

**External Committee 5<sup>th</sup> June 2017**

**Donations Sub-committee**

**Agenda Item 8d**

This sub-committee used to fall under the remit of Finance and General Purposes committee and included Standing orders.

Always a rather unusual division of duties, the sub-committees have now been split. This External Committee sub-committee will deal only with Donations and Loans. A revised terms of reference document is attached for authorisation which shows additional duties for the committee.

**Proposal: That members should be elected to the new sub-committee under the new terms of reference.**



Phil Burgess

Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None

## TENTERDEN TOWN COUNCIL - TERMS OF REFERENCE

<b>Sub-Committee name:</b>	Donations & Loans Sub-Committee
<b>Standing Committee:</b>	External Committee
<b>Membership and appointment:</b>	<p>Membership is to comprise –</p> <p>(a) any Councillor appointed by the F&amp;GP Committee for the period of one year</p> <p>and</p> <p>(b) other Councillors and non-Councillors co-opted by the Sub-Committee for a period of up to one year</p> <p>The Sub-Committee must comprise no less than four Councillor members.</p>
<b>Chairing:</b>	The Sub-Committee shall elect its own chairman for individual meetings on the basis of a vote by the majority of Sub-Committee members in attendance
<b>Frequency of meetings: and quorum:</b>	<p>The Sub-Committee shall meet</p> <p>(a) as often as it deems appropriate to keep abreast of developments relating to its functions and delegated authority</p> <p>or</p> <p>(b) on the advice of the Standing Committee</p>
<b>Quorum:</b>	Half of the Councillor members with a minimum of 3 councillors.
<b>Record of meetings:</b>	<p>If no member of the administrative staff is present, a member of the Sub-Committee shall be appointed at each meeting of the Sub-Committee itself (by majority vote of the members of the Sub-Committee in attendance) to take the minutes of that meeting. Such minutes shall be made publicly available, unless</p> <p>(a) the information therein is of a commercially sensitive nature</p> <p>or</p> <p>(b) doing so would constitute a breach of data protection law</p> <p>Where the Sub-Committee is involved in meetings with third parties and no formal minutes are taken, a member of the Sub-Committee shall report to the Standing Committee on the discussion and the outcome of the meeting. The committee shall decide whether the whole or any part of any such report shall be treated as confidential</p>
<b>Reporting mechanism:</b>	The Sub-Committee shall report to the Committee as often and in such manner as the Sub-Committee deems appropriate in order to keep the Committee informed of progress, and also on request by the Committee. Such reports shall be publicly available unless the Committee or the Council decides otherwise under Standing Order 3d.

**Functions &  
delegated authority:**

The role of the Sub-Committee is to –

- determine the criteria which organisations must fulfil in order to be eligible for a donation from the Town Council
- invite and consider applications from community organisations for donations in accordance with the current donations and loans policy.
- recommend to the committee (for approval by the council) which organisations should receive a donation and the amount deemed appropriate.
- Consider any changes to the grant allowed for town events and make recommendations to the standing committee.
- Consider any applications for loans from organisations and make recommendations to the standing committee

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**Tablet for maintenance staff**

**Agenda Item 9**

The new caretaker scheme requires the maintenance staff to carry around 12 sheets of A3 paper to identify the new areas to be mown. These are both impractical and cumbersome.

The ability of a tablet to zoom in on the maintenance maps would allow the staff faster reference access to the areas requiring attention. This device would be far more easily portable than paper.

In addition, the site manager e-mail is currently out of use as the original desktop computer is not in use. The tablet would allow communication by e-mail and access to the office calendar.

The tablet would not be brought into use until adequate physical security is in place. The tablet will be fully waterproof

These devices are very expensive (Ranging from £700-£2500 depending on operating system and features).

The best buy apparently is:

Conker NS10 - £707.00 exc. Vat

10" Rugged Windows Tablets (IP65 rated=fully waterproof)

Windows 10 Home operating system.

32 ram, 32 gig memory, GPS & Wifi, 3G

( Can be bought on a 30day trial. If returned after 30days in A1 condition get 80% money back)

I would, however, suggest a budget of £1500 should be agreed to enable the administration team to select a sturdier version and better known make if appropriate. The choice of tablet will be discussed with our software support contractor prior to purchase.

Two tablets were originally requested by the Site Manager in order to serve 2 x 2-man teams, but I would prefer to buy and trial the first extensively before we buy the second unit.

Note this has also been referred to the Internal Committee.

**Proposal: That a single tablet should be purchased initially with a maximum budget of £1500**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Medium



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**Summer Food Fayre**

**Agenda Item 11**

Cllr Mrs Ferguson has been in touch with a local resident who would like to promote a food fayre for local producers. This would comprise around 10 stalls and utilise the area outside the town hall and the parking bays to the east.

The event is not intended to compete with local businesses and would be a one-night only event.

The organisation of this event is allowable once the council has the General Power of Competence (which should be confirmed at the next Town Council meeting).

**Proposal: That a councillor or councillors should be delegated to arrange the event with the administration team and seek the agreement of the Chamber of Commerce**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Minimal – potential for a small profit

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**Christmas Events**

**Agenda Item 12**

The light switch-on event is currently scheduled for the final Saturday in November (the 25<sup>th</sup>). The Assembly Room is reserved for both the Friday and the Saturday of that weekend but may be available for the following weekend if required.

The Christmas shopping event has been run in a number of formats in recent years. Currently no final decision has been made on the format for this year. This event is not run by the Town Council and will either be run commercially, as last year, or organised locally. It may involve the traditional late night shopping for a more local audience on a separate night (this idea had a lot of support amongst traders).

**Proposal: That a sub-committee should be formed to co-ordinate the events and liaise with the various organisations**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None