

Internal Committee Payments List January to March 2019

Agenda item 8a

<u>Transaction Detail</u>	<u>Date Paid</u>	<u>Amount (Net)</u>	<u>Payee Name</u>
ABC Rates - Friday Market	01/01/2019	£143.00	Ashford Borough Council
Photocopier Leasing 01.07.18-30.09.18	04/01/2019	£362.19	Grenke Leasing
Photocopier Protection Plan 2019	04/01/2019	£104.98	Grenke Leasing
IT Maintenance - Jan19	07/01/2019	£240.00	Kent IT Maintenance
Office desk & chairs	08/01/2019	£646.00	Barclaycard
Royal Mail stamps & signed for postage	08/01/2019	£342.60	Barclaycard
Photocopier usage fees - quarterly	08/01/2019	£371.32	Managed Technology Corporation
2x Chairman Ship Conferences	09/01/2019	£300.00	Kent Assoc of Local Councils
Highbury Hall Floor	10/01/2019	£8,500.00	Marmalade Floor Ltd
Town Hall, Pavilion & Toilet Cleaning -26.11.18 to 30.12.18	10/01/2019	£3,345.90	Tenterden Twilight - Laura
Recreation Ground Tender Packs	10/01/2019	£2,050.00	Price Whitehead
P.R consultancy- Dec 18	10/01/2019	£1,056.25	Richard Harvey
New HP Desktop+install	10/01/2019	£749.00	Kent IT Maintenance
Recreation Ground Toilets - Electricity	10/01/2019	£357.80	NPower Electricity
Station Rd. Toilets - Electricity	10/01/2019	£203.88	NPower Electricity
Tools and sundries	10/01/2019	£152.06	E O Culverwell Ltd
2x Safeguarding Workshop	10/01/2019	£120.00	Kent Assoc of Local Councils
St Michael's Toilets - Electricity	10/01/2019	£113.92	NPower Electricity
Town Hall - Electricity	14/01/2019	£314.44	E.On
Town Hall - Gas	14/01/2019	£410.66	E.On
TLC Bin Hire - January 19	14/01/2019	£105.00	Tenterden Leisure Centre Trust
Town Hall Rates	17/01/2019	£1,090.00	Ashford Borough Council
Station Rd Toilets Rates	17/01/2019	£288.00	Ashford Borough Council
Monthly vehicle service chg.	21/01/2019	£246.65	Burden Bros Ltd
Pavilion Electricity	21/01/2019	£266.50	E.On
TTC Membership Feb 19 - Mar 20	22/01/2019	£180.83	Ashford & Tent Tourism Assoc.
Whitehead Monckton	23/01/2019	£1,014.00	Whitehead Monckton
Installation of lights into 37 trees	24/01/2019	£7,410.00	Fernshire Tree Services
Electricare- replace lights & thermostat	24/01/2019	£655.00	Electricare
Groundscare-Dispose Vegetation	24/01/2019	£900.00	Groundscare
Pebbles - annual fire alarm test	24/01/2019	£415.00	Parsons electrical
Town Hall - alarm monitoring	24/01/2019	£316.00	Red Alert Security

Internal Committee Payments List January to March 2019

Tree Maintenance	24/01/2019	£180.00	TreeCycle Tree Care
Town Hall - Alarm Call Out	24/01/2019	£130.00	Red Alert Security
Town Hall - Waste Water 12.07.18-11.01.19	28/01/2019	£156.62	Business Stream-Scottish Water
Telephone & Broadband	31/01/2019	£185.19	Infinity Technology Solutions
ABC Rates - Friday Market	01/02/2019	£143.00	Ashford Borough Council
TLC - bin hire Feb 19	01/02/2019	£105.00	Tenterden Leisure Centre Trust
I Pads x 22	04/02/2019	£14,860.33	Apple Retail UK
Town Hall, Pavilion & Toilet Cleaning 31.12.18 tom 20.01.19	05/02/2019	£2,240.82	Tenterden Twilight - Laura
P.R. Consultancy - January 19	05/02/2019	£1,056.00	Richard Harvey
Station Rd. Toilets - tap replacement	05/02/2019	£152.12	Kent & Sussex Plumbing
Tenterden Vets FC - 3G pitch hire	05/02/2019	£160.00	Homewood School
Kent IT Maintenance - Feb19	05/02/2019	£240.00	Kent IT Maintenance
Tenterden Infants - Community Chest Grant	07/02/2019	£19,500.00	Tenterden Infants
Maypole	08/02/2019	£369.95	Barclaycard
Town Hall - car park signs	08/02/2019	£142.80	Citaglen
Town Hall - replacement fridge	08/02/2019	£124.16	J. Lewis
Station Rd. Toilets - planning application	08/02/2019	£709.67	Portal PlanQuest
T. Hall Gas	11/02/2019	£279.67	E.On
T. Hall Electric	11/02/2019	£261.03	E.On
CB Motors - Jan 19 fuel	15/02/2019	£159.59	CB Motors
Stihl multitool & harness	15/02/2019	£375.00	Webbs Hardware
Kiln Fields signs	15/02/2019	£188.45	Archer Safety Signs
Insurance Excess - re sink hole near Pebbles	15/02/2019	£1,000.00	Crawford and Company
Maintenance Team clothing	18/02/2019	£159.38	JKL Clothing
Town Hall - annual dumbwaiter maintenance contract	18/02/2019	£199.44	ThyssenKrupp Elevators UK Ltd.
Station Rd.& Rec. Grnd. supplies	18/02/2019	£182.52	Lyreco UK LTD
Audit fee	18/02/2019	£422.50	David Buckett
			Ashford Borough Council (Charge
ABC - telephone line rental	18/02/2019	£875.54	backdated from April 17)
Recreation Ground - design fees	18/02/2019	£2,132.00	Ground Control
Wedding Premises Licence - 2019-2022	18/02/2019	£2,100.00	Kent County Council
Cinema Planning Application	20/02/2019	£4,200.00	Burrell Foley Fischer
3200 x leaflet drop	20/02/2019	£352.00	Streets Ahead

Internal Committee Payments List January to March 2019

Monthly vehicle service charge	20/02/2019	£246.65	Burden Bros Ltd
Station Rd. Toilets -professional advice	21/02/2019	£850.00	Sibley Pares
Telephone & Broadband	28/02/2019	£185.00	Infinity Technology Solutions
Tenterden & District Museum - Community Chest Grant	04/03/2019	£19,250.00	Tenterden & District Museum
Town Hall, Pavilion & Toilet Cleaning - 21.01.19 to 24.02.19	04/03/2019	£3,308.40	Tenterden Twilight - Laura
Camera Club - grant for projector	04/03/2019	£736.00	Tenterden Camera Club
Wealden Group - Feb Newsletter	04/03/2019	£500.00	The Wealden Group
Annual Subscription - Friday Market	04/03/2019	£358.00	NABMA
3G Pitch Hire	04/03/2019	£200.00	Homewood School
Kent IT -Cloud- March 2019	05/03/2019	£240.00	Kent IT Maintenance
Assembly Room blue chair - plastic feet inserts	11/03/2019	£130.26	Vital Parts Ltd
Town Hall - office furniture	11/03/2019	£227.00	Officefurnitureonline
Christmas tree removal	11/03/2019	£250.00	Pilgrims Hospice
Town Hall - Gas	11/03/2019	£505.50	E-On
Town Hall - Electricity	11/03/2019	£263.32	E-On
One off grant	12/03/2019	£3,430.00	Tenterden Social Hub
Mower repairs & sundries	14/03/2019	£240.05	Webbs Hardware
Rec. Grnd. Quantity Surveying	14/03/2019	£1,700.00	William Dick
P.R. Consultancy Fee - Feb 19	14/03/2019	£1,056.00	Richard Harvey
Website Maintenance - Annual Fee	14/03/2019	£400.00	WebBox Digital
Community Planning Consultant	14/03/2019	£303.80	Boot James
Investigate buggy light fault	14/03/2019	£197.55	Burden Bros Ltd
Councillor vacancy adverts	14/03/2019	£195.60	The Wealden Group
Recreation Ground - replacement swing seats	14/03/2019	£173.60	Wickstead
Station Rd.& Rec. Grnd. Supplies	14/03/2019	£120.57	Lyreco UK LTD
Cllr. Elections- A4 leaflets	14/03/2019	£140.00	The Wealden Group
Domain name registration charge	14/03/2019	£109.00	Astec Computing (UK) Ltd
TLC Bin Hire 01.03.19	14/03/2019	£105.00	Tenterden Leisure Centre Trust
Town Hall - Water 01.01.19-30.06.19	18/03/2019	£106.93	Castle Water
Pavilion - Water 01.01.19-30.06.19	18/03/2019	£920.73	Castle Water
Recreation Grd. Toilets - Water 01.01.19-30.06.19	18/03/2019	£901.87	Castle Water
Station Road Toilets - Water 01.01.19-30.06.19	18/03/2019	£424.12	Castle Water
Photocopier usage fees - quarterly	21/03/2019	£357.47	Managed Technology Corporation

Internal Committee Payments List January to March 2019

Station Road Toilets - 25.03.19 - 24.06.19	22/03/2019	£619.64	Initial Systems Ltd
Cllr/staff training - Revitalising High St	22/03/2019	£395.00	GovNet
Streets Ahead Feb19 Newsletter Delivery charge	22/03/2019	£160.00	Streets Ahead Leaflets
Tow Hall alarm service	22/03/2019	£127.00	Red Alert Security
Monthly vehicle service charge	22/03/2019	£246.65	Burden Bros Ltd
Wow Factory - Feb 19 Newsletter	28/03/2019	£190.00	The Wow Factory
4 Pine Trees	28/03/2019	£131.96	Hopes Grove Nurseries Ltd
IPad roll out/support	28/03/2019	£2,295.00	Kent IT Maintenance
Annual IT Support	28/03/2019	£995.00	Kent IT Maintenance
Defibrillator contribution	28/03/2019	£873.00	Trinity Baptist Church
Telephone & Broadband	29/03/2019	£185.00	Infinity Technology Solutions

09/04/2019

Tenterden Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Internal							
100 Administration							
1076 Precept	415,914	415,914	0			100.0%	
1077 Concurrent Function Grant	3,360	3,360	0			100.0%	
1078 Council Tax Support Grant	5,170	5,170	0			100.0%	
1090 Interest Received	47,800	35,000	(12,800)			136.6%	
1100 Grants/S106 Received	0	2,000	2,000			0.0%	
1110 Wayleaves & Licences	533	600	67			88.8%	
1900 Miscellaneous Income	2,310	0	(2,310)			0.0%	
Administration :- Income	475,087	462,044	(13,043)			102.8%	0
4000 Staff Costs	196,661	195,000	(1,661)		(1,661)	100.9%	
4005 Refreshments	520	600	80		80	86.7%	
4010 Gifts	527	200	(327)		(327)	263.5%	
4050 Insurance	14,195	13,000	(1,195)		(1,195)	109.2%	
4055 Councillor & Staff Training	4,335	4,000	(335)		(335)	108.4%	
4060 Advertising & Publicity	2,936	5,000	2,064		2,064	58.7%	
4065 Website	595	1,500	905		905	39.7%	
4070 Printing, Stationery, etc.	1,428	1,000	(428)		(428)	142.8%	
4075 Photocopier	3,414	2,000	(1,414)		(1,414)	170.7%	
4080 Telephone/Fax/Internet	3,088	2,000	(1,088)		(1,088)	154.4%	
4085 Postage	956	1,000	44		44	95.6%	
4090 Bank Charges	499	500	1		1	99.8%	
4095 Office Equipment & IT	24,898	4,000	(20,898)		(20,898)	622.4%	
4100 Subscriptions	2,483	2,000	(483)		(483)	124.2%	
4105 P.R. Consultancy	12,672	13,000	328		328	97.5%	
4115 GDPR Expenses	1,420	0	(1,420)		(1,420)	0.0%	
4120 Election Expenses	3,772	0	(3,772)		(3,772)	0.0%	
4125 Pear Technology	2,043	0	(2,043)		(2,043)	0.0%	
4150 Local Council Awards Scheme	0	500	500		500	0.0%	
4155 Participatory Budgeting	0	1,500	1,500		1,500	0.0%	
4160 Community Involvement	1,206	2,500	1,294		1,294	48.3%	
4165 Youth Projects	6,000	0	(6,000)		(6,000)	0.0%	
4900 Miscellaneous Expenditure	34	1,000	966		966	3.4%	
Administration :- Indirect Expenditure	283,685	250,300	(33,385)	0	(33,385)	113.3%	0
Movement to/(from) Gen Reserve	191,402						
110 Professional Fees							
4200 Solicitor Fees	1,014	0	(1,014)		(1,014)	0.0%	
4205 Consultant/Architect/Surveyors	40,019	35,000	(5,019)		(5,019)	114.3%	

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Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Other Professional Fees	21,444	0	(21,444)		(21,444)	0.0%	
4215 Neighbourhood Plan	304	0	(304)		(304)	0.0%	
Professional Fees :- Indirect Expenditure	62,781	35,000	(27,781)	0	(27,781)	179.4%	0
Movement to/(from) Gen Reserve	(62,781)						
120 Civic							
1260 Ticket Sales	75	0	(75)			0.0%	
Civic :- Income	75	0	(75)				0
4250 Robes & Uniforms	338	600	262		262	56.4%	
4255 Mayor's Sunday	1,609	2,000	391		391	80.4%	
4260 General Civic Exps & Events	3,974	1,000	(2,974)		(2,974)	397.4%	
4265 Mayoral Engagements	4,315	4,000	(315)		(315)	107.9%	
Civic :- Indirect Expenditure	10,237	7,600	(2,637)	0	(2,637)	134.7%	0
Movement to/(from) Gen Reserve	(10,162)						
180 May Fayre							
1180 May Fayre Income	1,075	0	(1,075)			0.0%	
May Fayre :- Income	1,075	0	(1,075)				0
4350 May Fayre Expenditure	1,699	0	(1,699)		(1,699)	0.0%	
May Fayre :- Indirect Expenditure	1,699	0	(1,699)	0	(1,699)		0
Movement to/(from) Gen Reserve	(624)						
200 Town Hall							
1200 Lettings & Rental	11,262	15,000	3,738			75.1%	
1205 Wedding Income	4,360	4,500	140			96.9%	
Town Hall :- Income	15,622	19,500	3,878			80.1%	0
4450 Cleaning & Materials	8,347	12,000	3,653		3,653	69.6%	
4455 Repairs & Maintenance	15,777	8,000	(7,777)		(7,777)	197.2%	
4460 Rates	10,899	11,000	101		101	99.1%	
4465 Gas	3,191	3,500	309		309	91.2%	
4470 Electricity	2,858	3,000	142		142	95.3%	
4475 Water & Sewage	642	600	(42)		(42)	107.0%	
4480 Flower Boxes & Baskets	1,866	2,000	134		134	93.3%	
4485 Flags & Accessories	253	500	247		247	50.6%	
4490 Wedding Expenditure	2,619	1,000	(1,619)		(1,619)	261.9%	
4495 Security Cover	1,944	1,000	(944)		(944)	194.4%	
4500 Premises Expenses	510	500	(10)		(10)	102.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4900 Miscellaneous Expenditure	1	0	(1)		(1)	0.0%	
Town Hall :- Indirect Expenditure	48,907	43,100	(5,807)	0	(5,807)	113.5%	0
Movement to/(from) Gen Reserve	(33,285)						
<u>210 Pavilion</u>							
1200 Lettings & Rental	4,048	3,000	(1,048)			134.9%	
Pavilion :- Income	4,048	3,000	(1,048)			134.9%	0
4455 Repairs & Maintenance	1,736	2,000	264		264	86.8%	
4470 Electricity	826	600	(226)		(226)	137.6%	
4475 Water & Sewage	1,073	500	(573)		(573)	214.6%	
Pavilion :- Indirect Expenditure	3,635	3,100	(535)	0	(535)	117.2%	0
Movement to/(from) Gen Reserve	414						
<u>220 Storage Facility</u>							
4455 Repairs & Maintenance	1,069	1,000	(69)		(69)	106.9%	
4460 Rates	912	1,000	88		88	91.2%	
4470 Electricity	204	0	(204)		(204)	0.0%	
Storage Facility :- Indirect Expenditure	2,184	2,000	(184)	0	(184)	109.2%	0
Movement to/(from) Gen Reserve	(2,184)						
<u>230 Pebbles</u>							
1200 Lettings & Rental	35,250	35,300	50			99.9%	
Pebbles :- Income	35,250	35,300	50			99.9%	0
4455 Repairs & Maintenance	166	8,000	7,834		7,834	2.1%	
Pebbles :- Indirect Expenditure	166	8,000	7,834	0	7,834	2.1%	0
Movement to/(from) Gen Reserve	35,084						
<u>240 Public Toilets</u>							
1210 Public Toilets income	198	200	3			98.8%	
Public Toilets :- Income	198	200	3			98.8%	0
4600 Station Road Toilets	19,870	20,000	130		130	99.4%	
4605 Recreation Ground Toilets	19,320	20,000	680		680	96.6%	
4610 St Michael's Rec Ground Toilets	6,517	10,000	3,483		3,483	65.2%	
Public Toilets :- Indirect Expenditure	45,707	50,000	4,293	0	4,293	91.4%	0
Movement to/(from) Gen Reserve	(45,510)						

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Detailed Income & Expenditure by Budget Heading 31/03/2019

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260 General Public Buildings							
4670 Defibrillator Costs	923	500	(423)		(423)	184.6%	
General Public Buildings :- Indirect Expenditure	923	500	(423)	0	(423)	184.6%	0
Movement to/(from) Gen Reserve	(923)						
300 Highways & Amenities Internal							
1300 Recreation Ground Income	6,625	7,500	875			88.3%	
1310 Football Pitch	0	200	200			0.0%	
1320 Tennis Courts	1,406	1,000	(406)			140.6%	
Highways & Amenities Internal :- Income	8,031	8,700	669			92.3%	0
4245 PPE & Clothing	483	1,000	517		517	48.3%	
4455 Repairs & Maintenance	874	0	(874)		(874)	0.0%	
4700 Vehicle/Mach. Repairs & Maint	1,404	900	(504)		(504)	155.9%	
4705 Vehicle/Mach. Purchases	898	1,000	102		102	89.8%	
4710 Fuel	989	200	(789)		(789)	494.6%	
4715 General Grounds Maintenance	6,589	6,000	(589)		(589)	109.8%	
4720 Vehicle Insurance	565	250	(315)		(315)	226.1%	
4725 Bench Expenditure	0	500	500		500	0.0%	
4730 Children's Play Areas	4,019	5,000	981		981	80.4%	
4735 Tools & Sundries	453	500	47		47	90.6%	
4740 Pest Control	0	300	300		300	0.0%	
4755 Trees	2,102	2,500	398		398	84.1%	
4760 Town Beacon	2,800	0	(2,800)		(2,800)	0.0%	
Highways & Amenities Internal :- Indirect Expenditure	21,177	18,150	(3,027)	0	(3,027)	116.7%	0
Movement to/(from) Gen Reserve	(13,146)						
Internal :- Income	539,386	528,744	(10,642)			102.0%	
Expenditure	481,100	417,750	(63,350)	0	(63,350)	115.2%	
Movement to/(from) Gen Reserve	58,285						
Grand Totals:- Income	539,386	528,744	(10,642)			102.0%	
Expenditure	481,100	417,750	(63,350)	0	(63,350)	115.2%	
Net Income over Expenditure	58,285	110,994	52,709				
Movement to/(from) Gen Reserve	58,285						

Date: 28/05/2019

Tenterden Town Council

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Bank Reconciliation Statement as at 31/03/2019
for Cashbook 1 - Current Bank Account

User: JCM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 59308249	31/03/2019	855	91,189.38
			0.00
			<u>91,189.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/11/2018 14543 Smallhythe Cricket Club		1,584.00	
28/03/2019 014585 HMRC		3,854.92	
			<u>5,438.92</u>
			85,750.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,750.46
		Balance per Cash Book is :-	85,750.46
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2019
for Cashbook 2 - Savings Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander Savings - 41381306	31/03/2019		2,345,008.57
			0.00
			<u>2,345,008.57</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			<u>2,345,008.57</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			<u>2,345,008.57</u>
		Balance per Cash Book is :-	2,345,008.57
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2019
for Cashbook 3 - Mayor's Charity Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity Acc - 96630485	31/03/2019	130	1,513.67
			<u>1,513.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
14/05/2018 000169 South East Coast Ambulance		1,513.67	
			<u>1,513.67</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2019
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2019		250.00
			<u>250.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>250.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			<u>250.00</u>
		Balance per Cash Book is :-	250.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2019
for Cashbook 5 - Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/03/2019		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2019
for Cashbook 6 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA	31/03/2019		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2019
for Cashbook 7 - Nationwide

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Tenterden Town Council	31/03/2019	6	610,144.37
			<u>610,144.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			610,144.37
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			610,144.37
		Balance per Cash Book is :-	610,144.37
		Difference is :-	0.00

Internal Committee 10th June 2019

Archives and regalia

Agenda Item 9a

It is the intention of this committee to display to the public items of memorabilia and Town Council artefacts.

