

Transaction Detail	Date Paid	Amount	Payee Name
Recreation Grnd design	01/01/2018	£10,593.00	Ground Control
Non Domestic Rates-Town Hall	02/01/2018	£1,055.00	Ashford Borough Council
Rates-Station Rd Toilets	02/01/2018	£280.00	Ashford Borough Council
Photocopier protection 2018	04/01/2018	£104.98	Grenke Leasing
P'copier rental 1.1.to31.3.18	04/01/2018	£362.19	Grenke Leasing
Repair -E&R Curties portraits	10/01/2018	£5,000.00	Malcolm John
cleaning 28/12/17 to 02.01.18	10/01/2018	£2,030.22	Tenterden Twilight - Laura
Digger&Dumper hire re TLC	10/01/2018	£1,450.00	AES Contracting
R Harvey -Dec 17	10/01/2018	£1,056.00	Richard Harvey
topsoil&moving green waste	10/01/2018	£780.00	AES Contracting
Scagg 36 service& spares	10/01/2018	£463.38	E O Culverwell Ltd
3 x Blinds for Offices	10/01/2018	£379.17	ABS Blinds
Yellow Toner-Town Clerk copier	10/01/2018	£132.44	Geerings
2x Crime Prevention Course	10/01/2018	£120.00	Kent Assoc of Local Councils
Candle lights&Batteries	11/01/2018	£333.65	Barclaycard
Urinal cartridge&Krystal	11/01/2018	£167.22	Barclaycard
Replacement Urinals	11/01/2018	£523.50	Barclaycard
Replacement urinals & cartridg	11/01/2018	£561.50	Barclaycard
Hedge cut blades/Trailer Bat'	11/01/2018	£127.61	Barclaycard
Gas meter read 3rd Jan 18	17/01/2018	£832.32	E.On
Elec. meter read 3rd Jan 18	17/01/2018	£598.48	E.On
elec. meter read 3rd Jan 18	17/01/2018	£206.39	E.On
Remove tree branches- Rec Rd.	19/01/2018	£1,100.00	TreeCycle Tree Care
Advice on complaint mgmt	19/01/2018	£750.00	Surrey Hills Solicitors
Traffic Mgmt-Xmas lights event	19/01/2018	£483.00	Kent Events
Annual Alarm Service 18/19	19/01/2018	£316.00	Red Alert Security
Jan 18 newsletters	19/01/2018	£240.00	The Wow Factory
Xmas Market -1st Aid cover	19/01/2018	£180.00	Blue Light First Aid Services
Waste water 28.4.17 to9.1.18	25/01/2018	£208.03	Business Stream-Scottish Water
IT & Broadband 31.01.18	31/01/2018	£133.36	Infinity Technology Solutions
JR Inglis- Cinema Consultant	07/02/2018	£3,550.00	JR Inglis
Twilight cleaning-Jan 18	07/02/2018	£2,222.22	Tenterden Twilight - Laura

Richard Harvey-Jan18	07/02/2018	£1,056.00	Richard Harvey
various supplies	07/02/2018	£341.08	Stanley George Ltd.
Clean assembly rm chairs x194	07/02/2018	£388.00	Dave Hart
Replace 2x door coin locks	07/02/2018	£298.90	DoorTechnik
Annual Fee- audiominites	07/02/2018	£150.00	Confabulate Ltd
TLC- Bin Hire Jan18	07/02/2018	£105.00	Tenterden Leisure Centre Trust
Microsoft licences	08/02/2018	£69.50	Barclaycard
stamps&2nd class	08/02/2018	£123.20	Barclaycard
Mayoral Event- 7.2.18	12/02/2018	£260.00	Fusion Spice Kent
Stress Mgmt Training-P Burgess	21/02/2018	£300.00	PTP Training & Marketing Ltd
Hampshire Flags x2	21/02/2018	£253.09	Hampshire Flag Company
Ashford carvery lunch-18.03.18	21/02/2018	£140.00	Mayor & Mayoress Ashford
TLC Bins Hire 1.2.18	21/02/2018	£105.00	Tenterden Leisure Centre Trust
Sk8side-Grant-Skate Park Vist	21/02/2018	£560.00	Sk8side
RBL Surrey-Silent Soldier	21/02/2018	£300.00	The Royal British Legion
CACI-Population Report	27/02/2018	£450.00	CACI
Infinity -Feb invoice	28/02/2018	£129.89	Infinity Technology Solutions
Annual Donation increase	05/03/2018	£300.00	Tenterden & District Twinning
Tenterden Twilight- Feb18	08/03/2018	£2,478.11	Tenterden Twilight - Laura
R Harvey - Feb 18	08/03/2018	£1,056.00	Richard Harvey
sand & sundries	08/03/2018	£108.46	Stanley George Ltd.
Equipment to build Shed	08/03/2018	£193.04	Stanley George Ltd.
WebBox -1yr subscription	08/03/2018	£400.00	WebBox Digital
Rec.Grd. planning advice-ABC	08/03/2018	£374.17	Ashford Borough Council
Burden Bros-gator service	08/03/2018	£291.36	Burden Bros Ltd
Annual stairlift service	08/03/2018	£193.63	ThyssenKrupp Elevators UK Ltd.
Homeleigh-Garden Shed	08/03/2018	£151.67	Homeleigh
CCTV installation	08/03/2018	£124.44	MDL Electrical
State Mourning -sundries	12/03/2018	£182.88	Barclaycard
Waitrose-Robe dry cleaning	12/03/2018	£115.50	Barclaycard
B&Q-timber Mil. Grdn. Shed	12/03/2018	£407.50	Barclaycard
C Patterson- Mem. Bench	12/03/2018	£324.91	Barclaycard
photocopier 4/12/17to2/3/18	12/03/2018	£409.27	Managed Technology Corporation

