

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 3rd August 2016.

No	Item	Action
1	Present: Cllrs. Knowles, Mulholland, Nelson, Mrs. Smith and Sugden. The Town Clerk was also present and took notes	
2	Chairman Cllr. Mrs Smith was elected chair	
3	Minutes of the meeting held on 7 th March were approved.	
4	Matters arising. None	
5	Complaints Procedure. The complaints procedure was reviewed overall and found correct with a minor referencing error which has been corrected. An addition to paragraph 2d (employee conduct) was recommended as follows "Where the complainant is a councillor, the complaint must be made in writing on the official proforma to clearly identify it as a formal complaint in order to invoke this procedure." A proforma has been designed specifically for this purpose. Standing Order 14b relating to complaints against councillors appears to be redundant and should be removed	F&GP
6	Donations. A much tighter procedure was required for Town Events. These are often revenue rather than capital grants but should be justified each year and accompanied by accounts. In some cases the applicants would be invited for interview. CK advised that ABC have a suitable template which can be used for grant justification and this will be passed to the clerk. The Clerk would draft a policy for town events which would include a definition of organisations falling under this category. Applicants should be made aware of members grants from ABC and KCC.	PB, CK SOFRD
7	Any other business. None	
8	Date of next meeting. TBA when policy draft produced	

Finance & General Purposes Committee 5th September 2016

Armed Forces Covenant

Agenda Item 9

The council has been approached by Capt. Jonathan Slegg to enter into the armed forces covenant. The purpose behind the covenant is to recognise the contribution made by armed forces personnel and to support and assist personnel wherever possible in their transition to working life after service.

The attached covenant draft can be amended to remove or add paragraphs where it is deemed necessary, and I have already included functions the council already undertakes. The support of Tenterden Town Council is important to promote widespread support throughout the Cinque Ports towns.

Should the covenant be agreed, it will be signed at Town Council with the Royal British Legion, the Mayor's cadet and other serving or ex-service personnel in attendance. The press will also be invited.

Proposal: That the covenant should be agreed in its present form.



Phil Burgess
Town Clerk

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



Ministry of Defence



Employer Recognition Scheme – Nomination for a Bronze Award

The Defence Employer Recognition Scheme (ERS) recognises and rewards UK employers for their support to Defence personnel. The Scheme encompasses Bronze, Silver and Gold awards for employer organisations that pledge, demonstrate or advocate support to Defence and the Armed Forces community, and align their support with the Armed Forces Covenant.

You may sign up to the scheme online (the website address is below) or alternatively, complete and return this form showing your intent to support Defence personnel and you will receive a Bronze award. You will be listed on the Defence ERS database and may choose to have your details listed on the website to show your intended support for Defence.

Please tick all appropriate boxes.

1. Organisation Details.

Mr/Mrs/Ms First Name..... Last Name.....
Email..... Tele.....
Organisation Name..... Post Code..... Website.....
Industry Sector (Please select from the list overleaf).....
Number of Employees:
☐ 0-9 ☐ 10-49 ☐ 50-249 ☐ 250-500 ☐ 500+

2. Support for Defence and the Armed Forces Community

How does your organisation intend to support Defence and the Armed Forces?

Please tick any that apply.

- ☐ We are an Armed Forces-friendly organisation
- ☐ Support for UK Service leavers and veterans
- ☐ Support for UK Service spouses and partners
- ☐ Support for UK Reservists
- ☐ Promoting Armed Forces Day and Reserves Day
- ☐ Encouraging employee volunteering to support Armed Forces charities
- ☐ Support for UK cadets
- ☐ Support for UK wounded, injured and sick Service personnel

3. Support and Recognition

- This organisation has signed the Armed Forces Corporate Covenant ☐
- This organisation is interested in signing the Armed Forces Corporate Covenant ☐
- This organisation would like to appear of the Defence supportive employer website listing ☐

Signed.....Date.....

By submitting your information, you may be contacted about defence news and initiatives. If you wish to opt-out from Defence communications, please tick here ☐

Further information is available at www.gov.uk/government/groups/defence-relationship-management, alternatively use the contact details below.