As some of these items are valuable, they require secure glass storage cabinets to display them. The Mayor has obtained indicative quotes on the hire of these cabinets. Grant funding may be available from ABC towards this. Hire costs are £2,000 for this specialist equipment (see attached quote)

In addition to the storage cabinets, further exhibition display boarding is required. This takes the form of foldaway detachable panel display boards. It would be worthwhile to purchase these items as they would be useful at coffee mornings and the forthcoming public exhibition for projects. 6 4-panel boards will be required at a cost of £774 (see attached quote). Other expenses relate to advertising printing etc.

A maximum budget of £5,000 is therefore requested by the sub-committee (see minutes). Although the actual expenditure with savings and potential aid from ABC cultural fund is likely to be much less.

Proposal: That council should authorise the rental of the glass storage cabinets and the purchase of the exhibition boarding. A maximum budget of £5,000 is requested



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: A one-off expense – panels usable for other functions

ARCHIVES AND REGALIA SUB COMMITTEE

Minutes of meeting held on Thursday 24th May 2019 at 3pm in Councillors Room

Present: Cllrs Jean Curteis & Sue Ferguson, Mr Henry Edwards, Ms Nikki Gooch.

Note Taker: Cllr Jean Curteis

Regalia

Jean reported that she had taken the Mayors/Mayoress escort badge to Rye to get an estimate for the damage to the enamel.

It was agreed to request the Internal Committee to agree that if the cost was reasonable the repair should go ahead as soon as possible without further reference to the committee.

Archives

Henry has located his memorabilia from the Old Brewery and is willing to put it into the exhibition. All agreed this would be brilliant.

Sue has obtained details and costings for folding display boards.

The boards thought best from those on offer were with royal blue fabric and black frames.

They are 4panel and the committee thought 6No. would be ideal. Cost £129.00 each = £774.00 plus VAT Total £928.80

The committee thought these were very good and will suggest to Internal and Town council that it may be prudent for them to purchase these as they may prove invaluable for all the displays the Town Council may have in the future, whether it be our exhibition or all the presentations that are in the pipeline for the projects.

Jean has sourced a company that hires out display cabinets.

They are expensive but she cannot find them anywhere else.

As we do not appear to have been given a budget for this project may we now ask Internal Committee for a budget of £5000.00 (£4000.00 FOR Archives and £1000.00 for the display boards)
Hopefully there maybe some funding available for this exhibition – Jean to investigate

It was agreed by all members present that if Council is agreeable to the suggestions the above will be proceeded with asap.

Next Meeting: 14th June 2019 at 3pm in the Councillors Room

XL Standard 4 Panel And Pole Modular Display Board System Inc. Carry Bag

Guaranteed low cost pole and panel display board system. Made in UK. Double sided display boards
£129.00 EX VAT £154.80 INC VAT

Panel Dimensions: 600mm (h) x 900mm (w) each, pole Height: 1800mm (h), Pole Diameter: 25mm,
Weight: 8.20kgs approx. Choice of 13 Colour Options. Black or Grey Frame

6 required



4 Panel Display Board. This display board system is a flexible option ideal if your display needs vary from event to event.

It has 4 double sided display panels which are attached easily by clips to 3 poles. Panels can be fixed in either a landscape or portrait orientation. Each panel is 600mm x 900mm and covered both sides by luxury loop nylon which comes in a choice of 13 colours. The display boards have a hard wearing PVC frame and you can choose a black or grey finish. A display board which is very easy to assemble and comes with a carry bag for easy transport and storage.

Panels have a graphic recess to one side which allows display materials to fix flush within the frame so they can be stored in situ

QUO-29959-B6N4-0-DS



the exhibition specialists

QUOTATION

Quote Number:

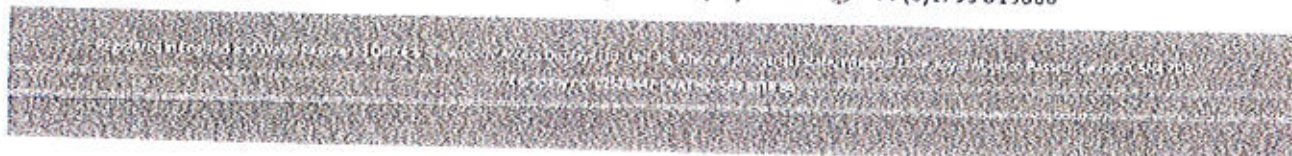
Date: Monday 20 May 2019

Jane Curtis
Tenterden Town Council
Town Hall
24 High St
Tenterden
TN30 6AN

PART #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Del-Col/VD	Delivery and Collection of hire stock 2 man team required - Stairs to first floor	1	£250.00	£250.00
AT1/TD	Counter Top Unit 1500mm (w) x 600mm (d) x 1050mm (h) - 4 Halogen Lights	8	£219.00	£1,752.00
NET VALUE				£2,002.00
CARRIAGE				
VAT @ 20%				£400.40
TOTAL				£2,402.40
Hire Delivery/Collection Dates 26 September 2019 / 30 September 2019				
Additional Information:				

The above prices are subject to carriage, VAT and the Standard Terms and Conditions of Access Displays Ltd (copy available upon request or by visiting our website). Availability is based on stock levels as at the time of quotation and is therefore subject to change and cannot be guaranteed. Any additional costs incurred, which have not been charged for, will be charged separately. No order may be cancelled by the

www.accessdisplays.co.uk info@accessdisplays.co.uk +44 (0)1793 613088



From: DSmith@accessdisplays.co.uk
Sent date: 27/03/2019 - 11:37
To: jmcuteis@btinternet.com
Subject: Glass Cabinet Hire
Attachments: image003.jpg 16.8 KB

Good Morning Jane,

Many thanks for your time earlier.

Following on from our conversation you shared with me that you are due a meeting next week to plan how best to make your exhibition a success.

I've kindly shared below a variety of glass cabinet's that are at our Wimbledon depot which is just over 1hr away from your location. Kindly find below links which will share with you the cabinets:

- <https://www.accessdisplays.co.uk/shop/hire-ac-freestanding-display-glass-cabinet/>
- <https://www.accessdisplays.co.uk/shop/hire-accw-freestanding-glass-cabinet/>
- <https://www.accessdisplays.co.uk/shop/hire-ad-freestanding-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-adcw-cb-freestanding-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-adpw-pb-freestanding-display-cabinet/>
- <https://www.accessdisplays.co.uk/shop/hire-adtl-rotating-display-cabinet/>
- <https://www.accessdisplays.co.uk/shop/hire-kdb-kudos-freestanding-plinth-case/>
- <https://www.accessdisplays.co.uk/shop/hire-an-counter-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-anc-counter-display-case/>

Perhaps these links below will be a good option for the paperwork of the history of the town you like to display:

- <https://www.accessdisplays.co.uk/shop/hire-at1-table-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-at1c-counter-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-at2-table-display-case/>
- <https://www.accessdisplays.co.uk/shop/hire-at2c-table-display-case/>

The display cabinet's I've shared above are fitted with our new LED lights, this means the illumination of them is a lot better meaning the items you wish to display will look wonderful.

Love to hear your thoughts after your meeting next week.

Hope this is helpful.

Warm Regards,

Dylan Smith | Customer Support Executive

Access Displays Ltd
dd: 01793 489985 | email: dylan@accessdisplays.co.uk
office: 01793 613088 | web: www.accessdisplays.co.uk

Tenterden Recreation Ground

*Focus Group Meeting
Thursday 1st May 2019*

Meeting Notes



**TENTERDEN
TOWN COUNCIL**



Project: Tenterden Recreation Ground
Purpose: Focus Group Meeting
Date: Thursday, 1st May 2019
Time: 7:00 PM
Venue: Tenterden Town Hall, 24 High Street, Tenterden, Kent TN30 6AN

Present: **Ground Control**
Rahsan Arber
Chris Chippendale

Tenterden Town Council
Town Clerk, Phil Burgess
Cllr. M Carter
Cllr. K Mulholland
Cllr. A Sugden

Chairman
Roy Isworth

Focus Group Members

James Mason
Alan Bates
Ray Walker
Ruth Clarke
Alexandra White
Sheila Jones
Sue Denton

Archie Anderson
Dr John Parker
Ann Walker
Sam Bolidai
Bruce Nepp
Sussie Hall
Jono Kadacham

Apologies:

Laura Weston
Nick Leggatt
Dr Tony Wynter
Nick Clapp
Lorna Jones
Mollie Miller
Jennie Goodall
Suzanne Goodsell

Andy Barwise
Harriet Pullen
Richard Parsons
Jo Vos
Ian Brooks
Tom Vincent
Tom Carlton
Jack Burrill

Please let us know if there is any error on the above attendees list.

Circulation: All present (where we hold emails addresses) and wider Focus Group members

1.0 Introduction:

Please can we take this opportunity to thank each and every member of the focus group who attended our workshop on the evening of the 1st May 2019 at the Town Hall.

The copy of the Focus Group Power Point Presentation is enclosed as an Annex A.

The aim of this presentation was to further define and agree the schemes layout in order to move to the next stage of workshops and detail design development.

The session opened with Chairman Roy Isworth's introduction; outlining the objective of the meeting and providing the project update from Tenterden Town Council's point of view. These updates are also provided within the enclosed Power Point Presentation – Annex A under 'Project Update' section.

This was followed by the Ground Control's presentation providing project updates and presenting the further developed Landscape Master Plan in line with previous focus group feedback. This was then expanded with a more detailed presentation and focus on specific areas such as children play area, Skate Park and youth hub building as included within the Annex A.

Following the presentation an activity was undertaken to receive focus's group's feedback on the presented plans. Please see below section for the summary of the feedback received and feel free to advise if anything has been missed.

The focus group members had the opportunity to ask questions and provide feedback about the amended design layout.

The presented scheme layout was put to vote by the Focus Group Chairman of which the majority of the group was in agreement of the proposed scheme layout as presented and that this should now be developed further through the agreed smaller focus group workshops. Please see below and Annex A - Power Point Presentation for the list of specific workshop areas. Workshop sign-up sheets has been set up and signed by the interested members.

2.0 The meeting notes:

We are pleased to share the following notes as a record of the discussion points raised during the focus group meeting including:

- The scheme principles and general layout was voted on and agreed with the majority of the focus group members with some recommendations/ feedbacks to be considered which are outlined below.
- Focus group members were happy with the works being undertaken in phases prioritising the features such as skate park, youth hub and tennis/netball courts.
- Focus group members agreed that the following key areas will be formalised in smaller focus group workshops and outcomes to be discussed/presented during the general focus group meetings.

Children Play
Skate Park
Youth Hub Building
Tennis and Netball Courts

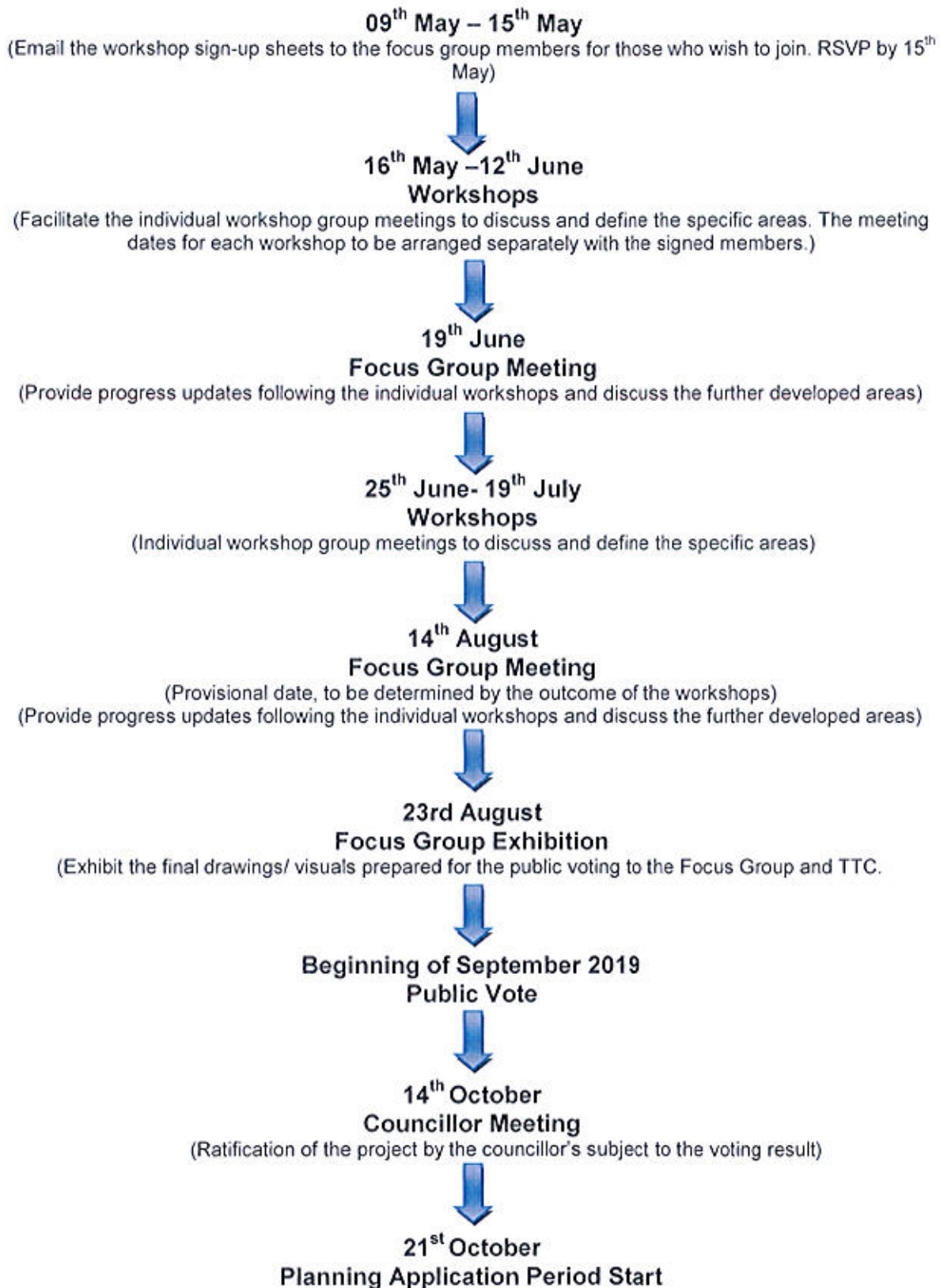
- The siting of the skate park is to be reconsidered and moved towards the leisure centre slightly to avoid conflict with the temporary surgery compounds.
- Review if the tennis courts can be located closer to the leisure centre adjacent to the footpath in order to maximise the room for green space on the recreation ground side. It is noted this would require removal of the existing vegetation bank.
- General consensus that it would be beneficial to remove the existing vegetation between the recreation ground and leisure centre
- Review car park entrance amendments as it was recently widened to reduce the traffic.
- Bowls club confirmed they were happy with the proposed new entrance location and that they did not want any entrance from the northern side of the green.
- Councillor Carter raised his thoughts on relocating the proposed MUGA to St Michael's recreation ground. This was discussed in the breakout groups of which the majority consensus was to retain this feature on Tenterden Recreation Ground. It is this option that will be progressed.
- Bruce Nepp raised his concerns about the location of the children's play area from a visibility and security point of view. Ground Control advised that the police will form part of the next stage of consultation in line with the 'Secure by Design'. It was suggested to locate the children's play area nearer to the skate park and Recreation Ground Road and moving the tennis courts to the back of the existing football pitch.

The reasoning behind both solutions was discussed and voted on by the focus group. The majority of the focus group agreed to the location and principles of the children's playground location as shown in the current presented scheme. Based on this vote the relocation of the play area will not be explored further unless specific requirements are identified through consultation with the local police.

- Request to remove the nest swing from the youth hub area.
- The youth group were happy with the principles and 'landscape' approach to the skate park of which this will be developed further in the smaller skate park focus group workshops in line with the additional budget allocated to the skate park. Ground Control to arrange meetings with another one or two skate park specialist in line with the workshop meetings.
- The group also provided their feedback/comments on the provided sample design which will be taken into account during the skate park design development. Annex B
- Request that the path leading to the Youth hub and bowls club is to be lit with low level lighting along the footpath

3.0 Next Steps / Outline Programme

The following next steps will be taken in order to move the project forward;



Annex A:
Focus Group Meeting 1st May 2019 - Power Point Presentation

Tenterden Recreation Ground

Focus Group Meeting

1st May 2019



TENTERDEN
TOWN COUNCIL



Objective of Today's Focus Group Meeting..