CB Motors-Feb Fuel	27/03/2018	£175.96	CB Motors
Town Hall -roof repairs	27/03/2018	£1,761.00	Andy Gill Ltd
MDL Electrical-Inspection Cert	27/03/2018	£250.00	MDL Electrical
MDL Electrical-Inspection Cert	27/03/2018	£775.00	MDL Electrical
MDL Electrical-Inspection Cert	27/03/2018	£250.00	MDL Electrical
MDL Electrical-Inspection Cert	27/03/2018	£250.00	MDL Electrical
MDL Electrical-Inspection Cert	27/03/2018	£225.00	MDL Electrical
Private Cloud Server set up	27/03/2018	£1,500.00	Kent IT Maintenance
Private Cloud Server- March 18	27/03/2018	£240.00	Kent IT Maintenance
Maylands- Town Hall Survey	27/03/2018	£1,377.50	Maylands Consulting
Metal Security Door	27/03/2018	£1,260.00	Mark Mealham
Initial Systems- March- June18	27/03/2018	£347.32	Initial Systems Ltd
Initial Systems- March- June18	27/03/2018	£272.32	Initial Systems Ltd
Fire Alarm Test-Parsons	27/03/2018	£415.00	WS Parsons Ltd.
AES-Hedge cutting St. Michaels	27/03/2018	£250.00	AES Contracting
Replace stolen turnfly handle	27/03/2018	£238.23	Proludic
Annual Domain registration	27/03/2018	£124.00	Astec Computing (UK) Ltd
Infinity-phone+broadband Mar18	29/03/2018	£129.46	Infinity Technology Solutions

05/06/2018

Tenterden Town Council 2017/2018

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Detailed Income & Expenditure by Budget Heading 31/03/2018

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	335,700	335,700	0			100.0%	
1077 Concurrent Function Grant	3,360	3,360	0			100.0%	
1078 Council Tax Support Grant	5,100	5,100	0			100.0%	
1090 Interest Received	42,480	35,000	(7,480)			121.4%	
1110 Wayleaves & Licences	138	0	(138)			0.0%	
1900 Miscellaneous Income	30	0	(30)			0.0%	
Administration :- Income	386,808	379,160	(7,648)			102.0%	0
4000 Staff Costs	195,119	207,000	11,881		11,881	94.3%	
4005 Refreshments	544	0	(544)		(544)	0.0%	
4010 Gifts	341	0	(341)		(341)	0.0%	
4050 Insurance	12,701	12,500	(201)		(201)	101.6%	
4055 Councillor & Staff Training	6,365	3,000	(3,365)		(3,365)	212.2%	
4060 Advertising & Publicity	3,165	3,500	335		335	90.4%	
4065 Website	1,318	5,000	3,683		3,683	26.4%	
4070 Printing, Stationery, etc.	642	1,000	358		358	64.2%	
4075 Photocopier	2,961	2,000	(961)		(961)	148.0%	
4080 Telephone/Fax/Internet	1,587	3,000	1,413		1,413	52.9%	
4085 Postage	1,133	800	(333)		(333)	141.7%	
4090 Bank Charges	647	500	(147)		(147)	129.5%	
4095 Office Equipment & IT	8,009	3,500	(4,509)		(4,509)	228.8%	
4100 Subscriptions	1,795	3,000	1,205		1,205	59.8%	
4105 P.R. Consultancy	8,448	0	(8,448)		(8,448)	0.0%	
4150 Local Council Awards Scheme	0	500	500		500	0.0%	
4330 Section 137 Payments	0	400	400		400	0.0%	
4900 Miscellaneous Expenditure	(11)	1,000	1,011		1,011	(1.1%)	
Administration :- Indirect Expenditure	244,764	246,700	1,936	0	1,936	99.2%	0
Movement to/(from) Gen Reserve	142,044						
110 Professional Fees							
4200 Solicitor Fees	1,973	0	(1,973)		(1,973)	0.0%	
4205 Consultant/Architect/Surveyors	6,661	35,000	28,339		28,339	19.0%	
4210 Other Professional Fees	21,469	0	(21,469)		(21,469)	0.0%	
Professional Fees :- Indirect Expenditure	30,104	35,000	4,896	0	4,896	86.0%	0
Movement to/(from) Gen Reserve	(30,104)						