Apr 16

Please return this form to: Stephanie Russell, Regional Employer Engagement Director, South East

by email or post:

South East RFCA, Seely House, Shoe Lane, Aldershot, HANTS GU11 2HJ
Telephone: 01252 357 624 Email: se-empsp@rfca.mod.uk



Ministry of Defence



INDUSTRY SECTOR LIST

Code	Industry Sector
A	- Agriculture, Forestry and Fishing
B	- Mining and Quarrying
C	- Manufacturing
D	- Electricity, gas, steam and air conditioning supply
E	- Water supply, sewerage, waste management and remediation activities
F	- Construction
G	- Wholesale and retail trade; incl repair of motor vehicles and motorcycles
H	- Transportation and Storage
I	- Accommodation and food service activities
J	- Information and communication
K	- Financial and insurance activities
L	- Real estate activities
M	- Professional, scientific and technical activities
N	- Administrative and support service activities
O	- Public administration and defence; compulsory social security
P	- Education
Q	- Human health and social work activities
R	- Arts, entertainment and recreation
S	- Other service activities
T	- Activities of households as employers; undifferentiated goods and services producing activities of households for own use
U	- Activities of extra-territorial organisations and bodies



Tenterden Town Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our council and our country.

Signed on behalf of:
Tenterden Town Council

Signed: _____

Name: _____

Position: _____

Date: _____



The Armed Forces Covenant

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles Of The Armed Forces Covenant

1.1 We Tenterden Town Council will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

Section 2: Demonstrating our Commitment

2.1 Tenterden Town Council recognises the value serving personnel, reservists, veterans and military families bring to our business. We will seek to uphold the principles of the Armed Forces Covenant, by:

- *promoting the fact that we are an armed forces-friendly organisation;*
- *seeking to support the employment of veterans young and old*
- *striving to support the employment of Service spouses and partners;*
- *endeavouring to offer a degree of flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment;*
- *seeking to support our employees who choose to be members of the Reserve forces, including by accommodating their training and deployment where possible;*
- *offering support to our local cadet units, either in our local community or in local schools, where possible;*
- *aiming to actively participate in Armed Forces Day;*
- *offering support to the Royal British Legion*
- *arranging lunches for veterans*

2.2 We will publicise these commitments through our literature and/or on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing.

2 August 2016
Our Ref R230-08/OHBR/CW

TENT1 Landowners

Mr & Mrs A Bates
Mr M Flemington
Mrs G Furmston
Mr A Hyde
Mr I James
Mr & Mrs S Orpin
Mr D Pares
Tenterden Town Council

Estate Agency
Estate Management
Rural Business Advice
Planning
Valuations
Lettings
Telecommunications

Telephone: (01892) 509286
Mobile: 07747 864329
Email: o.robinson@batchellerm Monkhouse.com

by post and email:

alanandlindybates@yahoo.co.uk; mflemington@savills.com; gill.furmston@outlook.com;
anthony.hyde@farm-line.co.uk; lan.james@hp.com; simonorp@hotmail.co.uk;
dpares@sibleypares.co.uk; townhall@tenterdentowncouncil.gov.uk;
robertcoombe@whitehead-monckton.co.uk

Dear Colleague

TENT1 - DEFERRED PAYMENT

Further to our previous correspondence, I am now writing to confirm that a payment of £6.81m was made by Dandara directly to Osborne Clarke Solicitors. Due to the delay in Dandara making the first tranche payment, Osborne Clarke are holding accrued interest totalling £18,534.74 to be divided between the landowners and Welbeck Strategic Land, who will receive 12.5% as set out in the promotion agreement.

I have therefore authorised Whitehead Monckton to distribute the deferred payment plus the interest to the landowners in line with the agreed equalisation formula. The second instalment payment of £6.81m to the landowners will be allocated as shown at Line 16 of the enclosed completion statement. The accrued interest due to the landowners of £16,217.90 will be allocated as shown at Line 20 on the completion statement.

Further Payments

Whitehead Monckton hold a retainer of £50,000 to cover any further professional fees or additional costs.

To date the only invoice that has been raised is in relation to Batcheller Monkhouse invoice no. R6977 for a total of £5,340 plus VAT.

Chartered Surveyors

1 London Road, Tunbridge Wells, Kent, TN1 1DH Tel: 01892 509280 Fax: 01892 509289 Email: twells@batchellerm Monkhouse.com
Offices also at Battle, Haywards Heath and Pulborough

PARTNERS: D N BLAKE T M BOOLEY SCOTT M T BRAXTON M HAFFENDEN L R HICKSH R M PARKES A J SADLER C P THACKER (Managing Partner)
P A C TROWER A P WILKS A CAMERON S J HENKEL O H B ROBINSON C J TIPPING
CONSULTANTS: R G BATCHELLER G BAXTER A D BROOKS R R WATERS



www.batchellerm Monkhouse.com



I have received confirmation from Osborne Clarke that they will not be raising any further fee invoices in relation to this matter. Osborne Clarke hold a retainer of £145,000 and either the whole or part sum will be released once a deal has been brokered with the adjoining landowner.