*“ Further definition of the scheme layout in order to
move to the next stage of workshops and detail design
development“*

Agenda

- 1. Design & Project Update***
- 2. Design Workshop***
- 3. Children's Play Area***
- 4. Skate Park Design***
- 5. Youth Hub Design***
- 6. Activity***
- 7. Next Steps***
- 8. Q & A***

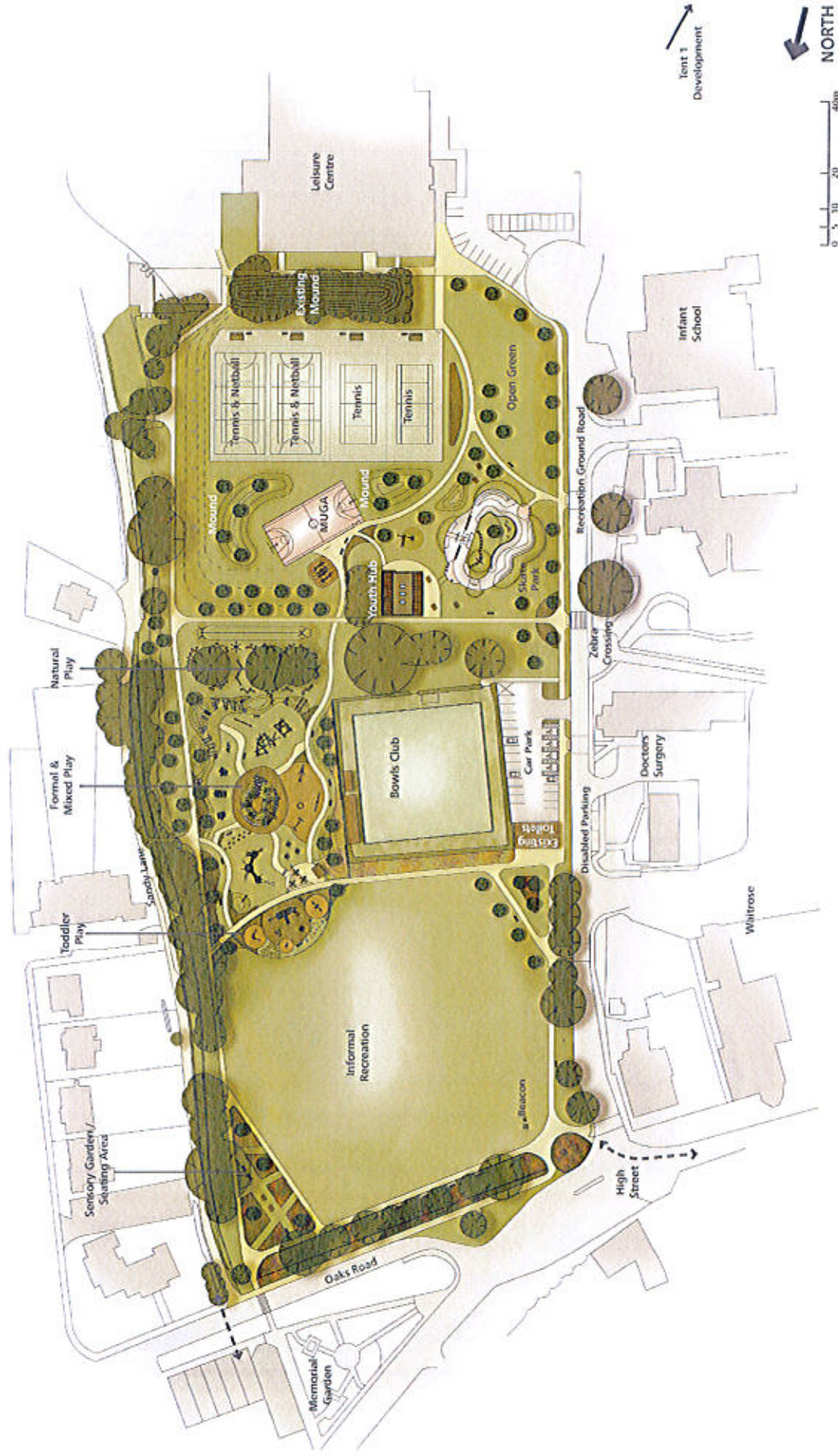
Project Update

- *Councillors would like to tackle the individual areas separately and carry out the works in phases*
- *Staging of the works will enable this project to move forward without compromising the projects requirements and design*
- *Staging the works prevent a prolonged shutdown of the recreation ground*
- *This will also provide further funding opportunities at a later stage*
- *Council is in favour of revisiting the skate park spec at a higher spec and increasing the court numbers to 4nr*
- *Tenterden Town Council also setting aside the interest on their capital investment and an additional amount for project from their annual income.*

Design Development Actions from Focus Group Meeting

- ***Refine Master Plan Option 2 further***
- ***Retain village green character at the frontage of the rec***
- ***Wrap the Children's Play Area around the bowls club***
- ***Improve link between children play area and existing football field/MUGA***
- ***Refine footpath circulation and fluidity around childrens play and sports area***
- ***Retain 4nr Tennis/Netball Courts and future proof design for potential club house***
- ***Introduce low level lighting for the main footpath links***
- ***Allow a buffer zone to enable Bowls Club extension and new access point***
- ***Skate park design to integrate with the landscape***

Tenterden Recreation Ground Landscape Masterplan



Design Development Workshops

Continue to formalise the proposals in smaller focus group workshops for key areas including;

- Children Play***
- Skate Park***
- Youth Hub Building***
- Tennis and Netball Courts***

Sign up and engage on specific focus group workshops;

4-6nr People within each group

Children Play Area Design;

- ***Focus Group Feedback***
- ***Lipton's Consultation Report***
- ***Play England 'Design For Play: A guide to creating successful play spaces***
- ***Secure by design***

What you wanted from your children's play space ...

- *Serves to different age groups*
- *Facilities for older young users such as boulders, climbing walls, zip wire trampoline, and adventure park features etc*
- *Fits in with the character of Tenderden Town*
- *Provide natural play opportunities and use natural materials*
- *More formal play for younger children*
- *Visibility to younger play area from the café/seating area*
- *Mounds*
- *Covered seating*
- *Focal point play equipment/ feature*

Lipton's Consultation Report recommends;

- *Natural Play opportunities*
- *Facilities for older and younger users such as boulders, climbing walls, zip wire and adventure park features etc.*
- *Café within the park*

Play England 'Design For Play: A guide to creating successful play spaces.'

The 10 principles for designing successful play spaces successful play spaces...

- *are 'bespoke'*
- *are well located*
- *make use of natural elements*
- *provide a wide range of play experiences*
- *are accessible to both disabled and non-disabled children*
- *meet community needs*
- *allow children of different ages to play together*
- *build in opportunities to experience risk and challenge*
- *are sustainable and appropriately maintained*
- *allow for change and evolution.*

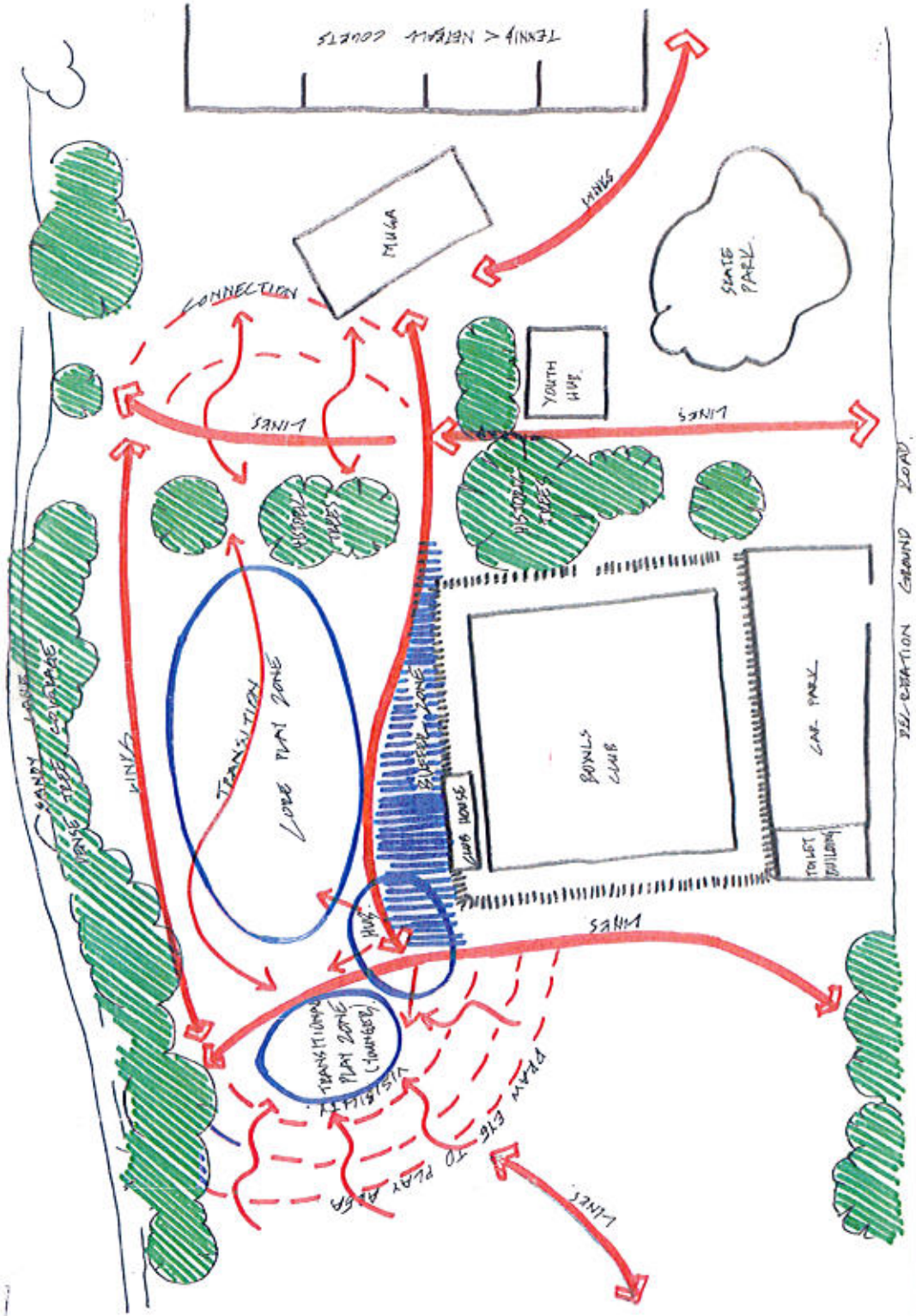
Secure by design

Is a tool and service;

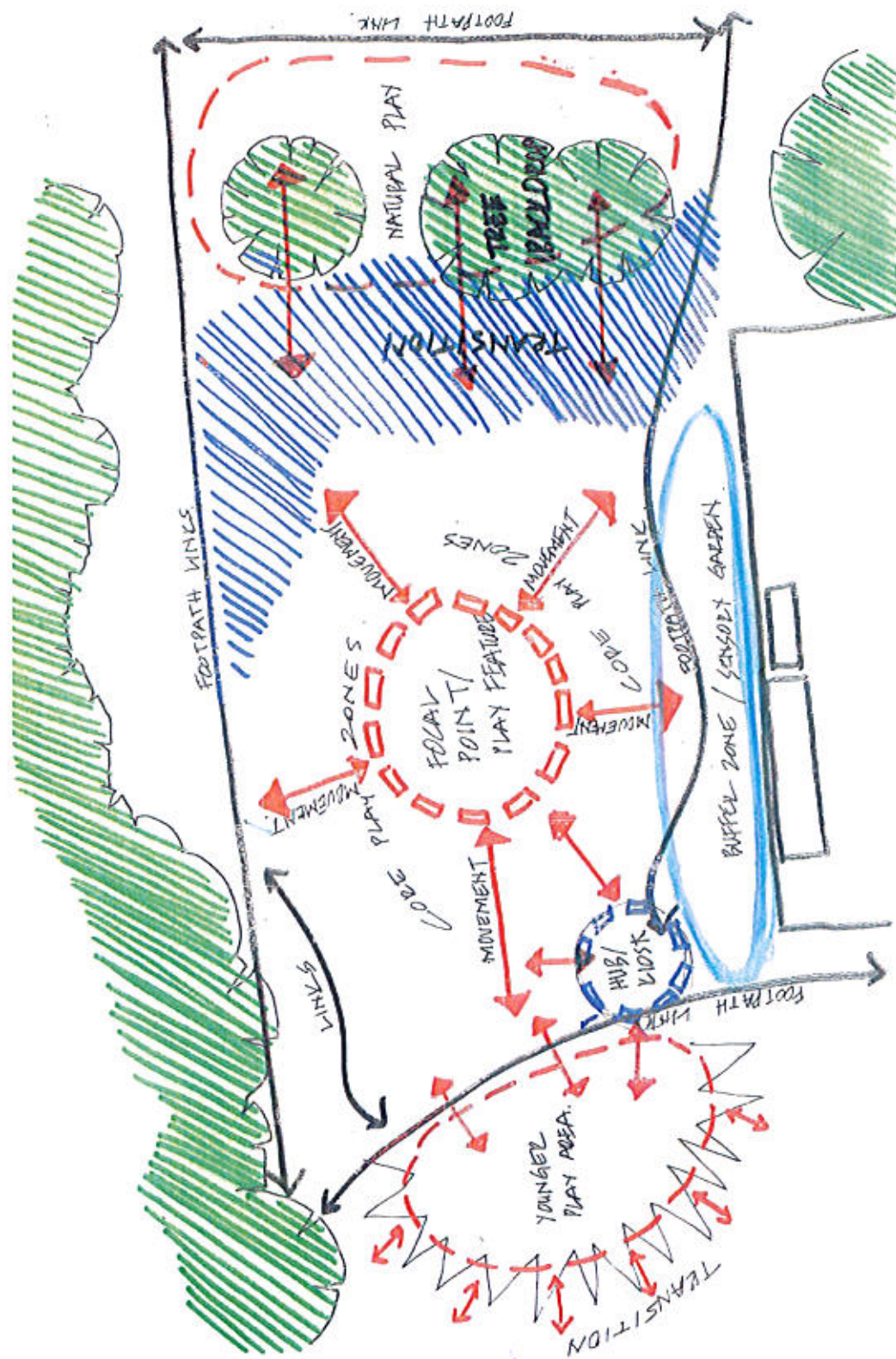
To assist in the design process to achieve a safe and secure environment for residents and users of public space, without creating a “fortress mentality”.

By providing quality environments and ensuring that they are properly managed and maintained, communities can more readily be encouraged to exercise a sense of ownership and responsibility.

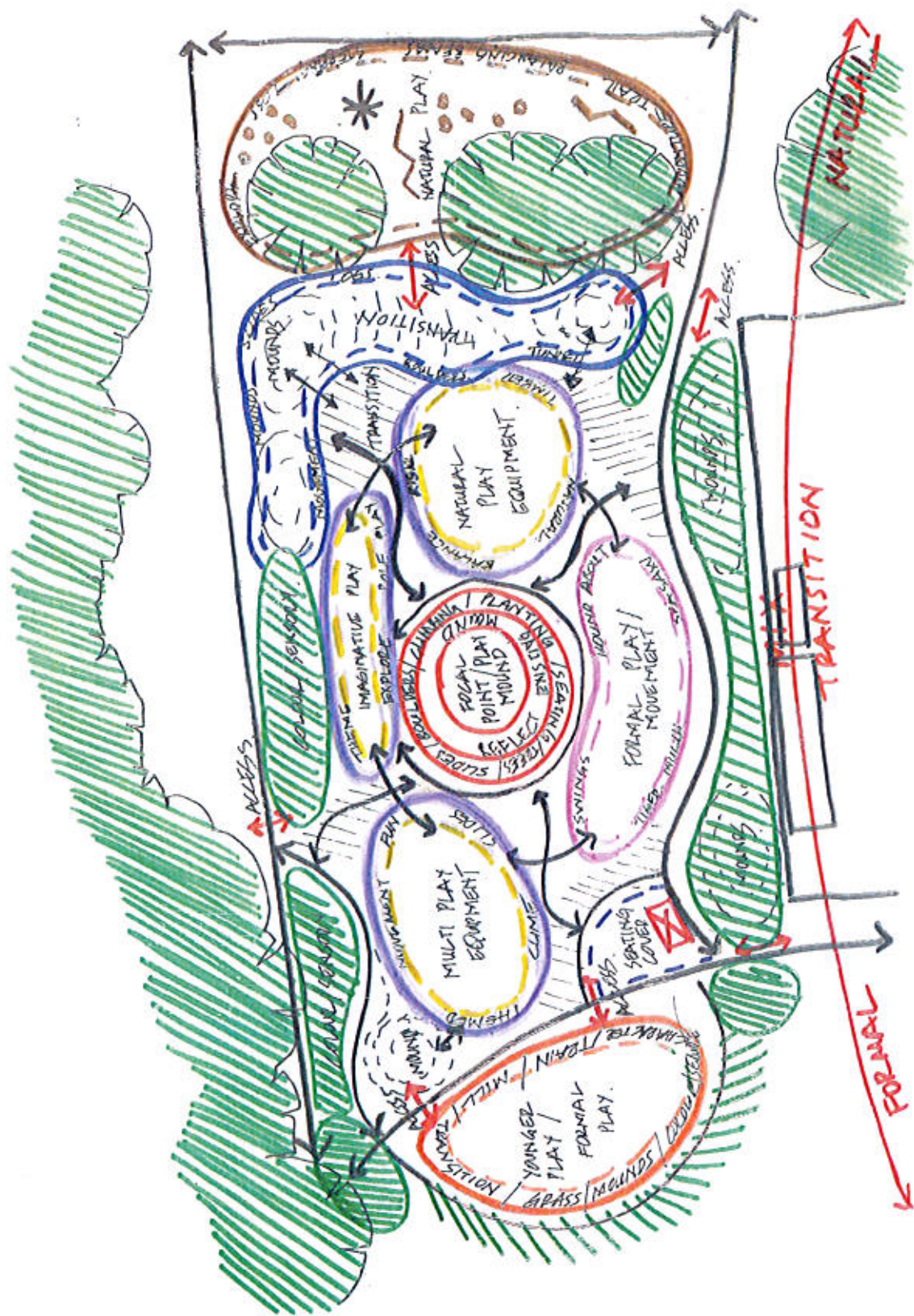
Circulation and Links



Schematic Zoning and Key Moves



Spatial Zoning and Theme



Play Character



Tenterden Recreation Ground Children's Play Area



Natural Play

25 Play Logs



26 Mound Slide & Ascent



27 Stepping Logs



28 Balance Beams



29 Timber TeePee



30 Fallen Tree



31 Log Bridge



32 Zip Wire



Younger Play (Ages 2-6yrs)

1 Timber Seesaw



2 Coloured Play Balls



3 Mini Trampolines



4 Bespoke Timber Play Train



5 Tree Trunk Spring



6 Bespoke Timber Windmill



7 Hammock Swing



8 Mounding/Contouring



Tenterden Recreation Ground Children's Play Area

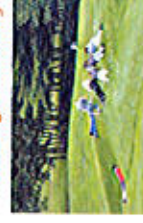
Formal & Mixed Play (Up to 12yrs)