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Civic							
4250 Robes & Uniforms	119	600	482		482	19.8%	
4255 Mayor's Sunday	1,894	1,500	(394)		(394)	126.3%	
4260 General Civic Exps & Events	3,933	1,500	(2,433)		(2,433)	262.2%	
4265 Mayoral Engagements	2,005	3,000	995		995	66.8%	
Civic :- Indirect Expenditure	7,951	6,600	(1,351)	0	(1,351)	120.5%	0
Movement to/(from) Gen Reserve	(7,951)						
180 May Fayre							
4350 May Fayre Expenditure	71	900	829		829	7.9%	
May Fayre :- Indirect Expenditure	71	900	829	0	829	7.9%	0
Movement to/(from) Gen Reserve	(71)						
200 Town Hall							
1200 Lettings & Rental	16,593	14,000	(2,593)			118.5%	
1205 Wedding Income	3,315	4,500	1,185			73.7%	
Town Hall :- Income	19,908	18,500	(1,408)			107.6%	0
4450 Cleaning & Materials	10,482	13,000	2,518		2,518	80.6%	
4455 Repairs & Maintenance	11,857	8,000	(3,857)		(3,857)	148.2%	
4460 Rates	10,550	11,000	450		450	95.9%	
4465 Gas	1,771	3,500	1,729		1,729	50.6%	
4470 Electricity	1,623	3,000	1,377		1,377	54.1%	
4475 Water & Sewage	429	800	371		371	53.6%	
4480 Flower Boxes & Baskets	2,257	1,200	(1,057)		(1,057)	188.1%	
4485 Flags & Accessories	595	500	(95)		(95)	118.9%	
4490 Wedding Expenditure	172	1,200	1,029		1,029	14.3%	
4495 Security Cover	1,250	500	(750)		(750)	249.9%	
4500 Premises Expenses	266	0	(266)		(266)	0.0%	
4715 General Grounds Maintenance	21	0	(21)		(21)	0.0%	
Town Hall :- Indirect Expenditure	41,272	42,700	1,428	0	1,428	96.7%	0
Movement to/(from) Gen Reserve	(21,364)						
210 Pavilion							
1200 Lettings & Rental	3,464	4,000	536			86.6%	
Pavilion :- Income	3,464	4,000	536			86.6%	0
4455 Repairs & Maintenance	3,792	2,500	(1,292)		(1,292)	151.7%	
4470 Electricity	435	600	165		165	72.6%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4475 Water & Sewage	666	500	(166)		(166)	133.1%	
Pavilion :- Indirect Expenditure	4,893	3,600	(1,293)	0	(1,293)	135.9%	0
Movement to/(from) Gen Reserve	(1,429)						
<u>220 Storage Facility</u>							
4455 Repairs & Maintenance	45	1,000	955		955	4.5%	
4460 Rates	885	0	(885)		(885)	0.0%	
4470 Electricity	216	0	(216)		(216)	0.0%	
Storage Facility :- Indirect Expenditure	1,146	1,000	(146)	0	(146)	114.6%	0
Movement to/(from) Gen Reserve	(1,146)						
<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	0	8,000	8,000		8,000	0.0%	
Pebbles :- Indirect Expenditure	0	8,000	8,000	0	8,000	0.0%	0
Movement to/(from) Gen Reserve	35,250						
<u>240 Public Toilets</u>							
1210 Public Toilets income	212	0	(212)			0.0%	
1900 Miscellaneous Income	5	0	(5)			0.0%	
Public Toilets :- Income	217	0	(217)				0
4600 Station Road Toilets	20,261	22,000	1,739		1,739	92.1%	
4605 Recreation Ground Toilets	20,938	22,000	1,062		1,062	95.2%	
4610 St Michaels Rec Ground Toilets	14,622	11,000	(3,622)		(3,622)	132.9%	
Public Toilets :- Indirect Expenditure	55,821	55,000	(821)	0	(821)	101.5%	0
Movement to/(from) Gen Reserve	(55,604)						
<u>250 Kiosk</u>							
4650 Recreation Ground Kiosk	0	100	100		100	0.0%	
Kiosk :- Indirect Expenditure	0	100	100	0	100	0.0%	0
Movement to/(from) Gen Reserve	0						
<u>260 General Public Buildings</u>							
4670 Defibrillator Costs	141	500	359		359	28.2%	
General Public Buildings :- Indirect Expenditure	141	500	359	0	359	28.2%	0
Movement to/(from) Gen Reserve	(141)						