Under the terms of the collaboration agreement there is a future payment of £375,000 to be made by Taylor Wimpey which will be payable once Taylor Wimpey and Dandara's Deeds of Easement have been completed, the works set out under Clause 5.1 of the Collaboration Agreement have been finalised, and Dandara have paid the contribution of 55% of the costs associated with the delivery of works under Clause 5.1.

At this point in time it is not possible to give a definitive date as to when this payment will be due. We will continue to monitor the situation.

Should you have any queries then please do not hesitate to contact me.

Yours sincerely


PP **Oliver H B Robinson MRICS**

enc completion statement

cc Robert Coombe

	TTC			Bases		Orphan		Furnishing		Leasehold		Total		Gross	
	Net	VAT		Net	VAT	Net	VAT	Net	VAT	Net	VAT	Net	VAT	Gross	Gross
1 Completion Money - First Tranche into Deposit (Invoice)	2,119,636	423,927		649,822	129,964	1,415,310	283,062	1,262,739	252,548	533,492	110,498	6,000,000	1,200,000	7,200,000	
2 Immediately Recoverable Costs (WSL)	240,028	48,166		79,831	14,766	160,804	32,161	143,699	28,694	82,773	12,555	681,706	136,341	818,047	
3 Promotion Agreement Payment (WSL) already received	88,318	17,664		27,076	5,415	58,971	11,794	52,614	10,523	23,021	4,604	250,000	50,000	300,000	
4 Promotion Fee At 12.5% (WSL)	519,939	108,989		159,399	31,880	347,170	68,434	309,265	61,949	185,534	27,105	1,471,777	294,355	1,766,132	
5 Sale Fees (BIM)	57,915	11,983		17,755	3,551	38,670	7,794	34,502	6,900	15,096	3,019	165,358	32,788	198,146	
6 Legal Fees (OC)	80,078	6,916		9,221	1,844	20,083	4,017	17,918	3,584	7,840	1,568	85,141	17,028	102,169	
7 Adjustment Payments inc Park View Costs	60,632			18,588		40,485		36,121		15,804		171,631		171,631	
8 150% retainer for potential professional fees	17,664			5,415		11,794		10,523		4,604		50,000		50,000	
9 Total Costs	1,015,374	187,416		311,286	57,456	677,979	125,140	604,892	111,650	264,662	48,851	2,874,192	530,512	3,404,704	
10 Existing Use Value	34900			37850		46200		34280.5		13400		166,631		166,631	
11 Net IA and Betterment				45000		-20000				-70000		5,000		5,000	
12 Balancing Sum	-1185			-1940		-9924		-3495		10544					
13 Balance Due				419,447		759,607		688,632		140,898		291,775		61,648	
14 Gross To Be Paid	1,137,978	236,512		72,508		917,529		820,530		353,423		3,257,439	669,488	3,926,926	
15 2nd instalment				491,955											
16 Funds to Distribute (Invoice)	2,405,787	481,157		737,548	147,510	1,600,377	321,275	1,432,208	286,642	627,079	125,416	6,810,000	1,362,000	8,172,000	
17 Retention Fee (Invoice)										359,024					
18 Net profit as per equalisation	51,225	10,245		15,704	3,141	84,208	6,841	10,516	6,101	13,352	2,670	385,000	79,000	464,000	
19 Interest - WSL	3,594,989			1,372,699		2,408,188		2,152,857		937,206		10,252,439		15,546,000	
20 Interest - Landowners															
21 Referrer	18,534.74			1,756.40		3,825.90		3,413.87		1,492.05		2,316.84		2,316.84	
Batcheller Monkhouse - Invoice No. R6977	50,000.00											5,340.00	1,008.00	6,400.00	

Finance & General Purposes Committee 5th September 2016

Refreshments for Council Events

Agenda Item 11

The Emergency Planning committee proposes to arrange a recruitment evening for volunteers in October. Refreshments will be provided.

Events of this nature are regularly arranged in the Town Hall and it would be advantageous to have a budget limit pre-agreed for such events.

This would not include civic events which are treated separately.

Proposal: That a limit should be set for those events with alcohol provided and those without.



Phil Burgess
Town Clerk

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