3 Mini Trampolines



8 Mounding/Contouring



9 Climbing Log



10 Timber Multi-play Unit



11 Stepping Logs



12 Timber Double Swing



17 Stone Seating



18 Ramp Ascent with Rope



25 Balancing Beam



27 Timber Climbing Structure



15 Metal Slope Slides



15 Nest Swing



14 Timber Seesaw for 4



13 Play Turntable



22 Stepping Stilts



21 Timber Gable House



20 Timber Stake House



19 Rock Scramble



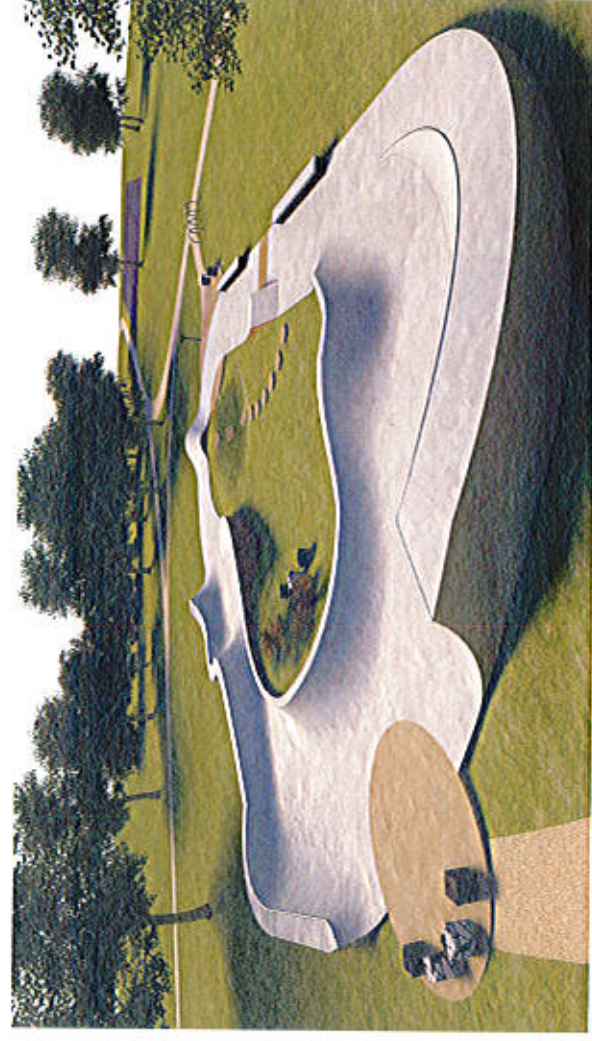
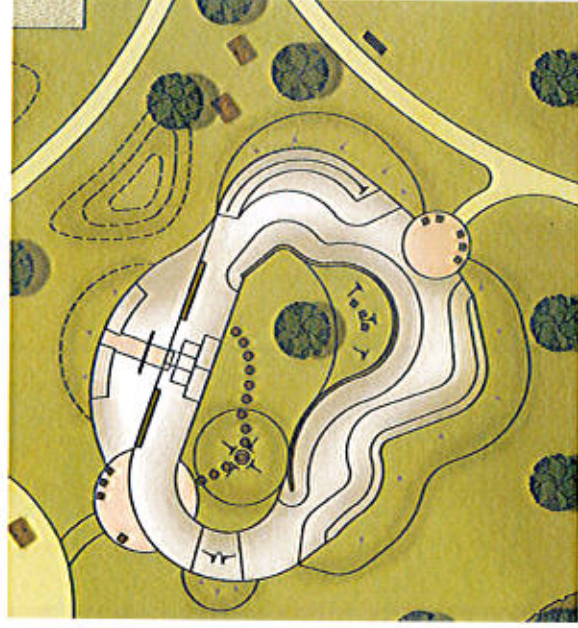
Skate Park Development and Design Workshop 1

- *Met with a skate park specialist – 15th April*
- *Skateboarders expressed their requirements*
- *Sample design options provided by the skate park company*
- *Council is in favour of revisiting the skate park spec at a higher spec.*
- *Include BMX and Scooter*
- *A design that blends in with the landscaping and fits the character of recreation ground*
- *A skate park specialist will be selected by a competitive tendering on a D&B basis.*

Skate Boarders Requests – Workshop 1

- *Kicker to Kicker over bin with Grind Ledge*
- *Sloped Grind Ledge*
- *Jersey Barrier style transition with hip*
- *Transition to Kerb Slider*
- *Slapy Kerb*
- *Flat Bank (level change) with 2 way Pole Jam or with Slider Bank Transfer*
- *China Bank*
- *Double pump Roller with Grind Ledge/Manual Pad*
- *Flat bank to block*
- *Jersey barrier style Vert Wall with Inset Quarter Pipe*
- *Kerb manual pad with brick print and Grind Over Ledge into flat bank*
- *Floating Grind Ledge/Manual Pad with Kicker end*
- *Jersey Barrier with Inset Grind Ledge/Manual pad*
- *Set of 3 steps with China Bank*
- *Quarter Pipe/Flat Bank Hip Bend*
- *Up/down Flat Bar*
- *Pump Bump to Kicker Ramp*
- *Bag of Suck Ledge escalating curved Grind Ledge*
- *Solid Grid Rail*
- *Roll-in, Vert Wall*

Skate, BMX and Scooter Sample Designs



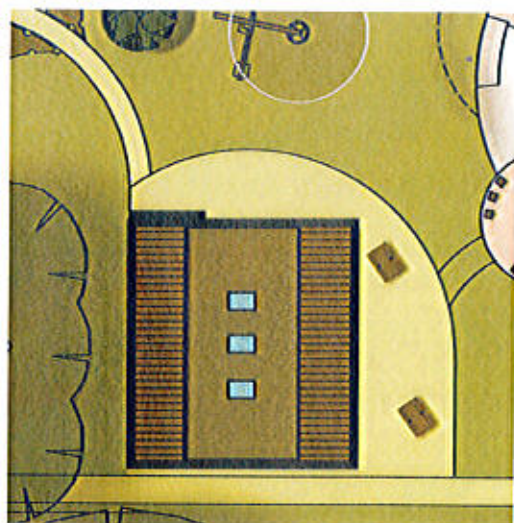
- Up/Down Grind Ledge /Manual Pad
- Grind Rail
- Curved Grind Ledge /Manual Pad
- Grind Ledge
- Burmed Pump Roller
- Snake-run area
- Rounder Quarter Pipe Hip
- Quarter Pipe Pocket
- Angled Quarter Pipe Hip
- Escalating Quarter Pipe with Roll-in Platform
- Soft landscaping in the middle



Youth Hub – Workshop 2

- *A building architect appointed*
- *Youth hub design has been presented to youth workers and youth and feedback received*
- *Two design option; New building or Refurbishment*
- *Eco- friendly building option to be explored as grant funding might be available.*

Youth Hub Design Options



Proposed South West Elevation
Scale 1/8"



Proposed South East Elevation
Scale 1/8"



Proposed North East Elevation
Scale 1/8"



Proposed North West Elevation
Scale 1/8"



Proposed South West Elevation
Scale 1/8"



Proposed North West Elevation
Scale 1/8"

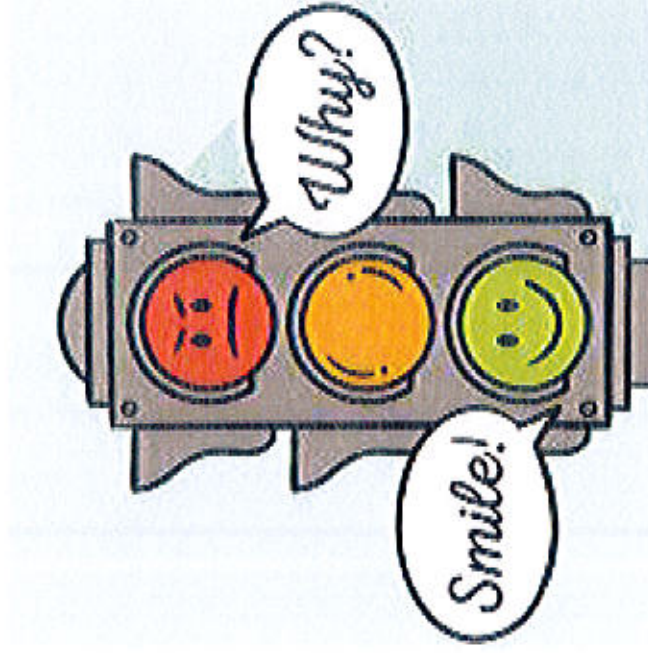


Proposed South East Elevation
Scale 1/8"



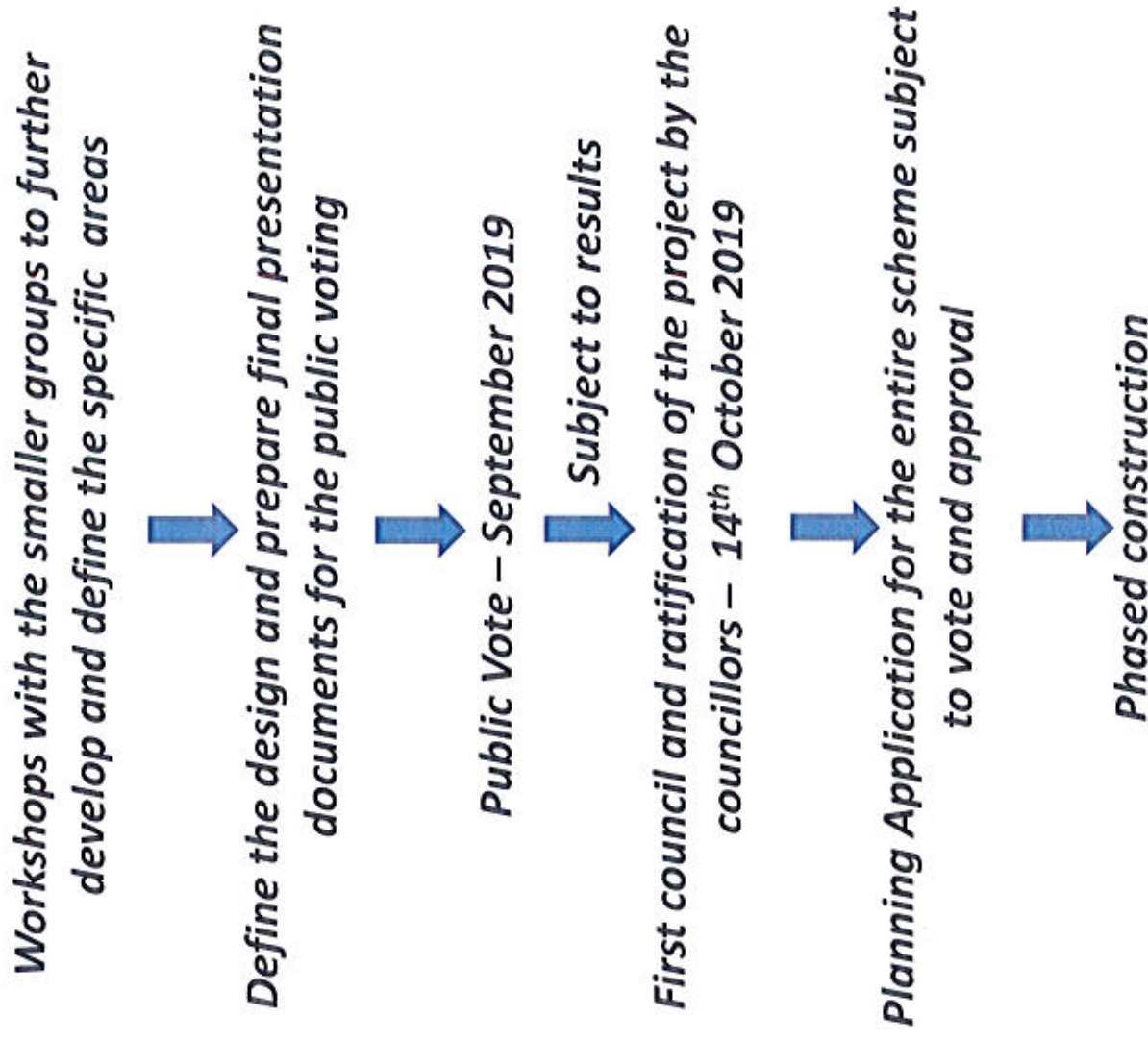
Proposed North East Elevation
Scale 1/8"

Activity; Discuss and Reflect



- *Discuss the scheme as mixed stakeholders*
- *Using the stickers plot positive and negative zones (Red/Amber/Green)*
- *Each plot needs a justification*
- *Select 1 member to present back to the group*
- *30 minutes exercise*

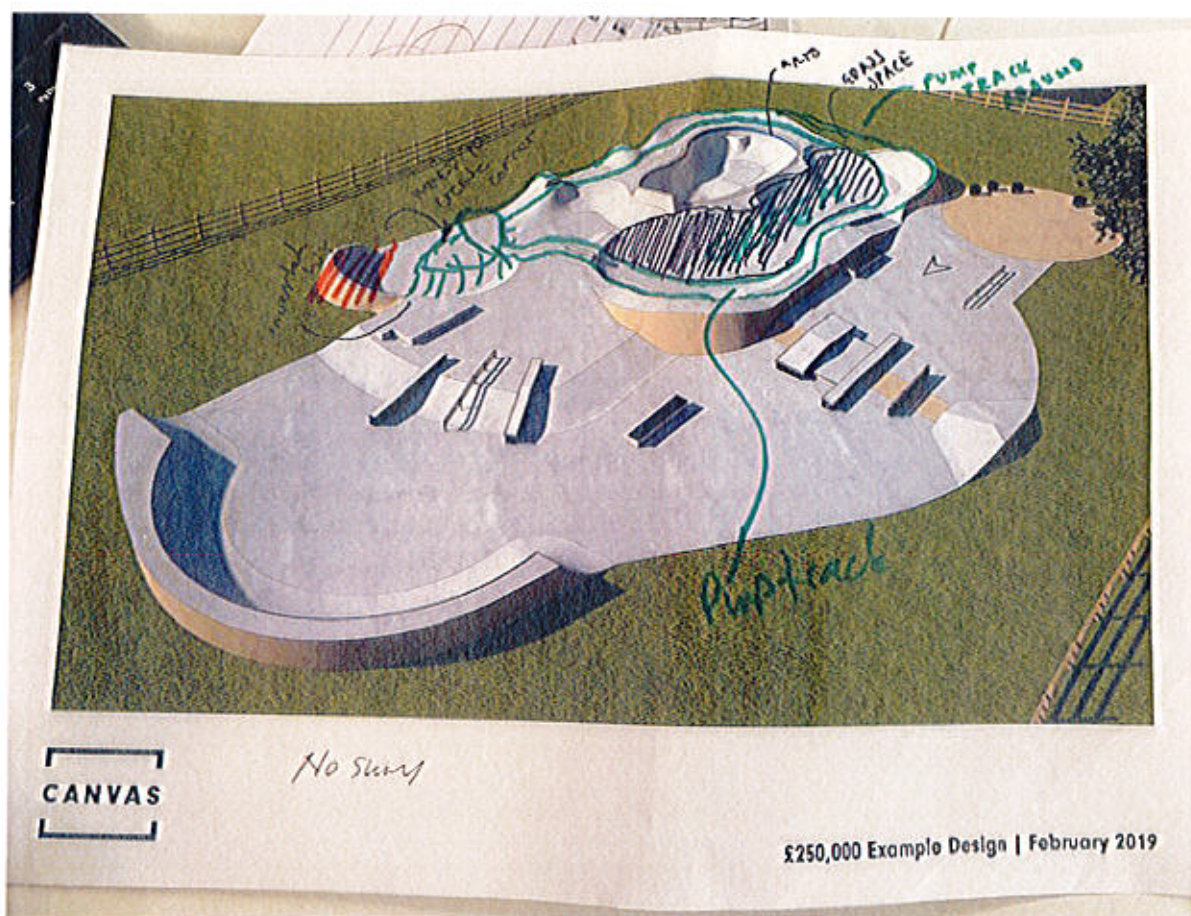
Next Steps



THANK YOU

QUESTION & ANSWER SESSION

Annex B:
Skate Park Feedback – Marked Up Plan



TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 22nd May 2019

Members Present: Cllr Pam Smith, Jo Gandolfo, Mike Pearson, Bryan Fagg, Malcolm and Penny Kneller, Tina Croke & the Town Clerk, Phil Burgess.

Consultants: Soraya Khan and Simon Sharpe (architects), Kevin Newland (quantity surveyor) and Christine B..... (Funding specialist).

1. **Apologies for Absence.** Lisa Lovelidge.
2. **Tour of the Town Hall.** This was undertaken after the meeting
3. **Appointment of specialists.** TTC would confirm appointment by completion of relevant engagement documents.
4. **Costings.** This had been carried out purely on a square meterage basis (results coming in around the £2 million mark) but would be refined to a detailed costing after a thorough site examination and consultation with the architect, and the results of the funding plan.
5. **Funding applications.**
 - a) The first stage is a funding feasibility plan which would take around 5 weeks. Meetings arranged for 30th May (time TBA) for Christine to meet Heritage Consultants at the Town Hall and any useful contacts to introduce potential local donors. A further meeting would be held on 25th June for presentation of the feasibility plan
 - b) Funders. Heritage lottery funding (HLF) was the principal large-scale funder and their timescales tend to be 18 months (this would push our start date to Spring 2021). They generally meet twice a year to decide on funding applications. Smaller funders and individuals could be approached also but their contributions tend to be in the £5,000 to £20,000 range. Christine had recently raised £1 million for Gloucester Museum
 - c) Workload. This would be best shared with TTC in-house resources used for local knowledge and much of the form completion with oversight and input from the funding specialist.
 - d) Funding Determinants.
 - How would it directly benefit the community
 - Sustainability
 - Income generation
 - Governance and Business plan
 - Arts and Culture offering
 - Education and Learning
 - Combating Social inequality & Isolation
 - e) HLF funding. This is divided into 2 stages, the first award covering preparation of the business plan etc and a mentor is allocated to the applicant. Full planning application is then submitted, and the second stage grant is applied for to complete the project. Features of HLF funding are as follows:

- Cash held towards project does not affect HLF funding
 - Funders commit to a figure, so unforeseen costs have to be met by applicant. However, a 15% contingency is reasonable.
 - 50% of applicants are successful
 - There is potential (on a project of this sort) for funding up to 70% of project cost.
- f) **Town Hall Boundary.** There was a discrepancy between the JC White diagram (blue area shown on the plan) and the land registry boundary (green area shown on the plan). If the latter is correct, this will restrict the building plans. Simon will check with JC White for further information and, if necessary TTC will engage a solicitor to confirm the boundary.
- g) **Additional Surveys.** Drainage and recent asbestos surveys would be required as well as a further measured survey (the original had omissions). AV equipment would need to be considered at the start of the project.
- h) **AOB.** None

Actions post meeting – electronic copy of JC White plan to be sent to Simon, copy of structural survey to Kevin

Internal Committee 10th June 2019

Station Rd Redesign

Agenda Item 11

Following advice from Sibley Pares regarding the "lettability" of the proposed units within the development at Station Rd and the strong opposition to a food outlet within the building, the project overview committee agreed that plans should be re-submitted to the architect for re-design.

I have attached the revised plans for consideration. They include WCs within the units. Clagues have made comments below to support their design decisions.

Proposal: That the architect should be given instructions to go ahead with a revised planning application for the new design which specifically excludes hot-food.



Phil Burgess
Town Clerk

Impact on Crime and Disorder : None
Impact on Bio-diversity : Minor
Budgetary Impact : Resubmission planning fee

Dear Phil

Thank-you for the comments on the Station Road conveniences. I now attach an amended set of planning drawings which reflect the changes suggested. We consider that the WC's should be located towards Station Road to provide ease of access from the existing ramp to the accessible WC.

In respects to the two ground floor office/retail units we consider that a small store and WC should be provided to avoid reliance of the public conveniences. On the first floor the new central stair case is retained to allow for an office either side, with a shared WC facility in the central corridor.

We suggest that additional rooflights to the new WC's on the first floor will avoid the need to increase mass with a large dormer window. If need be we could omit one rooflight from each of the offices to reduce impact, but suggest we proceed on the drawings attached.

I hope the enclosed drawings are acceptable.