Detailed Income & Expenditure by Budget Heading 31/03/2018

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Highways & Amenities Internal							
1300 Recreation Ground Income	7,615	7,500	(115)			101.5%	
1310 Football Pitch	0	500	500			0.0%	
1320 Tennis Courts	4,675	1,000	(3,675)			467.5%	
1330 Bowling Green	167	200	33			83.3%	
1340 Allotment Income	0	150	150			0.0%	
Highways & Amenities Internal :- Income	12,457	9,350	(3,107)			133.2%	0
4245 PPE & Clothing	719	2,000	1,281		1,281	36.0%	
4455 Repairs & Maintenance	368	0	(368)		(368)	0.0%	
4700 Vehicle/Mach. Repairs & Maint	604	3,000	2,396		2,396	20.1%	
4705 Vehicle/Mach. Purchases	33	5,000	4,967		4,967	0.7%	
4710 Fuel	447	1,750	1,303		1,303	25.5%	
4715 General Grounds Maintenance	7,913	20,000	12,087		12,087	39.6%	
4720 Vehicle Insurance	220	0	(220)		(220)	0.0%	
4725 Bench Expenditure	600	0	(600)		(600)	0.0%	
4730 Children's Play Areas	10,434	0	(10,434)		(10,434)	0.0%	
4735 Tools & Sundries	396	3,000	2,604		2,604	13.2%	
4755 Trees	1,598	0	(1,598)		(1,598)	0.0%	
Highways & Amenities Internal :- Indirect Expenditure	23,332	34,750	11,418	0	11,418	67.1%	0
Movement to/(from) Gen Reserve	(10,875)						
Internal :- Income	458,104	446,310	(11,794)			102.6%	
Expenditure	409,494	434,850	25,356	0	25,356	94.2%	
Movement to/(from) Gen Reserve	48,610						
Grand Totals:- Income	458,104	446,310	(11,794)			102.6%	
Expenditure	409,494	434,850	25,356	0	25,356	94.2%	
Net Income over Expenditure	48,610	11,460	(37,150)				
Movement to/(from) Gen Reserve	48,610						

Date: 24/04/2018

Tenterden Town Council 2017/2018

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Time: 15:31

**Bank Reconciliation Statement as at 31/03/2018
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	31/03/2018	700	578,899.38
			0.00
			<u>578,899.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
21/02/2018 14438 Sandwich Mayor's Fund		70.00	
27/03/2018 14445 HMRC		3,676.41	
27/03/2018 14443 R Parham		50.00	
27/03/2018 14442 Sandwich Mayor's Fund		10.00	
27/03/2018 14444 CB Motors		211.15	
28/03/2018 14448 William Judge Trust		900.00	
28/03/2018 14447 Ashford Borough Council		21.00	
31/03/2018 14449 The Arts Society Tenterden		222.00	
			<u>5,160.56</u>
			573,738.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			573,738.82
		Balance per Cash Book is :-	573,738.82
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2018
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	31/03/2018		1,905,503.06
			0.00
			<u>1,905,503.06</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			<u>1,905,503.06</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			<u>1,905,503.06</u>
		Balance per Cash Book is :-	1,905,503.06
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2018
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	31/03/2018	125	1,109.52
			<u>1,109.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,109.52
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,109.52
		Balance per Cash Book is :-	1,109.52
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2018
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	31/03/2018		110.00
			<u>110.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			110.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			110.00
		Balance per Cash Book is :-	110.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2018
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	31/03/2018		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 31/03/2018
for Cashbook 6 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA	31/03/2018		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 31/03/2018
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	31/03/2018	3	605,400.00
			<u>605,400.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			605,400.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			605,400.00
		Balance per Cash Book is :-	605,400.00
		Difference is :-	0.00

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 16th May 2018

Members Present: Cllrs Pam Smith and Lisa Lovelidge, Malcolm Kneller, Penny Kneller, Jo Gandolfo, Tina Croke & The Town Clerk, Phil Burgess.

