **RESOLVED**.

3293 **ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES.** There were none.

3294 **REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** Members were appointed as Town Council representatives to outside organisations as follows:

- | | |
|--|--|
| (a) Ashford & District Volunteer Bureau: | Cllr. Mulholland. |
| (b) Ashford Community Safety Partnership: | Cllr. Mulholland. |
| (c) Citizens' Advice Bureau (Ashford Advice): | Cllr. Mulholland. |
| (d) Civil Society (to be renamed on launch): | Cllr. Nelson. |
| (e) Community Land Trust Steering Group: | <i>Deferred.</i> |
| (f) Community Engagement Councillor: | Cllr. Mrs. Ferguson. |
| (g) Confederation of Cinque Ports: | Cllr. Mrs. Smith. |
| (h) Cycling Strategy Group: | Cllrs. Mrs Ferguson & Nelson. |
| (i) Folk Festival: | Cllr. Quinton. |
| (j) Homewood School and Sixth Form Centre: | Cllrs. Mrs. Walder & Crawford (substitute). |
| (k) Kent Association of Local Councils: | Cllrs. Crawford, Mrs. Curteis & Mrs. Walder. |
| (l) Little Explorers Children's Centre: | Cllr. Mrs. Smith. |
| (m) Parish Forum (ABC) | Cllrs. Carter, Dr. Lovelidge & Nelson. |
| (n) St. Mildred's Committee: | Cllrs. Carter & Mrs. Ferguson. |
| (o) St. Michael's Annual Run: | Cllr. Mulholland. |
| (p) St. Michael's Village Community Group: | Cllr. Mrs. Curteis. |
| (q) St. Michael's Village Hall Committee: | Cllrs. Cole & Mulholland. |
| (r) Tenterden & District Chamber of Commerce: | Cllr. Nelson. |
| (s) Tenterden & District Museum: | Cllr. Mrs. Smith. |
| (t) Tenterden & District Residents' Association: | Cllr. Crawford. |
| (u) Tenterden & District Twinning Association: | Cllr. Mrs. Walder. |
| (v) Tenterden Community Hub (formerly | Cllr. Nelson. |

Tenterden Savers):	
(w) Tenterden Dementia Friendly Community:	Cllr. Sugden
(x) Tenterden Festival:	Cllr. Mrs. Ferguson.
(y) Tenterden Social Hub:	Cllr. Mrs. Walder.
(z) Tenterden Tigers	Cllr. Carter
(aa) Tributes in the Park:	Cllr. Mrs. Curteis.
(bb) Weald of Kent Preservation Society:	Cllr. Crawford.

Cllr. Knowles requested a revisit of his concerns regarding the Community Land Trust (CLT). Wates (developers) have made reference on several occasions to working with the CLT and Cllr. Knowles felt it inappropriate for Councillors to have membership. Cllr. Knowles commented that no feedback had been received from the Council representatives for some time. Cllr. Nelson reported that the CLT were not assisting Wates in any form, but merely introducing themselves to ensure they were aware that the CLT existed.

Cllr. Mrs. Walder reported that governance need to be improved. Cllr. Knowles reported that Ashford Borough Council as the Planning Authority should be made aware of the CLT. Cllr. Crawford requested that the Town Clerk seeks advice from Kent Association of Local Councils and it was **RESOLVED** that the Town Clerk would obtain clarification. Cllrs. Carter, Mrs. Ferguson, Hickmott and Nelson abstained from voting.

3295 **APPOINTED TRUSTEES TO CHARITY TRUSTS.** Members were appointed to act as trustees on charitable trusts as follows:

(a) Dr. Curteis Charity Trust:	Cllr. Mrs. Curteis.
(b) Tenterden Church Schools Charity Trust:	Cllr. Mrs. Curteis.
(c) Tenterden Leisure Centre Trust Ltd:	Cllr. Nelson. Cllr. Cole agreed to attend a meeting as a prospective Trustee.

3296 **RESIDENT FOCUS GROUPS FOR PROJECTS.** Members were appointed to act as representatives on the following focus groups:

(a) Cinema Project:	Cllrs. Carter & Mrs. Ferguson.
(b) Recreation Ground Project:	Cllrs. Mulholland & Sugden.
(c) Town Hall:	Cllrs. Dr. Lovelidge & Mrs. Smith.

3297 **GENERAL POWER OF COMPETENCE.** The Town Council's eligibility for the General Power of Competence was **CONFIRMED**.

3298 **TOWN COUNCIL ASSETS.** The asset register was reviewed and **RESOLVED** to be correct.

3299 **INSURANCE COVER.** The Town Clerk reported that the insurance cover is reviewed annually and new assets added ad hoc. The Town Council's arrangements for insurance cover with WPS insurance was reviewed and **RESOLVED** to be appropriate.

- 3300 **SUBSCRIPTIONS.** The following subscriptions were reviewed and **RESOLVED**:
- (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.
 - (d) Society of Local Council Clerks. Training & advice, Town Clerk; Principal Membership £265.00. Deputy Town Clerk Membership £235.00.
 - (e) Confederation of Cinque Ports. Membership as a limb of Rye. £310.00.
 - (f) The National Association of British Markets (NABMA). £358.00.
 - (g) Ashford and Tenterden Tourism Association. £155.00.
 - (h) Survey Monkey. Public consultation tool £340.00.
 - (i) National Community Land Trust (NCLT). £200 Associate membership required for local CLT to claim grant aid. Temporary membership pending CLT being fully established.
 - (j) Association of Local Council Clerks. Town Clerk’s subscription to union, which is reimbursed to the Town Council by the Town Clerk. £40.00.
- 3301 **COMPLAINTS PROCEDURE.** The Town Council’s complaints procedure was reviewed and **RESOLVED** to be correct.
- 3302 **FREEDOM OF INFORMATION.** The Town Council’s procedure for handling requests under the Freedom of Information Act 2000, the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) 2018 was reviewed and **RESOLVED** to be correct.
- 3303 **DEALINGS WITH THE PRESS/MEDIA.** The Town Council’s procedure for dealing with the press/media was reviewed and **RESOLVED** to be correct.
- 3304 **CASUAL VACANCY.** The Town Clerk reported that as the vacancy had arisen from a local election, the position for a West Ward Town Councillor would be filled by Co-option. The advertisement would be sent out shortly and a Special Town Council meeting will be called for 10th June 2019.
- 3305 **PROJECT UPDATES.** Cllr. Nelson reported that there needed to be more frequent updates on the progress from the Regeneration projects/focus groups and had suggested a standardised approach. It was **RESOLVED** to adopt the new approach.
- 3306 **MAYORAL ANNOUNCEMENTS.**
- (a) The Town Mayor reported that Wates would be holding a public exhibition on Friday, 17th May 2019 regarding the development of Limes Land and had asked the Town Council for a closed meeting prior to the exhibition. It was noted that the Town Council had declined the offer. Cllr. Knowles reported that the Town Council could offer Wates the opportunity to conduct a pre-

application presentation to the Council which would be open to members of the public. Cllr. Carter requested that advice is sought from the Kent Association of Local Councils (KALC) regarding talking to developers. The Town Clerk reported that the Town Council had resolved to not talk to developers prior to a formal planning application being submitted, however, he would seek KALC's advice.

The meeting opened at 7.00pm and closed at 9.25pm

The foregoing Minutes and Report were confirmed and signed at a meeting of the Town Council held on the 8th day of July 2019.

Chairman..... (08.07.2019)