Kind regards

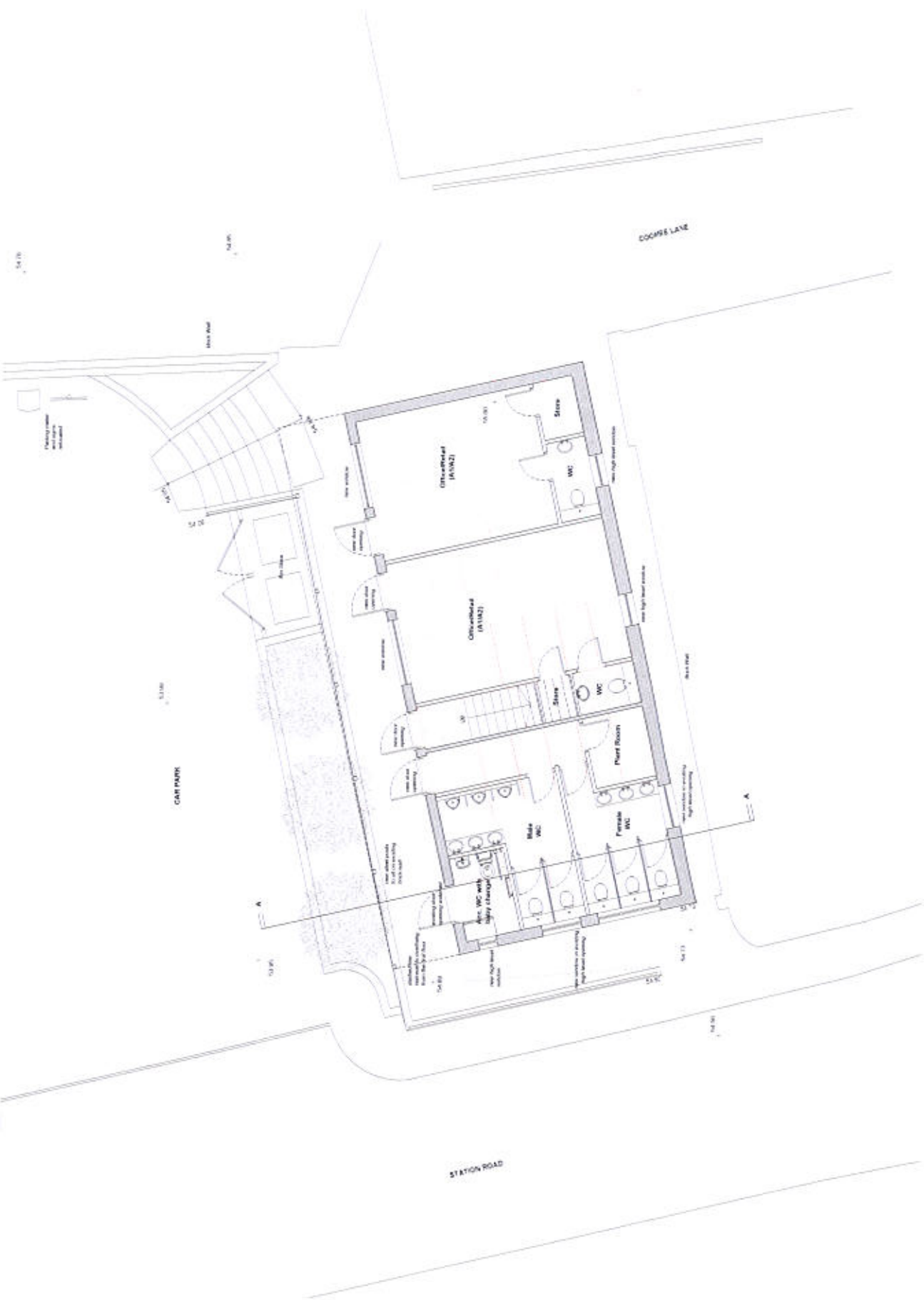
James



Notes:
 1. All dimensions are in millimetres unless otherwise stated.
 2. All dimensions are to the centre of the wall unless otherwise stated.
 3. All dimensions are to the face of the wall unless otherwise stated.
 4. All dimensions are to the face of the wall unless otherwise stated.
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 10. All dimensions are to the face of the wall unless otherwise stated.

Rev	Date	Description
1	11/01/2017	Initial design and planning
2	20/01/2017	Revised design and planning
3	27/01/2017	Final design and planning
4	27/01/2017	Final design and planning
5	27/01/2017	Final design and planning
6	27/01/2017	Final design and planning
7	27/01/2017	Final design and planning
8	27/01/2017	Final design and planning
9	27/01/2017	Final design and planning
10	27/01/2017	Final design and planning

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 10. All dimensions are to the face of the wall unless otherwise stated.

Proposed Ground Floor Plan

Scale: 1:50 (Scale bar @ A1)

CLAUDE ARCHITECTS

21883C/101

E

NOTES

1. All new work.
2. All existing work to be retained.
3. All existing work to be demolished.
4. All existing work to be replaced.
5. All existing work to be upgraded.
6. All existing work to be replaced with new work.
7. All existing work to be replaced with new work.
8. All existing work to be replaced with new work.
9. All existing work to be replaced with new work.
10. All existing work to be replaced with new work.

Item	Notes
1	1. All new work.
2	2. All existing work to be retained.
3	3. All existing work to be demolished.
4	4. All existing work to be replaced.
5	5. All existing work to be upgraded.
6	6. All existing work to be replaced with new work.
7	7. All existing work to be replaced with new work.
8	8. All existing work to be replaced with new work.
9	9. All existing work to be replaced with new work.
10	10. All existing work to be replaced with new work.



Proposed First Floor Plan



Existing fabric demolished

New building fabric

Existing building fabric

Proposed First Floor Plan

Commission of Public Tenders

Tenison Town Council

Station Road

Tenison

TN30 0AA

Proposed First Floor Plan

Scale

1:50 @ A1

CS

JK

Sept 2018

CLAGUE ARCHITECTS

21883C/102

E

2017.12.15

1:00 Scale

Project: Conversion of Public Toilets

Location: Tentsden Town Council

Station Road

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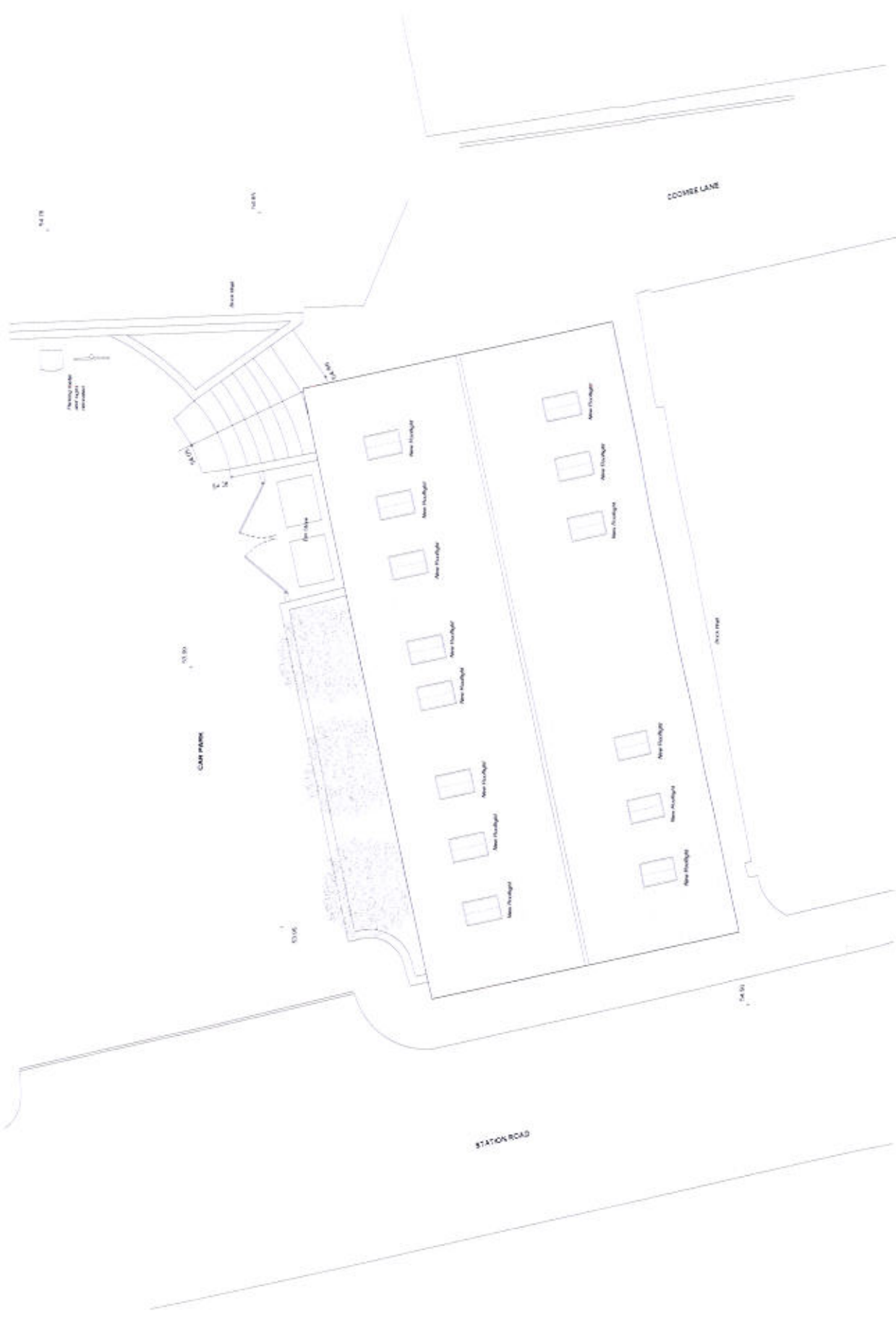
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Proposed Roof Plan



Project Title
Conversion of Public Toilets
Tentsden Town Council
Station Road
Tentsden
TN30 6BN

Project Location
Proposed Roof Plan

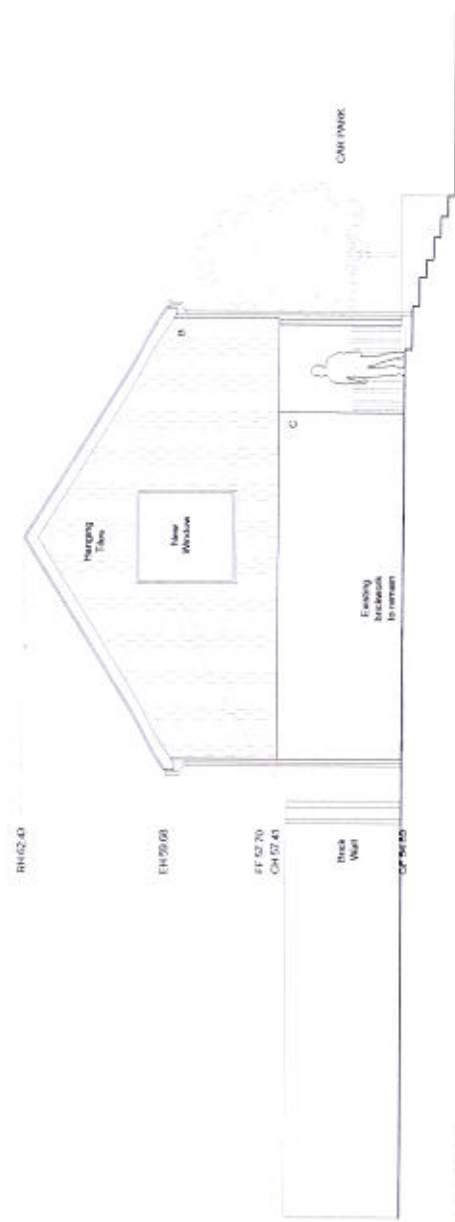
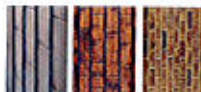
Scale
1:50 (Q1 A1)
CS
Date
Sept 2018
Drawing
JK

CLAUDE ARCHITECTS

1. Project Title
Conversion of Public Toilets
2. Project Location
Tentsden Town Council
3. Project Address
Station Road
Tentsden
TN30 6BN
4. Project Date
Sept 2018
5. Project Status
Proposed

Project Number
21883C/103
Drawing
D

© Blackwell for medical education



Constant Fast-Flows



Existentia habens chemisch

NATURE 067411

1000

Proposed North and East Elevations

1

CLAGUE ARCHITECTS

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Abstract

11883C/104 A

11883C/104 A

Internal Committee 10th June 2019

Training for Public exhibition

Agenda Item 12

I have attached the notes from Cllr Nelson of the training received in participatory appraisal. This is a public engagement strategy used by most consultants and would be very useful in connection with the upcoming public exhibition for the main projects in autumn.

In preparation for the exhibition a working group should be set up and training given to that group of councillors. To reduce costs the council could arrange a training session here and offer it to other councils or request a dedicated session here through KALC

Proposal: That a working group should be set up and councillors trained as detailed above



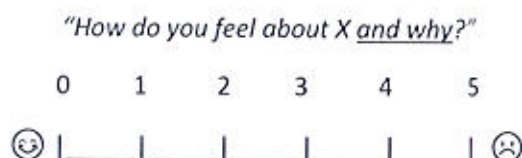
Phil Burgess
Town Clerk

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

Understanding communities through participatory appraisal

Participatory appraisal (“PA”) is a way of consulting people using visual images, the idea being that people find it easier to give their views if they can do so in a visually striking way; for example, by using tools such as –

- a Mood Meter –



with participants putting Post-It notes with their comments at the appropriate point on the scale

- a “Hopes and Fears” table –

“What do you want/fear from Y and why?”

HOPES	FEARS

again, with participants putting their comments on Post-It notes in the appropriate column.

It is important that participants not only “vote” but also give their reasons.

PA is found to be less intrusive than other methods of consultation, allowing participants to be more comfortable giving information. It is very versatile in terms of scale: it can be used in a small meeting as well as for whole-parish consultation, and can be particularly useful in working groups, focus groups, etc.

PA is –

- simple
- easy to use
- easy to teach
- both quantitative and qualitative
- suitable for all ages
- fun and colourful
- non-threatening

Some warnings –

- Only ask people what they want if you are in a position to do something about it
- Always as “Why?”
- Do your participant mapping: the “usual suspects” always find a way to express their views, but it is harder to get input from others, who need to be targeted
- Ensure it is a genuine consultation (that is, that the relevant decision has not already been made) – otherwise it is simply informing people of the decision that has been taken

What stops people getting involved?

- No time, due to other commitments – social media use can help overcome that
- Childcare problems – a sub-set of “No time”
- They feel the issues do not affect them, or they have nothing to gain
- Fear of standing out – especially at public meetings
- Language and cultural barriers (where it is necessary to go to the relevant community before its members can feel comfortable stepping forward)
- Sometimes, people might just need a gentle push
- They feel their input will make no difference – especially where in the past they have had no feedback on the results of the consultation¹
- Feeling isolated from (not part of) the community

Not everybody in the community needs to be involved: a 10% response is a good response, as long as it represents the range of people and interests in the community

Why will people get involved?

If there are issues people are concerned about, they see the subject matter as being in their interest, they are already involved in the community, they feel they can make a difference, they think their input will be taken seriously, or any combination of these factors.

People want to make a difference: change their environment, learn new skills, get activities for their children, feel a sense of community spirit, feel safer, be heard.

Some will get involved – especially in meetings – in order to disrupt or take over. It is often useful to get “the gobby one” to chair a meeting, so they are obliged to let different views be heard.

Consultation does not equate to design: co-design has its place, but it is different from consultation.

Points to consider

- One size does not fit all. In particular, questionnaires are a good way to get views from the older, more educated, time-rich members of the community, but not so good for others.
- In any event, questionnaires should be kept short and focused on the issues directly relevant to the particular consultation: resist the temptation to add “just one more question”.
- Are we reaching the right people?
- Are we scary?
- Keep it simple
- Are we asking the right questions?
- Use the right facilitators – friendly ones, not grim ones!
- The reports/feedback should use images as well as words.

Different levels of PA

Level 1: For use where no background information is available, or to update old data. For instance:

- Problem Wall
- Think bubbles: What Do You Think – and Why? or What Do You Think of X – and Why?

¹ It is worth asking for contact details, so feedback can be given – ask for these at the outset as, by the end, participants might feel less inclined to give them

- Spider: 7 existing or old issues + "Other" with suggested solutions posted on the appropriate legs
- Balloons/bubbles: to get more than one answer per participant

Level 2: Designed to identify (and filter) possible solutions. For example:

- Bamboo
- Bridge
- Petals
- H-filtering
- Washing lines
- Solution Tree
- Bubbles
- Martha (rational/emotional/wastebin)

In all cases –

It is important to ask open questions and to avoid leading the participants

If discussing a specific area, it is useful to have a map to –

- identify the area
- set out possible options
- identify where participants live (both to set their input in context and to identify under-represented areas) by dotting their homes on the map

If discussing budgets/expenditure, the use of Monopoly money can be good.

The Key

To ensure representation by a good range of participants, it is important to identify relevant characteristics of each participant (age group, gender, ethnicity; sometimes postcode, membership of groups, etc) by means of coding their submissions by reference to a well-designed key.

Consultation Funnel – see attached

Conclusion

The course convinced me that a well prepared and thought-through consultation process, using the right tools, can produce worthwhile and useful results to build on. It is important to feed back the results of the consultation in order to maintain momentum and build goodwill for future consultations.

My (scribbled) notes are available for anyone interested.

While at the LGiU offices, I collected two of their publications, which at in the Town Hall office for anyone interested in reading them –

- Building a vibrant night time [or evening] economy
- Building connected communities – an LGiU/Ramblers survey

The same trainers – Moar Communities – are developing a course to "re-vamp public meetings" which should be run before the end of 2018. I suggest this would be worth attending

- Cllr Justin Nelson: cllr.nelson@tenterdentowncouncil.gov.uk - 30 September 2018

CONSULTATION FUNNEL

LEVEL ONE

OPEN GENERAL QUESTIONS
TO IDENTIFY THE ISSUES

PROBLEM WALL
LIVE TOOLS, PRIORITY BUBBLES
SPIDERGRAMS

(FIGURES BASED ON A LOCAL
POPULATION OF AROUND
10,000 PEOPLE)
CONSULT 1,000
10%
(SUBJECT TO MAPPING)

LEVEL TWO

OPEN QUESTIONS RELATED TO
THE ISSUES TO IDENTIFY SOLUTIONS

Solution trees, Martha Muppets
etc

LEVEL THREE

VERIFICATION WITH
DIFFERENT GROUPS

'DO YOU AGREE?'

MAY
BE
COMPLETED
TOGETHER

LEVEL FOUR

ADDITIONS - ANY OTHER
ISSUES / SOLUTIONS

Bamboo bridge, evaluation
flowers + wheels etc

LEVEL FIVE

ACTION PLANNING, TIMING
RESPONSIBILITY - BASED ON
SOLUTIONS

H evaluation etc

REPORT

FEEDBACK TO THE
COMMUNITY +
THOSE WHO CAN
IMPLEMENT ACTIONS

FEEDBACK
TO A
REFERENCE
GROUP

MAPPING
200
PEOPLE

MAPPING
300
Levels 3+4

MULTI -
AGENCY
+
RESIDENTS
ACCREDITED
6 MONTHS
PROJECT

ENSURES
DIVERSITY
+
INCLUSION
ONE GROUP'S SOLUTION
IS NOT ANOTHER'S
ISSUE!

mapping
300
people

Internal Committee 10th June 2019

VAT issues

Agenda Item 13

I have attached the notes of a meeting with a VAT expert. Many of these issues are for noting. However, the issue of VAT on Regalia does need addressing. Some badges were offered at cost to past mayors for their escorts/mayoresses.

These would be treated as re-sale of the badge and as such VAT must be charged. The recipients of the badges were originally quoted the prices net of VAT.

The options are to:

1. Charge VAT as normal (example badge £300 VAT @20% total £360)
2. Council to absorb the VAT (i.e. £300 charged - £250 receipt and £50 VAT)

Proposal: To consider whether to bill for VAT or absorb the cost



Phil Burgess
Town Clerk

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

Town Hall

- All lettings including weddings and security for events should be chargeable for VAT. Apportionment rules come into play and complicate the situation considerably if some services are not charged VAT.
- Refundable deposits for events are outside the scope of VAT
- As we are charging VAT currently for lettings, an "option to tax" should already be in place with Customs and Excise. We need to ensure that this is the case otherwise we will not be able to reclaim VAT on refurbishment expenses. An application can be made now but is likely to be refused.