- 1. Tour of The Town Hall.** Members gathered at 6.30 for a further tour of the Town Hall as a refresher on the layout of the building and a first tour for some members.
- 2. Chair.** Jo Gandolfo was elected as chair.
- 3. Apologies for Absence.** Brian Fagg, Mike Pearson, Jo Vos.
- 4. Minutes.** Minutes of the meeting on 5th April were agreed.
- 5. Matters Arising.** Dealt with below.
- 6. Damp Situation.** The work to remedy the damp is now well underway in the Town Clerk's office. This will come in over the original £4,500 quotation since all the joists and floorboards needed replacement. However, the figure is still significantly less than the provision made in earlier figures.
- 7. Demolition of Rear vs Re-ordering.** Costings had been received from the surveyor for renovation of the rear (1930s extension) part of the building. The total came in at £335,000, significantly less than the £900,000 quoted for demolition and rebuild. It was decided therefore to rule out the demolition option.
- 8. Staff Accommodation during works.** During planning of the works, the feasibility of staff remaining in the building (in the Mayor's Parlour for instance) would be investigated although noise disruption and accessibility issues may prevent this.
- 9. Letter to Secretary of State.** The clerk advised that this letter had been delayed because of the recent cabinet changes. It had now been despatched to the new local government Minister James Brokenshire.
- 10. Brief for architect.** The brief & selection criteria document was accepted with an amendment to reduce the price weighting to 30% and increase design innovation and flair to 20%. Helen Whitehead of local company Price Whitehead Planning and Building design had offered to refine the brief further. Provided changes are only minor the group were happy for the clerk to go ahead with the tender process for the architect once Helen had responded.
- 11. AOB.** None
- 12. Next meeting.**

Internal Committee 11th June 2018
Exhibition of Council archives and Regalia
Agenda Item 10f

Cllr Mrs Curteis would like to request the use of the Assembly Room for 2 or 3 days, in February or March 2019, to display the archives and regalia of Tenterden Town Council (held both here and at the Museum) and invite members of the public to view them. This event is generally held once per council cycle and has proven popular in the past

Proposal: That the assembly room should be used for this purpose and a working group set up to arrange the event.



Phil Burgess
Town Clerk

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

Internal Committee 11th June 2018
St Michaels Maintenance Facility
Agenda Item 11

Plans are attached for the new maintenance facility at St Michaels recreation ground. These are derived from a meeting involving the surveyor (Rob Filmer of Maylands), David Bournier and I at the site.

The plans are intended to overcome concerns that anti-social behaviour (ASB) would take place behind the facility. Advice has been taken from the ABC CCTV team who recommended camera positioning on the north-west corner of the new building to capture ASB at the opposite side of the park in what is currently a blind spot, and to the west of the building (away from the road). The area to the south of the building will be protected by stockade fencing.

Additional changes to the design were necessary to accommodate vehicle access including towed trailers such as those used at live events & construction vehicles for the building process. The gated access will be altered to include a removable post and a wider entrance way. The footpath will be re-positioned to allow this. A retaining wall will also be included at the northern edge of the vehicle access for structural integrity.

Concern was expressed by the surveyor regarding the manhole cover indicated on the plan to the east of the site. I have checked this with building control at ABC and they are satisfied that the structure will withstand vehicle transit.

Larger scale plans are available in the Town Hall office.

Proposal: That the plans should form the basis of a planning application to ABC.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	A reserve exists for the maintenance facility

Internal Committee 11th June 2018
Recreation Ground Charges – Market Square Group
Agenda Item 12

The Market Square Group (MSG) has run a successful food festival on the recreation ground for a couple of years now. On each occasion they have paid the rate for markets of £200 per day. We normally apply this rate to events which tend to be a loose structure of stallholders.

The booking form has provision for a “price on application” in respect of commercial events. MSG clearly specialise in this sort of event and run it on a commercial basis. Should the council continue to charge the rate for markets or set a rate for this event?

Note the rate for circuses and fairs is £250 per day.

Proposal: That the council should consider whether to charge MSG the commercial rate or the rate for markets. If the decision is to charge a commercial rate a daily amount should be agreed.