Pebbles

- This is currently a commercial rent and VAT is charged
- Again an option to tax should exist
- If this is the case VAT on renovation expenses can be reclaimed

Pavilion

- VAT currently charged on the hire of the pavilion
- If an option to tax is in place VAT on renovation expenses can be reclaimed
- If not (and this is likely) we wouldn't be able to reclaim.
- With a new build which will be used for a youth hub (not chargeable) we can reclaim the VAT ~~as this is an exempt service~~. – It may be the case that you would not be charged VAT in the first instance if the building had a "relevant charitable purpose" Relevant charitable purpose' means use by a charity in either or both of the following ways the second applies to your situation if you have a charity set up for this.
 1. otherwise than in the course or furtherance of business
 2. as a village hall or similarly in providing social or recreational facilities for a local community

VAT can be reclaimed on non business expenditure

Recreation Ground

- The hire of land and buildings is a VAT exempt activity
- Skate park and Play area will be subject to VAT reclaim
- If the council charges membership for the tennis courts, we will *not* be able to reclaim VAT. It would therefore be worth, either allowing free membership to residents or leasing to a club at a peppercorn rent in order to allow TTC to reclaim VAT. The VAT reclaimable on creating the courts is likely to far exceed any income from court fees etc.

Council Premises (New Build)

- Maintenance facility and Waste facility. These are both VAT-reclaimable on construction costs. They will be liable for non-domestic rates on completion.

Station Rd toilets

- Vat can be reclaimed on construction/renovation costs.
- Once the units are ready to let an option to tax should be applied for and VAT charged on the lettings.

Badges & regalia

- When re-charging the cost of the any badges, VAT must be charged. The council can, however, choose to sell the badges at a loss. i.e. Net cost of badge £300 (£360 inclusive of VAT) charged at £300 inclusive of VAT i.e. £250 Net plus £50 VAT.

VAT Permanent file

This should be created at the office to store details of Vat registration, options to tax etc

*Options to tax last for 18 years and apply to the premises and not the organisation. Applications should be made at the options department at HMRC which may have copies of our option to tax if they cannot be found at TTC

Internal Committee 10th June 2019

Review current bank account

Agenda Item 14

Review current bank account with a view to opening an account at Unity Trust Bank.

Our auditor, David Buckett, has recommended that we consider opening a bank account with Unity Trust Bank (UTB). He knows several councils already use them and feels that it would be a positive move as they offer:

- Dedicated accounts for councils (other banks have difficulty classifying our sector).
- Dedicated named account manager.
- Single, dual and triple authorisation of payments available through online banking.
- Ease of amending signatories (this can be done online).
- Option to pay in cash at the post office assisting our local P/O.
- Option to pay in cash and cheques at local NatWest or freepost cheque input facility.
- UK based call centres (this is a big plus).
- 24/7 Online Banking.

Enclosures include details of our current business charges tariff at NatWest and Unity Trust Bank Service Tariff. After the initial set up charges, for 'Unity e-Payments' £425, UTB annual charges are likely to be about the same as NatWest.

David Buckett suggests that we open a UTB account to take advantage of the financial services protection of £85K and use this account to process bacs payments (Unity e-Payments). A phased rather than immediate transfer would avoid problems and allow a smooth transition.

Proposal: That the council should adopt a phased transfer to Unity bank



Phil Burgess
Town Clerk

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

Service Tariff Current Account Charges



Unity Custom Account

Turnover per annum [†]	£2m+
Fee	Negotiated
Charged	Negotiated
Opening deposit	Minimum £500
Interest	No credit interest paid

Unity Current Account

Turnover per annum [†]	£100k - £2m
Fee	£6 per month plus 15p per individual credit and debit *
Charged	Quarterly
Opening deposit	Minimum £500
Interest	No credit interest paid
Turnover per annum [†]	Under £100k
Fee	£6 per month
Charged	Quarterly
Opening deposit	Minimum £500
Interest	No credit interest paid

[†] Turnover is the total value of credits into your account(s), excluding internal transfers, across a defined period of 12 months

* Credit and debit charges include manual Bank Giro Credits, Standing Orders in (Faster Payment in), other automated credits, cheques issued, Standing Orders out (Faster Payment out), internet bill payments (Faster Payment out), Direct Debits and other automated debits.

Tariff of Charges

Audit Letter	£35.00
Bank originated bill payment	£15.00
Bankers draft/cheque	£15.00
Bankers reference/status enquiry	£15.00
Certificate of balance	£15.00
CHAPS	£28.00
Copy cheque/deposit slip (per item)	£6.00
Copy statement (per statement)	£8.00
Special presentation	£15.00
Stop cheque by phone	£15.00
by internet banking	£8.00
Trace missing funds	£25.00
Unauthorised overdraft letter (Where a payment has taken your account balance overdrawn, and we have honoured that payment, we will write to advise that the unauthorised overdraft rate has been applied to the overdrawn amount)	£10.00
Unauthorised overdraft rate	25% ABR (above base rate) per annum
Unpaid cheque in (Where drawer's bank has returned a cheque unpaid, which you had previously deposited)	£6.00
Unpaid items out (per item)	£15.00, up to a maximum of £45.00 in any one day

From time to time, you may have requirements for services which fall outside our normal tariff and which may incur an additional management fee. In these circumstances, the fee will be agreed with you before we provide the service.

Unity Trust Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham B1 2JB. Registered in England and Wales no. 1713124. Calls may be recorded or monitored, for security, quality and training purposes. UTB 671 / February 2019

Service Tariff Current Account Charges



Encashment/Paying-in facility

For paying into your account at Post Office[®], Bank Counters or via our Freepost service.

Cash paid, per £100.00	50p* per £100 (or part thereof, for each payment, calculated monthly and charged quarterly)
Cheque collected, per item	30p*

*Applies to all accounts unless your organisation's turnover is below £100k per annum, on our fixed £6 per month tariff and you pay in less than £1,500 cash or 15 cheques per month. If you were to exceed the total amount of cash paid in and/or the total number of cheques paid per month, then the charges will apply on the total cash and/or number of cheques paid in during the month and be reflected in your pre-notification of charges statement.

Reconciliation Service

This service gives customers the ability to reconcile receipts and payments by automated means.

Internet download set-up	Per account £100
Re-creation of Internet download	£10
Daily Internet download	Per quarter £62.50
Weekly Internet download	£25
Monthly Internet download	£12.50

Foreign Service Charges

Foreign cheque	Minimum	Maximum
negotiation with recourse	£9.50	£71.00
collection	£20.50	£71.00
inward collection (£10.00 of the charge is deducted from the outward proceeds)	£15.50	£21.00
Foreign cheque unpaid (cheque returned unpaid which you had previously deposited)	£10.00	
Foreign draft (sterling or currency)	£30.50	£36.00
Foreign transfer (sterling or currency)	£20.00	£46.00

Important information about Unity Foreign services

- All foreign payments and transactions are undertaken for us by third party agents, and the type of foreign service will determine which agent we use. The fee shown includes their charge for providing the service in addition to our charge for processing your request. This fee will be debited to your account as a separate item.
- Please note that we can only advise foreign exchange rates when we have received your original paperwork (we are unable to accept faxed requests).
- Your account with Unity will be debited with the sterling equivalent of your foreign transfer, together with any associated fees, on the day we process your request.
- From time to time there may be additional charges made by foreign banks, relating to foreign payments, over which we have no control. These may be passed on to you when advised to us. We will notify you of the charges before we debit your account.

From time to time, you may have requirements for services which fall outside our normal tariff and which may incur an additional management fee. In these circumstances, the fee will be agreed with you before we provide the service.

Unity Trust Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham B1 2JB. Registered in England and Wales no. 1713124. Calls may be recorded or monitored, for security, quality and training purposes.

UTB 671 / February 2019

Service Tariff Bacstel IP and Unity e-Payments



Effective 11th August 2017

Bacstel IP

Suitable for customers who want to make or collect payments using either their own software or an external service provider to process their Bacs payments.

This can be completed as:

- **Direct Submitter** - Customers using their own software
- **Indirect Submitter** - Customers using an external service provider

Direct Submitters

To make payments (e.g. Paying salaries, suppliers, expenses etc) you will need:

- SUN (Service User Number)
- Minimum of two Smart Cards
- Smart Card reader and software

To collect **Direct Debit** payments you will need:

- All of the above, plus
- AUDDIS

Indirect Submitters

To make payments (e.g. Paying salaries, suppliers, expenses etc) you will need:

- SUN (Service User Number)

To collect **Direct Debit** payments you will need:

- The above item, plus
- AUDDIS*

Set Up Costs

Bacstel IP set up costs are set by NatWest

SUN	£200.00
AUDDIS	£200.00
Paperless Direct Debit	£200.00
New Smart Card	£85.00 per card
Smart Card reader and software	£35.00

AUDDIS: the process that enables the electronic set up of Direct Debits once your organisation has received instructions from your customer.

Paperless Direct Debits: the process that enables your organisation to receive your customers' Direct Debit instructions over the telephone or internet i.e. there is no need for a paper instruction from your customer.

Please note that all customers originating direct debits must use AUDDIS.

Bacstel Transaction Costs – Standard Tariff

Per transaction	14p*
File (per file)	£8.00
Exceeding agreed credit limit	£100.00
Transfer of sponsorship	£100.00
File extractions / Stop / Reinput	£195.00
Recall Bacs payment	£20.00

Unity e-Payments

Suitable for customers who make or collect payments.

	Tariff 1	Tariff 2
Set up **	£300.00	£300.00
Template	£125.00	£125.00
Monthly charge †	£12.00	£28.80
Transaction per item *	48p	25.2p
File submissions (per file)	£2.75	£2.75
Exceeding agreed credit limit	£100.00	£100.00

If you require additional SUN or authorised users the following charges apply:

Additional SUN	£6.00 per month
Additional user	£6.00 per month

* This charge applies to all debit and credit payments and AUDDIS transactions. Please note that Unity e-Payment can be used for direct debit collection, however to do this, you would need to be set up as an AUDDIS originator.

** These charges are set by NatWest or other third party provider.

† All prices include three SUN and six users

From time to time, you may have requirements for services which fall outside our normal tariff and which may incur an additional management fee. In these circumstances, the fee will be agreed with you before we provide the service.

Unity Trust Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham B1 2JB. Registered in England and Wales no. 1713124. Calls may be recorded or monitored, for security, quality and training purposes.

UTB 671 / February 2019

Business account charges



NatWest

This leaflet sets out the charges payable on your account, unless otherwise agreed with us. It should be read together with the Business account terms and forms part of our agreement with you. Please keep it for future reference. Correct as at December 2018.

Free banking

To help with starting your business or if you are a charity or community organisation we'll offer you free banking.

Start-ups – if you've started a business within the last 12 months with a projected or existing annual turnover not exceeding £1 million and open a Business Current Account or a Foundation Account, we'll give you 18 months of free banking. At the end of the 18-month period, you'll start to incur fees at the standard tariff listed for your everyday transactions.

Charities and community organisations – if you're a not-for-profit organisation and your annual credit turnover doesn't exceed £100,000 we'll offer you free banking on the Business Current Account. This means you won't be charged a service charge as long as your organisation remains eligible for free banking. We'll monitor your turnover regularly and if we identify that you've exceeded £100,000 in any 12-month period, we will contact you to tell you that you'll start to incur fees at the standard tariff listed for your everyday transactions.

Free banking means that you won't be charged for everyday transactions. Charges for unarranged overdrafts are not part of the free banking offer. We'll always give you at least 60 days' notice of the service charge tariff that will apply to your account before you start to incur charges.

Standard tariff – your service charge

Transaction type description	Standard tariff
Automated payments (in or out)	£0.35 per item
Cash payments (in or out)	£0.70 per £100
Manual payments (in or out)	£0.70 per item

Minimum charge: £5 per account, per monthly charging period.

We don't charge you a monthly account fee unless your transaction charges are less than £5.

For example: Your transactional activity for the month is two standing orders at £0.35 each and £0.70 in total. As your transaction charges for the month don't exceed the minimum monthly charge, you'll be charged £5.

What's included?

Transaction type	Standard tariff	Description of what's included	How the charges are detailed in your Advice of Service Charge(s)
Automated payments (in or out)	£0.35 per item	Any payment in or out of your current account made by: Direct Debit, Standing Order, debit card, Online Banking, Mobile Banking, Telephone Banking, Branch Faster Payments or ATM withdrawals <ul style="list-style-type: none">Includes cash withdrawals at Cash & Deposit Machines by debit cardExcludes debit card transactions used to make third party payments at the counter that will be charged as Manual paymentsFunds transfers made from a business account to other registered accounts on Internet, Mobile and Telephone Banking are free.	Direct Debits Standing Orders Other Automated Debits Automated Credits Direct Banking Third Party Payments Telephone Faster Payments Internet Faster Payments Branch Faster Payments
Cash payments (in or out)	£0.70 per £100	Any cash payment in or out of your current account by: NatWest branch counter, Post Office® counter, Cash & Deposit Machines or Business Quick Deposit. <ul style="list-style-type: none">Excludes ATM withdrawals (which are charged as automated debits at £0.35)	Cash Paid In at Branches Cash Paid In at Branch Cash & Deposit Machines (CDM) Business Quick Deposit (BQD) Cash Paid in Cash Out at Branches Cash Exchanged at Branches
Manual payments (in or out)	£0.70 per item	Any payments in or out made by: Cheque, other non-automated debits or non-automated credits at a NatWest branch counter, Post Office® counter or Cash & Deposit Machines <ul style="list-style-type: none">Includes payments by debit card at a NatWest branch counter or Cash & Deposit MachineIncludes the debit for cash withdrawals and the credit for cash deposits at NatWest branch counter You will be charged for each individual component that make up the transaction. For example: if your pay-in is made up of one credit and two cheques you will be charged for three Manual Payments.	Cheques & Other Debits Manual Credits Cheques Paid In – Branches

Specialist services

Transaction type	Standard tariff	What is it?
BACS Usage	£0.18 per item	A charge for each Direct Debit, BACS Credit or AUDDIS item that is processed through BACS (includes 'Contra' items).
BACS Files Processed	£5.25 per file	A charge for each file of Direct Debits, BACS Credits or AUDDIS items processed through BACS. Note: a single submission to BACS may be made up of several files.
BACS Files Referred	£45.00 per file	A charge for each file which incurs a 'technical' type referral after submission. For example, files quoting an invalid processing date.
Cheques Paid In Centrally	£0.15 per item	A charge for cheques paid into a Voucher Processing Centre or Cash Centre.
Cash Centre Cash In - Notes In	£0.23 per £100	A charge for notes paid into your account at one of our Cash Centres following delivery from your carrier.
Cash Centre Cash In - Coin In	£0.60 per £100	A charge for coin paid into your account at one of our Cash Centres following delivery from your carrier.
Cash Centre Cash Out	£0.21 per £100	A charge for a cash withdrawal from your account following receipt from your carrier.
Cash Centre Cash In - Sealed	£0.20 per £100	A charge for cash paid into your account utilising the Consolidated Cash Service.

Unarranged overdraft fees and interest

Fee	Amount	What is it?	Maximum monthly charge
Paid Referral Fee	£20	You may have to pay a Paid Referral Fee if you make a request for an unarranged overdraft and we decide to make the payment.	You'll never be charged more than one fee each day and no more than five fees in a monthly charging period (£100 or £300 per quarter).
Unpaid Item Fee	£20	You may have to pay an Unpaid Item Fee if you make a request for an unarranged overdraft and we decide not to make the payment.	You'll never be charged more than five fees in a monthly charging period (£100 or £300 per quarter).
Overdraft interest	15% per annum (unless agreed otherwise)	You may have to pay unarranged overdraft interest if your account is overdrawn without an arranged overdraft or you have exceeded your arranged overdraft.	n/a

When will you be charged?

Our service charge will be taken from your account on the last business day of the month following the month of accrual. For example: charges accrued in September will be debited on the last business day of October. The actual dates can be found at natwest.com. We'll tell you at least 14 days before we take a service charge from your account.

Unarranged overdraft interest will be taken from your account quarterly on the last business day of March, June, September and December.

Charges for using your debit card

Sometimes we'll charge you fees for using your card in addition to any service charges that apply to the transaction.

We've explained these fees below, but this doesn't include any fees a third party might charge you (for example, a cash machine fee). These charges are in addition to the service charges relating to debit cards listed above.

Transaction type	Charges
Withdrawing foreign currency from a cash machine in the UK. • Cash withdrawals; • purchase of currency; or • purchase of travellers' cheques, outside the UK.	<ul style="list-style-type: none"> Foreign Cash Fee of 2% of the value of the transaction (minimum £2, maximum £5); AND Non-Sterling Transaction Fee of 2.75% of the value of the transaction. (If you ask for the transaction to be converted into pounds sterling at the point of sale or withdrawal, we won't charge a Non-Sterling Transaction Fee.)
Purchases made outside the UK (for example, purchasing goods in a shop).	<ul style="list-style-type: none"> Foreign Purchase Fee of 2.75% of the value of the transaction (minimum £1).
Purchases made anywhere in a foreign currency (for example, online/telephone purchases made in or outside the UK).	

Where a fee is shown as a percentage, this means a percentage of the value of the transaction in pounds sterling. We'll convert any payment made in a foreign currency using your card into pounds sterling using the **Visa Payment Scheme Exchange Rate**. If you'd like to see the most up-to-date exchange rates you can visit visa-europe.com and click on the Cardholders section.

natwest.com/business ☎ 0345 711 4477, Text Relay 18001 0345 711 4477

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1WR7A29 14 December 2018

Internal Committee 10th June 2019

Outside Organisations

Agenda Item 15

Cllr Crawford has suggested a structured approach to reporting on the activities of outside organisations by council representatives.

Councillors normally report to Town Council and this should occur at least quarterly. If the outside body has not met this should be reported back.

The reports could be written and noted by Town Council rather than an oral presentation. The written reports would be circulated with the agendas. This would save time at meetings but would still allow councillors to ask questions on any report.

Proposal: that council should adopt the regular and written reporting mechanism



Phil Burgess
Town Clerk

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

Internal Committee 10th June 2019

Footpaths Map

Agenda Item 16

This is a copy of the background paper submitted to the External committee. Approval of this committee is required if the proposed site is on council land.

I now (finally!) have back the original Footpaths Map that was located between Phase 8 and M&Co. The map was originally presented to the Parish Council back in 1992, but was situated on private land.

A new home is needed for the Map which measures 55" x 36" (140 cm x 92 cm). A frame and protective screen would need to be made for the map and the only sensible location would be on the Recreation Ground; this would require planning permission. The sensible location on the Recreation Ground would be on the side of the current tractor shed, however, it needs to be borne in mind that in future the map might need to be relocated. It is worth noting that the map contains a 'you are here' pointer which is now inaccurate and cannot be removed.

Whilst awaiting the return of the original footpath map, I had investigated alternative maps and have been liaising with a company called Centre Maps. We would be able to purchase a PDF footpath map for the price of £25.00 plus VAT and up to 10 copies could be printed in any size from this at our expense; this map may well be more up to date. My proposal, which I put to the Footpaths Group, was that a new map could be printed to fit one of the Noticeboards on the High Street, possibly the one outside WH Smith.

The Footpaths Group Committee's feedback was that they would prefer the original map to be installed as the large size map is also the type displayed in all of the other towns and villages in Kent and they all use the same symbols and explanation of the Rights of Way.

Proposal: That the Council should decide on the best location for either the original footpaths map or the purchase of a new smaller footpaths map.

C. Guise

Claire Gilbert
Deputy Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Original map – cost of planning permission and new frame New map - £25.00 plus printing cost.