Phil Burgess
Town Clerk

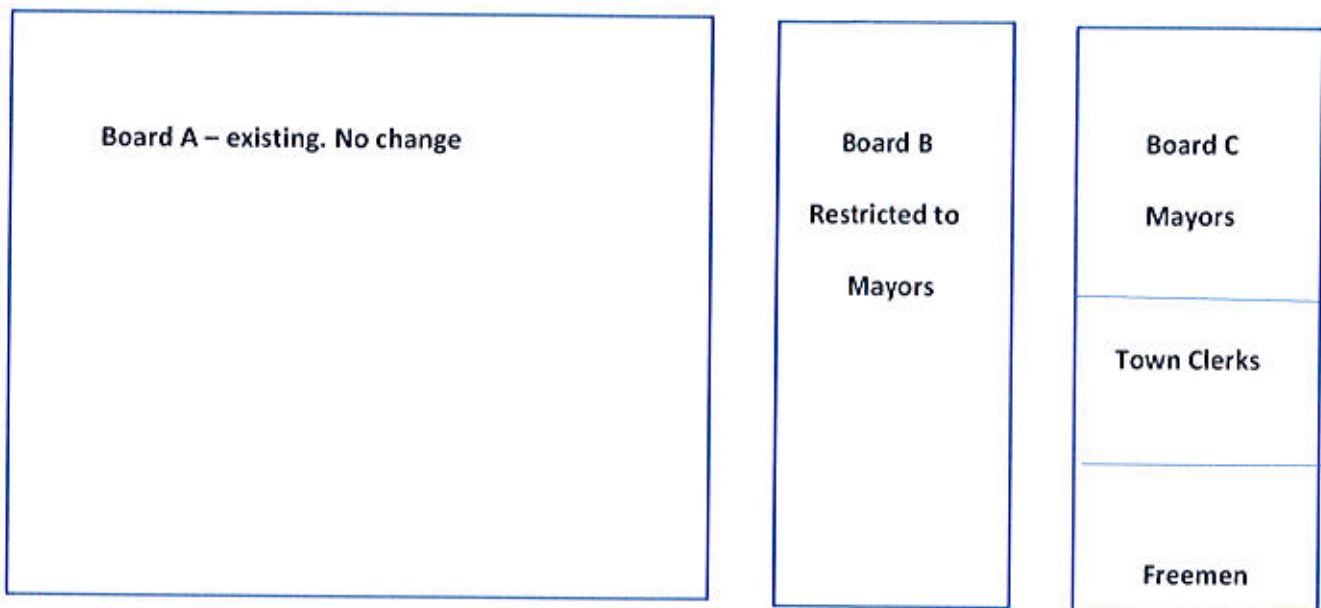
Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Moderate

Internal Committee 11th June 2018
Honorary Town Freeman – Display Boards
Agenda Item 14

The current large display board in the assembly room bears the names of Freeman (past and present) up to and including Roger Champion. The board has no space for more entries (Dr Crawford's entry is still outstanding) so we need to consider adding space.

The current smaller board bears the names of Mayors and Town Clerks and is again running out of space for mayor's names.

A long-term solution to these issues would be to acquire an additional board or 2 boards the same size as the current single board bearing the names of Mayors and Town Clerks. The eventual layout being as follows:



Board B may have to be replaced to achieve the same quality and font/colour consistency as Board A. This would remove the need to overwrite.

Council should also decide whether the Freeman display should include all or only those living.

Proposal:

1. That boards A & B should be purchased and sign-written as above & bear the Tenterden Crest.
2. That consideration be given to the display of all Freeman or only those living.



Phil Burgess
Town Clerk

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

Internal Committee 11th June 2018

Tractor Shed Door

Agenda Item 15

The tractor shed side door was in a very poor state of repair and had to be replaced as a matter of urgency. For the purposes of security and vandalism prevention a steel door was ordered at a cost of £1100.

As this was above the Clerk's spending limit it was authorised by the Clerk and chair of Internal committee as required in our financial regulations.

Proposal: Information only



Phil Burgess

Town Clerk

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

Internal Committee 11th June 2018
Section 106 funding – ABC requests for preferences
Agenda Item 16

When developments are considered for planning permission, ABC will enquire what the Town Council's preference is for funding under Section 106.

The council is usually given very little notice of this requirement and it would be good to have a "shopping list" in place to advise ABC as the opportunities arise.

To achieve this, I suggest a list of potential funding streams is obtained from the S106 officer at Ashford and a sub-committee formed to decide on a preference list.

Also, we need to consider the current request for S106 preferences for the London Beach development.

Proposal:

- 1. That a sub-committee should be formed to decide on funding preferences.**
- 2. That a suitable fund or funds be decided for the London Beach development, should it progress.**



Phil Burgess
Town Clerk

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

Internal Committee 11th June 2018

Events Calendar

Agenda Item 17

Cllr Isworth has suggested a Town Events Calendar to avoid clashes such as the food festival/40s event.

The feature could be accessible via our website and would increase traffic and resident involvement in the website. Organisations would be given password access to update the calendar. All website users would be given read-only access without a password.

I have contacted our web provider who advise that there are 2 ways to undertake this. An integral calendar would be one solution but this would allow access to our content management system so would not be suitable. The favoured way would be to use a facility like Google Calendar and this would offer the features required in the paragraph above. The cost for the software change would be £675.

Proposal:

- 1. That council should agree this in principle and allocate a budget.**
- 2. That the web site sub-committee should consider the design aspects of the proposal**



Phil Burgess

Town Clerk

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

Internal Committee 11th June 2018

Regalia

Agenda Item 18

Following a requested review of regalia and a letter from former Mayor John Weller (attached), orders for the following items of regalia should be considered:

1. Deputy Mayor's Consort Badge. This badge would be a replacement for the badge lost some years ago. The badge should be similar but smaller than the Mayor's consort badge.
2. Honorary Freeman Badges.
3. Past Mayor's consort badges. See attached letter.

We order badges from a specialist regalia supplier and no price list exists. Quotations are based on exact requirements and this will be brought back to council once preferences are known.

In respect of the consort badges for past Mayor, ex-Cllr Weller has suggested that recipients should meet the cost of these and that council should give its permission for the coat of arms to be used.

Proposal:

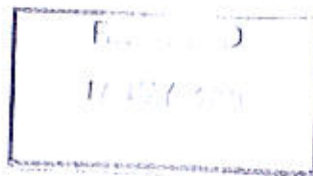
1. That two councillors be chosen to assist the administration team in deciding on the design of the above badges.
2. That designs and materials should be decided prior to referring the issue back to council.



Phil Burgess

Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	General Civic Expenses budget



17th May 2018

Town Clerk
Town Hall
24 High Street
TENTERDEN Kent

Dear Mr Burgess,

Recognition of Services of Mayoresses etc.

I write to seek the support of the council for the principle of marking the services of past Mayoresses, consorts, escorts etc for their work and support throughout the period of office of a Mayor. The position as civic head would be much more difficult without such assistance.

One possible option is to make available a badge similar to the Past Mayors badge. The award may be smaller than the Past Mayors badge and made of a different material. However consent from the council would be required if the town coat of arms is to be used.

As to wording may I suggest the words Past Escort as one definition in my dictionary is "a person accompanying a personsocially."

I am not suggesting these mementoes are funded by the Town Council but prior to any use being made of the coat of arms consent would be required. I look forward to your response of the council in due course.

Yours sincerely,

John Weller.

Internal Committee 11th June 2018

Social Media Policy

Agenda Item 19

The attached social media policy was formulated by a specialist solicitor in Canterbury. Amendments were agreed by the "Communications Team" from the last council year (Cllr Nelson, Claire Gilbert, Phil Burgess & PR consultant Richard Harvey) and have been incorporated.

It is important that a policy is adopted and published as soon as possible. If any further substantive changes are required, the attached policy should be published and adopted now and changes made later with the approval of council.

Proposal: That the policy should be adopted.



Phil Burgess
Town Clerk

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



TENTERDEN TOWN COUNCIL

SOCIAL MEDIA POLICY

DATED 4TH JUNE 2018

1. About this policy

Communication both with each other and the public is key to what we do and to maintaining good relationships. However, the way in which we communicate is constantly changing and this is apparent from the development of social media at a faster rate than many of us are able to keep up with.

This policy is in place to minimise the risks to the council through use of social media.

It deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Google+, Whatsapp, Wikipedia, Instagram, Tumblr and all other social networking sites, internet postings and blogs. It applies to use of social media for council purposes as well as personal use that may affect the council in any way.

This policy covers all employees, contractors, volunteers ('Staff') as well as elected members (Councillors). For ease we have separated specific sections for the elected members and our staff.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

The policy has been approved by the Communications Team.

2. The Communications Team

- 2.1 The Communications Team comprises of the Mayor; Town Clerk; and Deputy Town Clerk all of whom communicate with our Public Relations Consultants on issues affecting the reputation of the council.
- 2.2 The key role of the Communications Team is to protect and strengthen the council's reputation among residents, councillors and its own staff.
- 2.3 The team is there to help Staff and Councillors get their message across to the right audience at the right time.

3. Personnel responsible for implementing this policy

- 3.1 The Communications Team has overall responsibility for the effective operation of this policy, but has delegated day-to-day responsibility for its operation to the Deputy Town Clerk.
- 3.2 Responsibility for monitoring and reviewing the operation of this policy and making recommendations for change to minimise risks lies with the Deputy Town Clerk.

- 3.3 Everyone is responsible for the success of this policy and should ensure that they take the time to read and understand it.

4. The law

- 4.1 The Code of Recommended Practice on Local Authority Publicity which springs from s4 of the Local Government Act 1986 requires our communication to be:-

- Lawful;
- Cost effective;
- Objective;
- Even handed;
- Appropriate;
- Have regard to equality and diversity;
- Be issued with care during periods of heightened sensitivity

- 4.2 Ensuring our official communications are appropriate means they are politically neutral, and should not directly rival operations of commercial news organisations, should be freely available and should be clear that they are generated by the council.