Internal Committee 10th June 2019

East Cross Gardens

Agenda Item 17

I have attached the 2016 plans from a surveyor regarding works to be done on East Cross Gardens. The surveyor was instructed after consideration by a sub-committee and liaison with the volunteer gardener.

The project at that point reached that stage of choosing materials but was never progressed.

The project was later absorbed into the recreation ground focus group but then detached from that project.

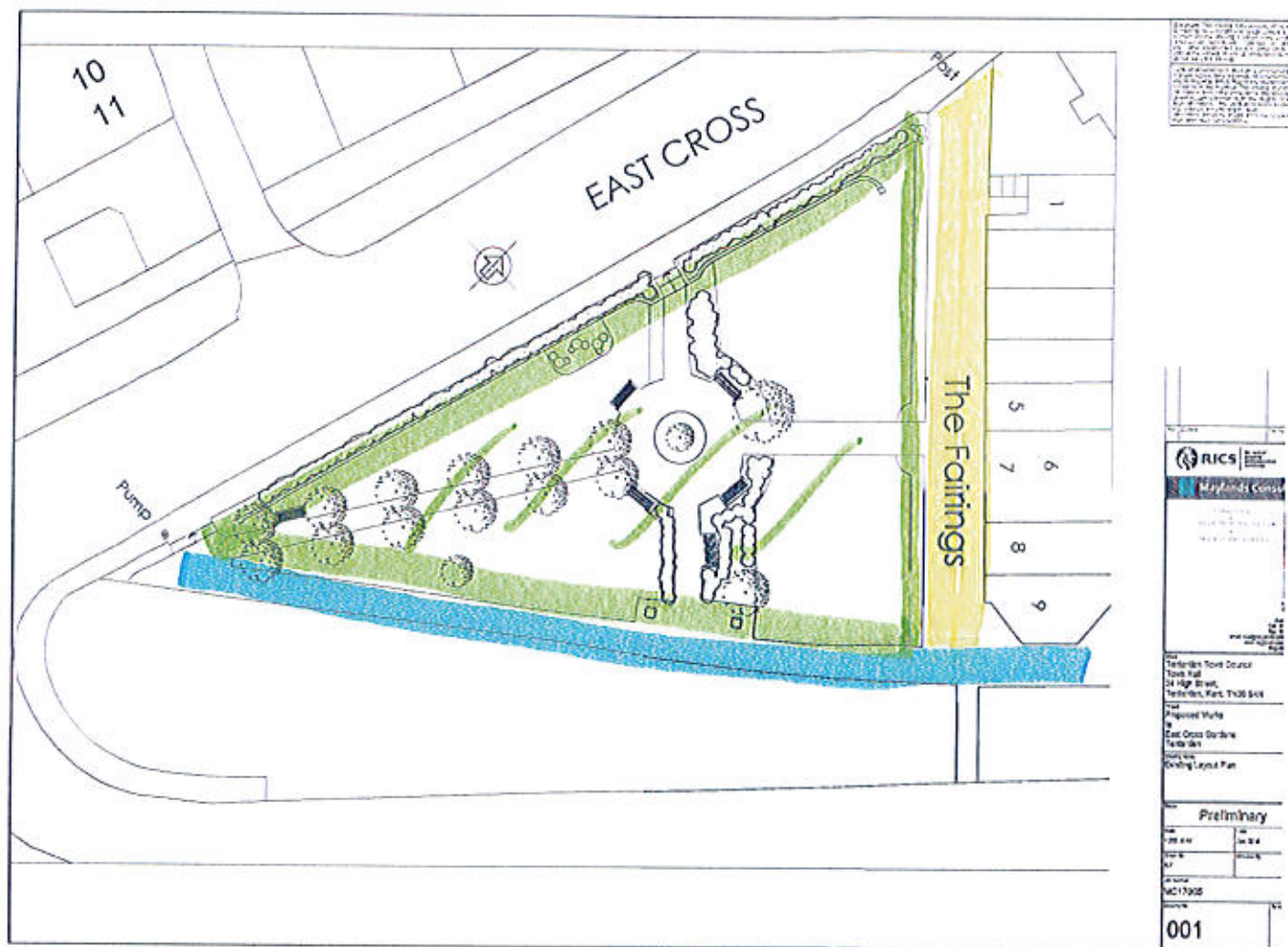
The final attachment shows a representation of land ownership.

Proposal: That the council should appoint a small group to decide on materials for the paving and go ahead with the scheme after adoption of the path running along the fairings



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: Beneficial
Budgetary Impact	: Mostly from earmarked reserve



TTC ownership

KCC responsibility

unregistered land - TTC will adopt

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RICS
Royal Institution of Chartered Surveyors

Maylands Consult

100% RICS Approved

PROJECT NO: MC17005

PROJECT NAME: The Fairings

PROJECT LOCATION: Kent, TN30 6AN

PROJECT MANAGER: [Name]

DATE: 12/01/2011

SCALE: 1:1000

DATE: 12/01/2011

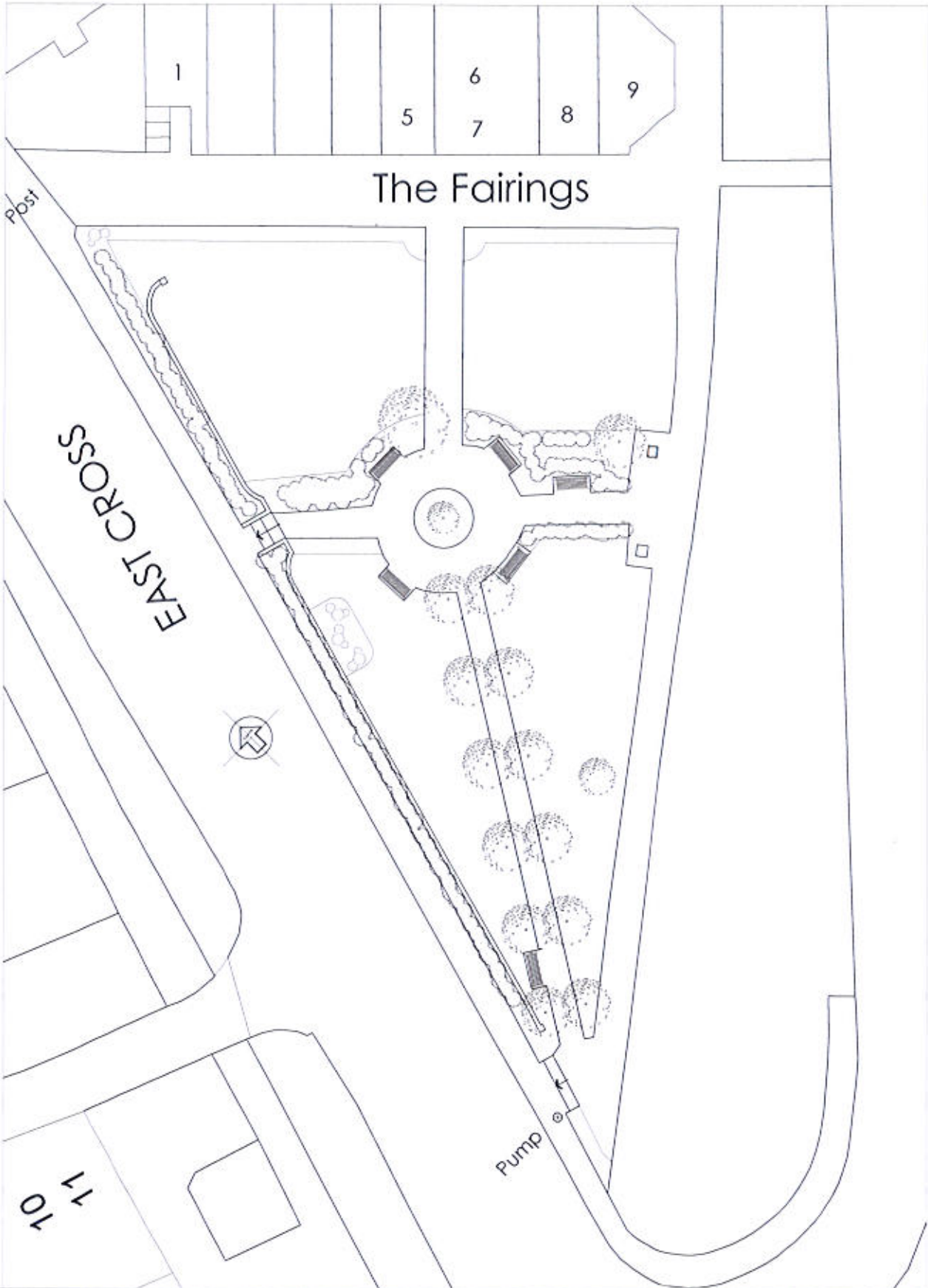
SCALE: 1:1000

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

Proposed Works
in
East Cross Gardens
Tenterden

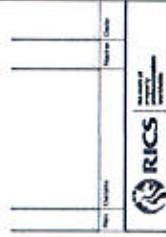
Project Name
Landscape Layout Plan

Preliminary	
Date	12/01/2011
Drawn By	[Name]
Checked By	[Name]
Project No	MC17005
Drawing No	001





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Maylands Consulting
SURVEYING
ARCHITECTURAL DESIGN
PROJECT MANAGEMENT

Testerton Town Council
Testerton Hall
24 High Street
Testerton, Kent, TN30 8AN

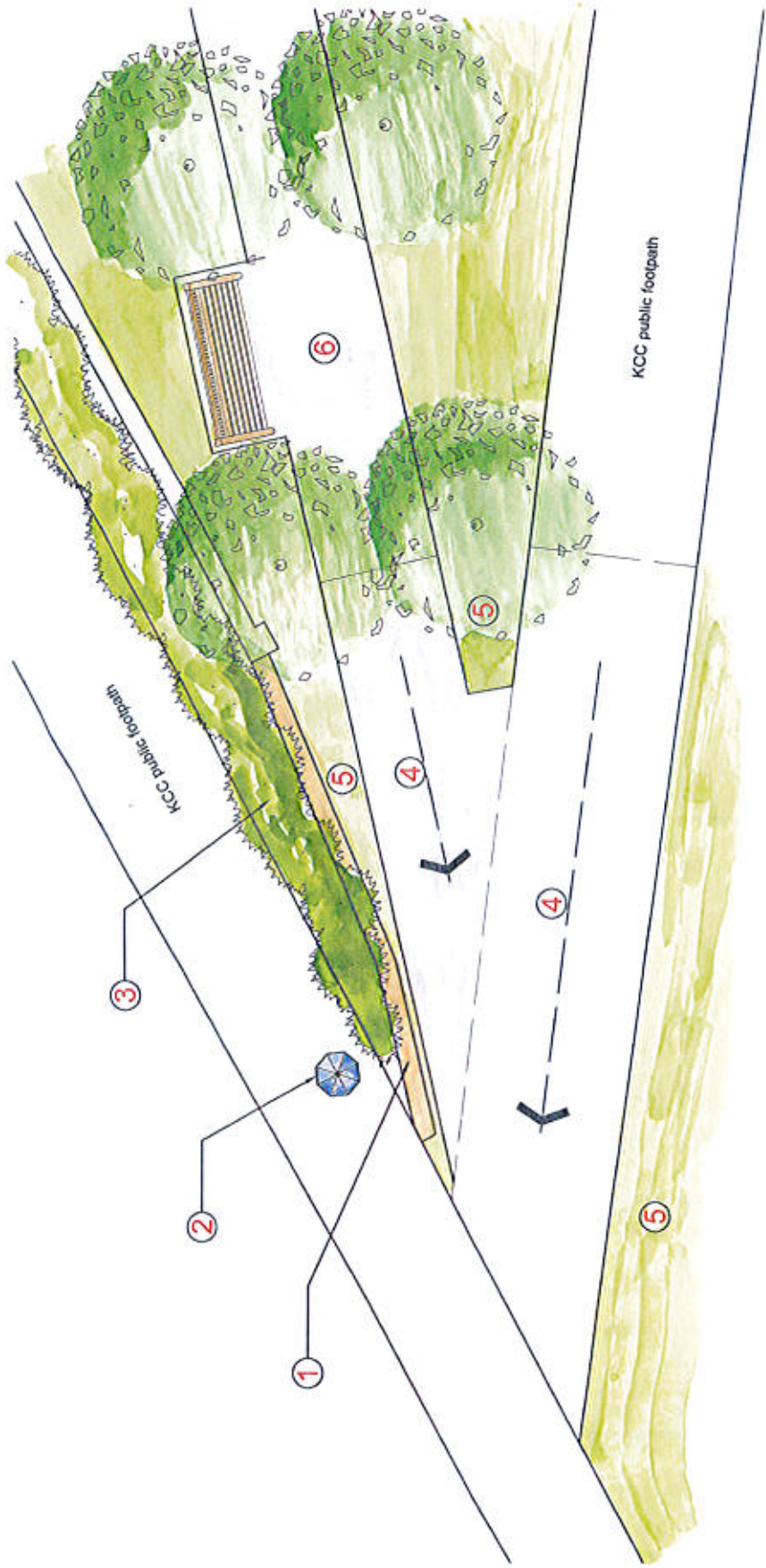
Proposed Works
To
East Cross Gardens
Testerton

Project Name
Proposed
Area A

Preliminary
Date
1.10.2014

Client
Testerton Town Council

Project No.
MC17005
003



- ① existing low level brick wall to be extended to back edge of public footpath
- ② existing Grade II Listed pump
- ③ existing uneven steps to be removed, planted bed to be extended as shown
- ④ existing footpath to be relaid to fall to comply with DDA regulations minimum 1:12 gradient (subject to obtaining approval)
Paving slabs to be taken up and reused
- ⑤ allow to grade existing ground level upto new footpath level, make good grass
- ⑥ new paving and edging (option 1 or 2) see drawing MC17005/006 for materials

[illegible]

Maylands Consulting

[illegible]

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entlenden Town Council
Town Hall
4 High Street,
entlenden, Kent TN30 6AN

Proposed Works	
First Cross Gardens Entrance	Proposed

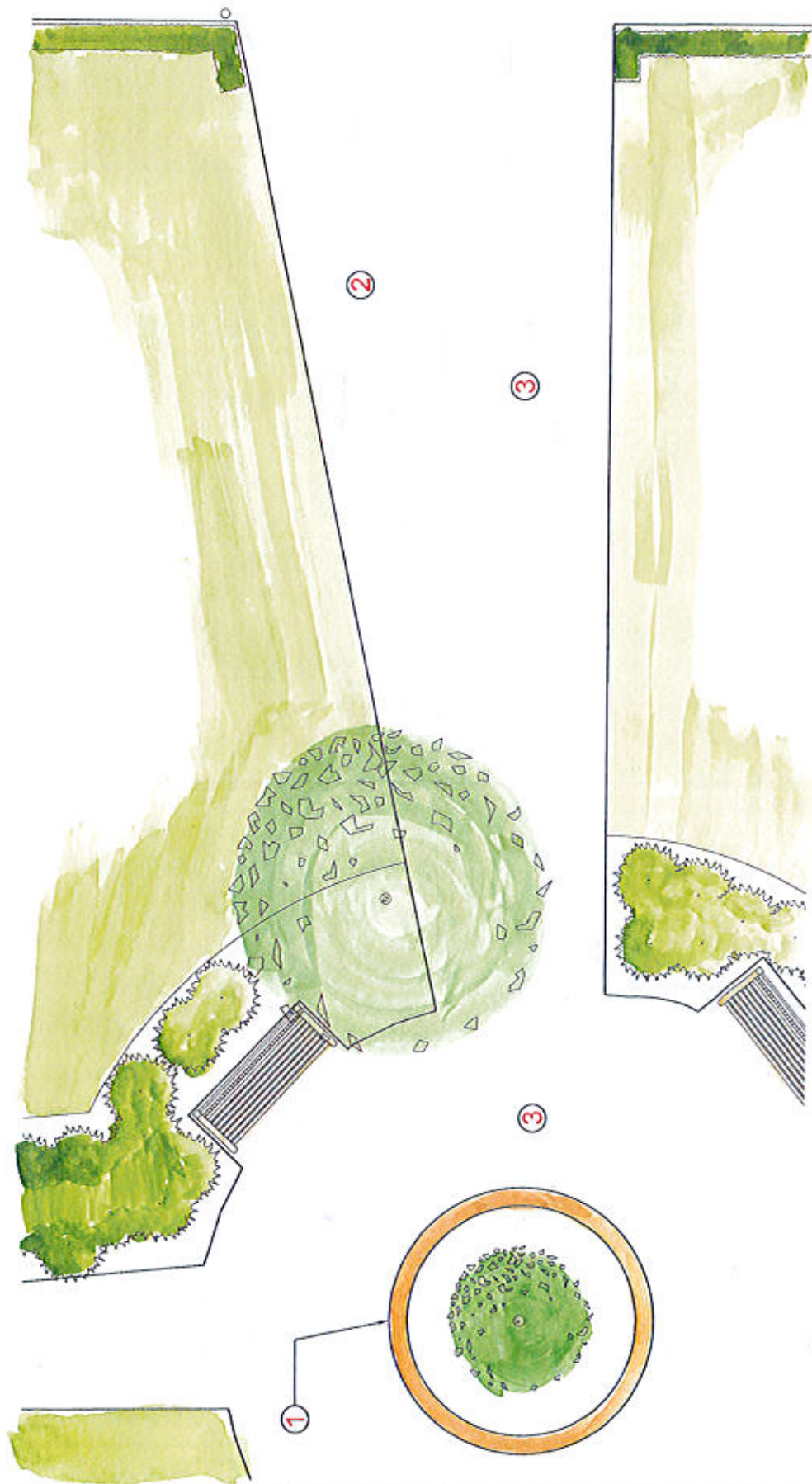
Preliminary

	100 ml a/v	100 ml a/v
100 ml a/v	100 ml a/v	100 ml a/v

1.

MC17005

004



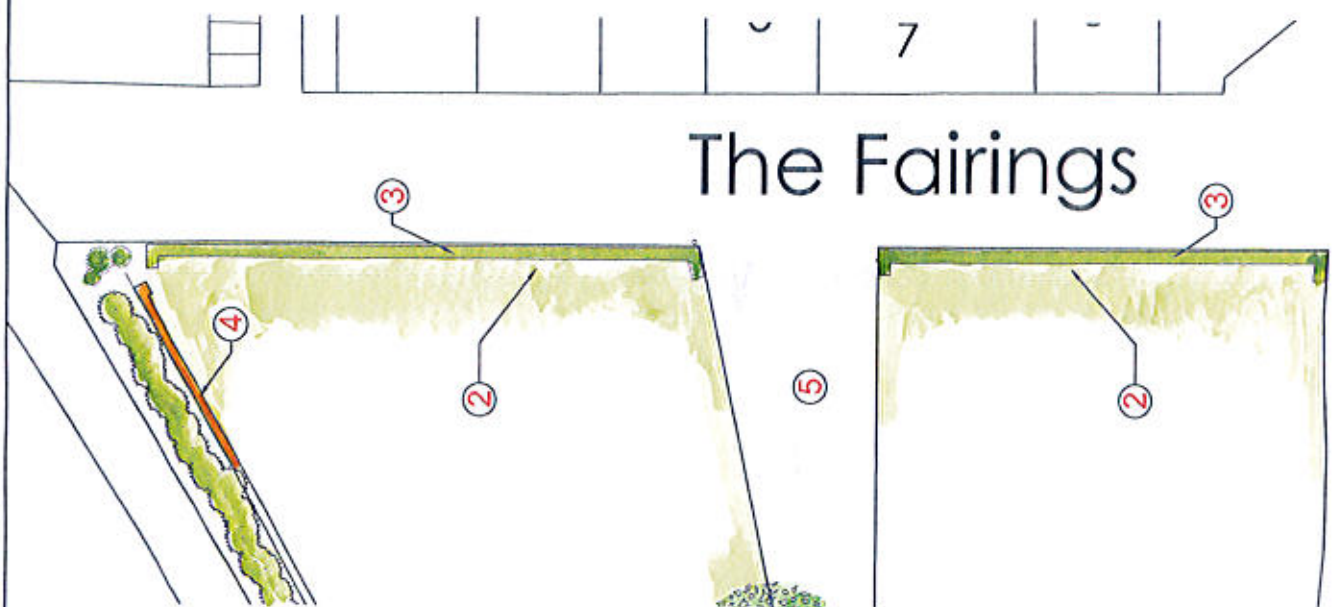
- ① allow to form new dwarf wall to retain soil to central bed, bricks to match brickwork in existing wall.
- ② footpath to be extended to provide a vista along the path leading into Tenterden town centre
- ③ new paving and edging (option 1 or 2) see drawing MC17005/006 for materials

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RICS
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 SURVEYING
 ARCHITECTURAL SERVICES
 PROJECT MANAGEMENT

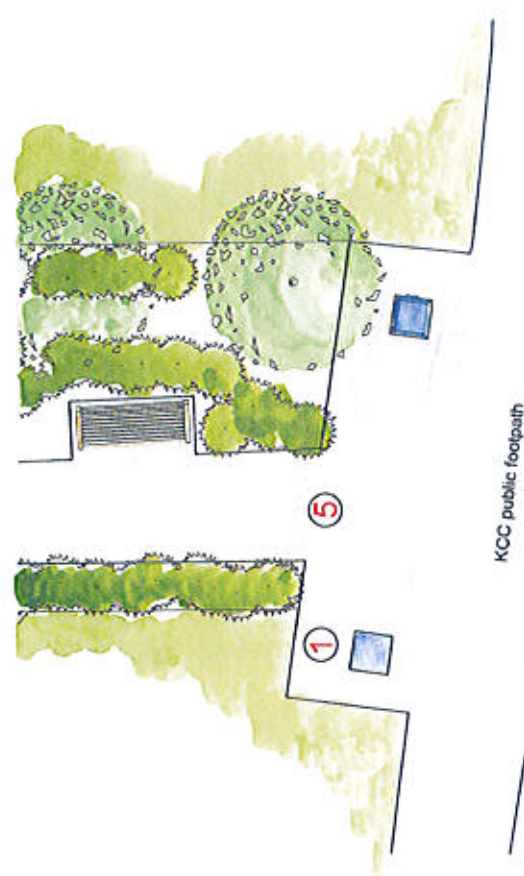
Tenterden Town Council
 Town Hall
 24 High Street
 Tenterden, Kent TN30 6AN
 Proposed Works
 to
 East Cross Gardens
 Tenterden
 Drawing Name
 Proposed
 Areas C & D

Preliminary
 Date
 14 Feb 2016
 Drawn By
 JH
 Checked By
 JH
 Job Number
 MC17005
 Drawing No
 005



The Fairings

Area D



KCC public footpath

Area C

- ① area around left hand time capsule plinths to be altered, paving to extended to line up with right hand paving
- ② existing planted bed to be turfed over,
- ③ new box hedging or similar approved evergreen shrub to be planted to provide a boundary between the gardens and the Fairings
- ④ existing dwarf wall to be extended to meet new hedging
- ⑤ new paving and edging (option 1 or 2) see drawing MC17005/006 for materials



Image of Proposed Paving
Marshall Sandstone, Fairstone Antique finished in Silver Antique Multi
laid in repeatable random pattern

OPTION 1
Characteristics - Natural product, ethically sourced.
Colour variations may occur
22mm thick requiring additional sub-base
Riven finish



Image of Proposed Paving
Marshall Conservation Textured Flag Paving in Charcoal
laid in staggered pattern

OPTION 2
Characteristics - Appearance & richness of natural granite aggregates
benefiting from the consistency of modern manufacturing techniques.
63mm thick being capable to withstand occasional vehicles being driven over
then for service purposes.

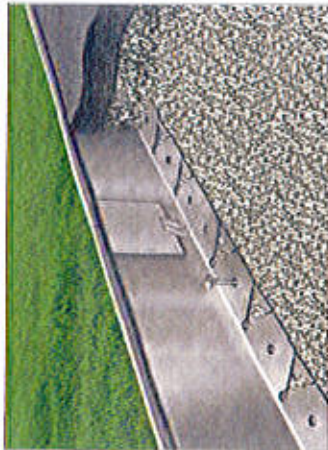


Image of Proposed Edging
EverEdge Halostem Galvanised Edging

<p>PROJECT NAME: TOTTENHAM TOWN COUNCIL PROJECT ADDRESS: 24 High Street, Tottenham, Kent, TN10 6AN</p>			
<p>PROJECT DESCRIPTION: Proposed Works to East Close Carriageway, Tottenham</p>		<p>PROJECT NUMBER: MC17005</p>	
<p>PROJECT DATE: 10/01/2024</p>		<p>PROJECT STATUS: Preliminary</p>	
<p>PROJECT DRAWN BY: [Name]</p>		<p>PROJECT CHECKED BY: [Name]</p>	
<p>PROJECT APPROVED BY: [Name]</p>		<p>PROJECT DATE: 10/01/2024</p>	
<p>PROJECT SCALE: 1:100</p>		<p>PROJECT SHEET: 006</p>	

TENTERDEN TOWN COUNCIL

Internal Committee - background for agenda item 18 on 10 June 2019

USE OF THE BEACON ON THE RECREATION GROUND

Background

The Spirit of Tenterden event (a music, food and drink festival focused on local produce/businesses and aimed at local residents) is due to take place on the Recreation Ground from 05 to 07 July 2019.

Members of the organising committee were struck by the effectiveness of the “maid” cut-out (photo attached) that was attached to the post of the beacon on the Recreation Ground to symbolise and promote the May Fayre and would like to take a leaf out of the May Fayre’s book, attaching to the beacon post a cut-out sign (design awaited) for the Spirit of Tenterden in the run-up to and during the event.

The attachment would be by means of brackets, in the same way as used by the May Fayre, to avoid damaging the beacon post itself

In addition, the electrical engineer arranging the lighting and cabling for the event has suggested placing the public lighting on top of the beacon, so it lights as wide an area as possible without using poles or towers that could become an obstruction or danger for visitors to the event. The attachment system, we are assured, will be safe and secure and will; not damage the beacon.

The Spirit of Tenterden committee therefore requests permission to use the beacon as indicated above.

Proposal

That the Spirit of Tenterden committee be given permission to attach its sign to the beacon post in the run-up to and during the Spirit of Tenterden event – from (say) 21 June to 08 July 2019 – and permission to attach public lighting to the top of the beacon for the event itself – say from Wednesday 03 July to Monday 08 July 2019

Crime and disorder reduction impact: None

Biodiversity conservation impact: None

Suggested budget: None needed

Cllr Justin Nelson – 12 May 2019



Internal Committee 10th June 2019

Booking System

Agenda Item 19

We are currently using the Microsoft Outlook calendar system to handle room and venue bookings. This application is bursting at the seams as we now have 9 venue calendars as well as 5 personal calendars.

This causes bookings to be missed occasionally, makes the calendars difficult to co-ordinate and causes meeting clashes.

Our software provider for the accounts package also offers a package which handles multiple room bookings and the system is integrated with the accounts software to ensure invoices to users are not missed.

A demonstration has been given in-house and the staff were impressed by its flexibility.

Proposal: That the council, should purchase this software at the cost of £1168 for the first year followed by an annual support cost of £290 (see quotation attached)



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Minor after first year

QUOTATION

Prepared for Tenterden Town Council (6983)

Dated 21/03/2019

1a. Purchase of Facilities Booking Software

Purchase Installation of the following:

Facilities Booking Software including Sales Ledger	£ 625
Initial set up of software at your premises	£ 350*
Purchase of Software	£ 975
1 st Year Annual Support and Maintenance Single User Licence	£ 193
Total Costs 1st Year for Purchase of Software	£1168

*Plus mileage @ 45p per mile

1b. Ongoing costs

Annual Support and Maintenance Single User Licence	£193 per annum
Or	
Annual Support and Maintenance Multi 5 User Licence	£290 per annum
Or	
Annual Support and Maintenance Multi 10 User Licence	£387 per annum

2. Training

We recommend one days training for the above module, which is invoiced as taken:

Onsite Training per day	£399 plus 45p per mile mileage
-------------------------	--------------------------------

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.



If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Rialtas Business Solutions Ltd.
Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB
Company Number: 6361949 - Vat Registration Number: 920950827

Tel: 01793 731296 - Fax: 01793 731938 - Web: www.rbssoftware.co.uk

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.

TENTERDEN TOWN COUNCIL

Internal Committee - background for agenda item 20 on 10 June 2019

COFFEE WITH CANDIDATES IN ELECTION PERIOD

Background

This year (2019) the town council's regular "Coffee with councillors" session during the election period had to be changed to "Coffee with the Town Clerk" to avoid breaking "election purdah". It was hoped that this would encourage potential candidates for seats on the town council to come forward, but I understand this hope was not realised. (Town Clerks note – 1 exception!)

I suggest that it would be useful during the next election period to have a "Coffee with candidates" session, where the Town Hall assembly room would be made available for any and all candidates for a position on the town council to attend and answer questions about their reasons for standing and their (formal or informal/unwritten) manifesto generally. Though this would result in council facilities being made available for candidates, I believe that as long as all candidates had an equal opportunity to attend, this would not be a breach of election purdah, but would be a constructive way for the council as a body to encourage public engagement and democracy, and to encourage participation in the elections.

It might be considered appropriate to extend this facility to borough and county candidates as well.

Proposal

I propose that the Town Clerk be instructed to consider this proposal, and take appropriate advice if he deems it necessary, with a view to advising the town council whether it should be adopted or not and, if it should, what adjustments should be made/safeguards taken to ensure compliance with election law.

Crime and disorder reduction impact: None

Biodiversity conservation impact: None

Suggested budget: None needed

Cllr Justin Nelson – 12 May 2019

Internal Committee 10th June 2019

IPAD training
Agenda Item 21

Many of the IPADs have been distributed to councillors and it is clear that there are technical teething issues which require ironing out.

It would be worthwhile to book a training session with Kent IT (our hardware support team) to sort these issues out.

Their rate is £300.

Proposal: That a half-day technical training should be arranged



Phil Burgess
Town Clerk

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

Internal Committee 10th June 2019

Waste facility
Agenda Item 23

Our solicitor has sorted out the long-standing access issues relating to the waste facility. I have attached a plan of this facility which will be situated where the recreation ground meets the coach park to the rear of the leisure centre.

I have also attached a revised quotation from the appointed contractor with a figure which the architect deems reasonable. (please see e-mail extract below)

Proposal: That the revised quotation should be accepted, and the work ordered.



Phil Burgess
Town Clerk

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

Dear Phil

Please find attached the updated and revised form of tender in respects to the waste facility from Hurstway.

Hurstway's revised tender is for £40,677 + VAT which represent an uplift of £2,815 + VAT compared with their tender in October 2017 for £37,862 + VAT.

This includes increases in both material and labour costs since October 2017, which I consider is a reasonable increase having reviewed this against typical inflation costs.

Please let me know how you wish to proceed.

Kind regards

James

11.00 FORM OF TENDER

CONTRACT: New waste facility for 3 no. skips and vehicle access to Recreation Ground
Tenterden Leisure Centre, Recreation Ground Road, Tenterden, Kent, TN30 6RA

EMPLOYER: Tenterden Town Council

Having read the Conditions of Contract & Specification for the execution of the above named works, & having examined the site & being aware of all conditions under which the works will be carried out I/we offer to supply & deliver materials, provide & maintain plant & execute the works in conformity with the said Conditions & Specification as follows:

1.00	General Information	£ 9721
2.00	Tender & Contract Information	£ 562
3.00	Contractors Obligations	£ 2900
4.00	Site Clearance and Preparation	£ 7
5.00	Excavation & Backfilling	£ 11863
6.00	Surface Water Drainage	£
7.00	Concreting & Structural Concrete	£
8.00	Electrical	£
9.00	External Works	£ 7631
	TOTAL (PROVISIONAL SUMS & FEES INC.)	£ 40677.00
	PROVISIONAL ASSESSMENT OF VAT(20%)	£ 8135.40

I/we offer to start the works TBA weeks following the signing of the Agreement for

Minor Building Works and complete the works within TBA weeks from the date of possession.

Tender return date: ~~12 Noon on Friday 15th September 2017~~

REVISED 29th MAR 2019.

Daywork rates including overheads & profit

Labour +20 %

Craftsmen £ 32 / hr

Materials +20 %

Labour £ 29 / hr

Plant +20 %

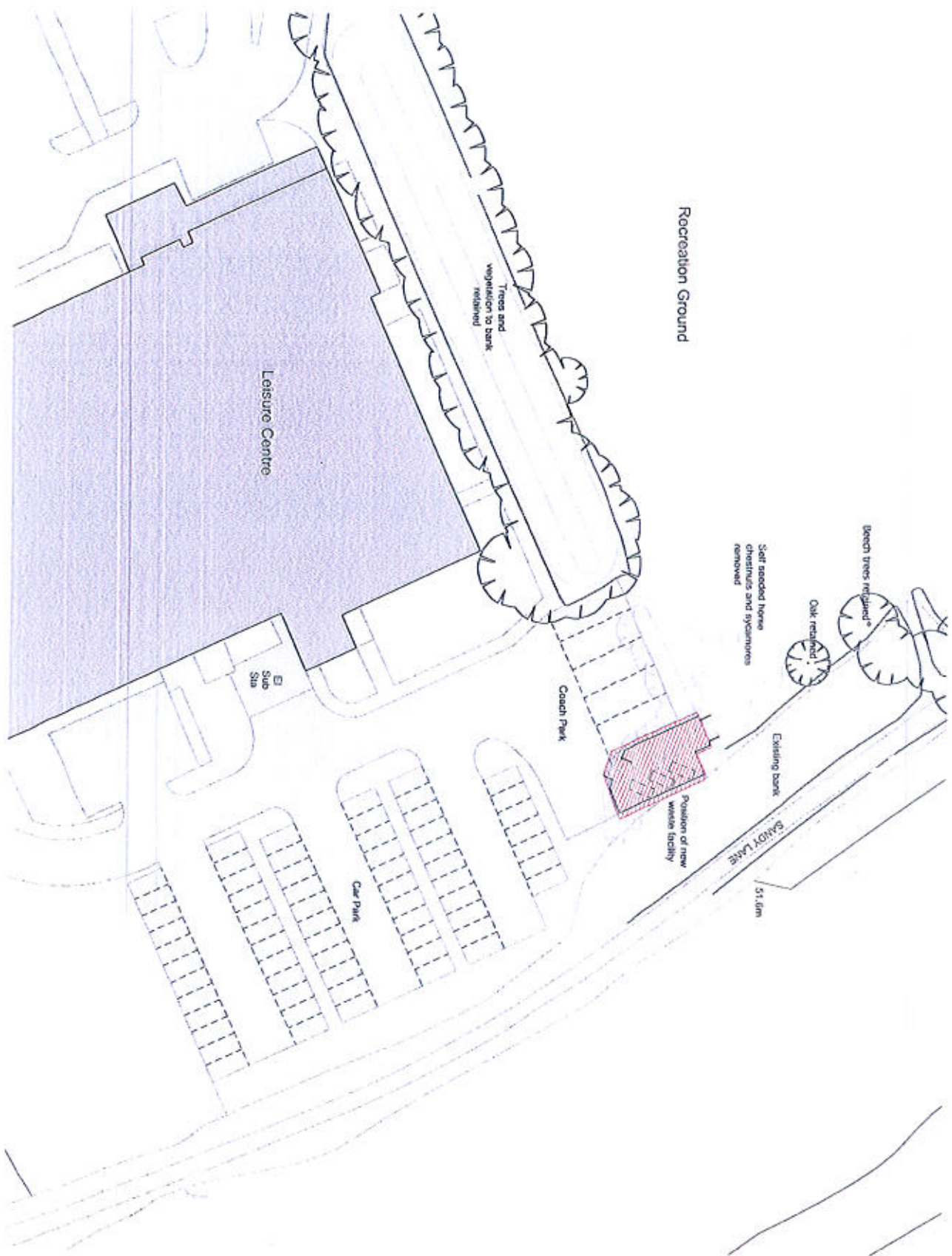
Percentage required in provisional sum for overheads and profit 20 %

Name: CHRIS GTON

Signature: 

Company: HURSTMAN CONSTRUCTION

Address: UNIT 11 HAWKURST STATION BUSINESS PARK
GILLS GREEN
CRANSBROOK
KENT TN18 5BD.



References

Internal Committee 10th June 2019
Football Pitch Goal Mouth Repairs
Agenda Item 24

Over the last few years, summer repairs to the pitch have been undertaken by the maintenance team using topsoil and sand mixture.

Over time a deep depression has formed within both goalmouths which does not support grass growth and the area to the rear of each goal has built up causing a potential trip hazard. The remedy now would be to use a digger to clear the area to a reasonable depth and replace by seeded soil.

We have received a quotation for £1800 for a contractor to undertake this work.

Proposal: That this repair should be considered for safety reasons



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: Minor benefit
Budgetary Impact	: Moderate

Internal Committee 10th June 2019

Bowls Clubhouse

Agenda Item 25

The Council has decided that the bowls club should remain in position and as such it will not be included in the recreation ground project.

The Bowls Club representatives would like to speak to the council regarding plans for their clubhouse.

Proposal: That councillors should be delegated to consider the requests from the Bowls Club



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: Minor
Budgetary Impact	: Not known as yet

Internal Committee 10th June 2019

Town Hall & Woolpack Car Park

Agenda Item 28

The surface of the Town Hall & Woolpack car park has gradually deteriorated and there are now several deep potholes as well as uneven surfaces starting from the entrance alleyway. Any repair works were initially being held off due to the re-ordering of the Town Hall (potentially taking place in 2020), however the 18-month funding cycle will delay this project until 2021 and the car park needs urgent attention.

Some of the potholes are very deep and will cause damage to both vehicles and pedestrians; there is also the risk of pedestrian trips due to the uneven surface accessing the Woolpack via the side entrance; the pub's garden and accessing the rear of the Town Hall.

I have obtained a quotation from the Company that recently undertook works at the Pebbles for us and this is attached. I have spoken to the Woolpack Manager and Hush Heath have agreed to pay £1,000 towards the repairs.

Proposal: That the Council considers the urgent repairs required to the car park at a cost of £2,697.00 plus VAT; £1,000 to be paid by Hush Heath.

C. Gilbert

Claire Gilbert
Deputy Town Clerk

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

ROADS - DRIVES
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email: info@ashfordtarmacadam.co.uk

ASHFORD TARMACADAM CONTRACTORS LTD

24th May 2019

F.A.O: CLAIRES GILBERT - DEPUTY TOWN CLERK, TENTERDEN TOWN
COUNCIL

REF: POTHOLE REPAIRS - ACCESS ROAD AND CAR PARK AREA

PAGES: 1

EMAIL: dtc@tenterdentowncouncil.gov.uk

QUOTATION

Saw cut around pothole areas to form neat patch and break out existing surface as required.

Reinstate areas with 6mm nominal size Stone Mastic Asphalt Surface Course Material.

All to a total combined approximate area of 45 sqm.

THE SUM OF £2697.00 + VAT @ 20%