- 4.3 While most of the principles are self-explanatory, the Communications Team will be on hand to offer advice.

5. Guidance for Councillors

- 5.1 When using social media to communicate, Councillors must be aware of the legal and ethical pitfalls as well as the requirements of the Code of Conduct for Members, specifically those set out in the section entitled general obligations. They should avoid saying anything which might be interpreted as abusive, defamatory, in contempt of court or that endorses comments from others, for example, by liking or retweeting, that could be interpreted as such.
- 5.2 Officers, especially those in politically-restricted posts, should NOT communicate in a way that is party political or which could be perceived to be while acting on behalf of the council.
- 5.3 If Councillors communicate on any social media platforms on behalf of themselves or any other organisations with which they are affiliated with they should state on any such profile that any views expressed do not represent those of the council.

- 5.4 Councillors should be mindful of how they communicate in a private capacity, especially on social media. Postings on social media sites or comments on an online story places information into the public domain, even when the social media platform is limited to 'friends' or a small group of people. This is because anyone reading the post can forward it on and share the information. Councillors must, therefore, avoid criticising the council or their colleagues on any social media platform, even if they have made it clear that the views expressed are not necessarily those of the council.
- 5.5 Social media accounts on behalf of the council or the services it runs or appearing to represent the council should only be created with the approval of the Communications Team. Once an account is created, the Communications Team will retain password access in case the account is hacked. Or there is any other sort of issue out of hours. Existing accounts should also be managed in this way.
- 5.6 Councillors should alert the Communications Team to public criticism of the council whether in meetings, in the press, online or in social media.

6. Compliance with related policies and agreements – for Staff

This and all clauses below are intended for staff to include employees, workers, apprentices, contract, agency workers and volunteers.

- 6.1 Social media should never be used in a way that breaches any of our other policies. If an internet post would breach any of our policies in another forum, it will also breach them in an online forum. For example, you are prohibited from using social media to:
- 6.1.1 breach our Equal Opportunities policy;
 - 6.1.2 breach our Disciplinary Policy or procedures;
 - 6.1.3 harass or bully other staff in any way;
 - 6.1.4 unlawfully discriminate against other staff or third parties breach our Data Protection Policy (for example, never disclose personal information about a colleague online); or
 - 6.1.5 breach any other laws or regulatory requirements.
- 6.2 Staff should never provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to the council and create legal liability for both the author of the reference and the organisation.
- 6.3 Staff who breach any of the above policies will be subject to disciplinary action up to and including termination of employment.

7. Personal use of social media

- 7.1 Occasional personal use of social media during working hours is permitted so long as it is accessed on your own devices and it does not involve unprofessional or inappropriate content, does not interfere with your employment responsibilities or productivity and complies with this policy.
- 7.2 Private email accounts should not be accessed using the council's devices.

8. Prohibited use for Staff

- 8.1 You must avoid making any social media communications that could damage our interests or reputation, even indirectly.
- 8.2 You must not use social media to defame or disparage us, our staff, the Councillors or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate colleagues or third parties.
- 8.3 You must not express opinions on our behalf via social media, unless expressly authorised to do so by the Communications Team.
- 8.4 Any misuse of social media should be reported to the Town Clerk or Deputy Town Clerk.

9. Business use of social media

- 9.1 If your duties require you to speak on behalf of the Council in a social media environment, you must still seek approval for such communication from the Communications Team, who may require you to undergo training before you do so and impose certain requirements and restrictions with regard to your activities.
- 9.2 Likewise, if you are contacted for comments about the organisation for publication anywhere, including in any social media outlet, direct the enquiry to the Communications Team and do not respond without written approval.
- 9.3 The use of social media for business purposes is subject to the remainder of this policy.

10. Guidelines for responsible use of social media

- 10.1 You should make it clear in social media postings, or in your personal profile, that you are speaking on your own behalf. Write in the first person and use a personal email address.
- 10.2 Be respectful to others when making any statement on social media and be aware that you are personally responsible for all communications which will be published on the internet for anyone to see.

- 10.3 If you disclose your affiliation with us on your profile or in any social media postings, you must state that your views do not represent those of your employer (unless you are authorised to speak on our behalf). You should also ensure that your profile and any content you post are consistent with the professional image you present to the public and colleagues.
- 10.4 If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from posting it until you have discussed it with your manager.
- 10.5 If you see social media content that disparages or reflects poorly on us, you should contact the Town Clerk or Deputy Town Clerk.

11. Monitoring

- 11.1 We reserve the right to monitor and review, without further notice, staff and Councillor activities, social media postings and activities, to ensure that our rules are being complied with and for legitimate business purposes and you consent to such monitoring by your use of such resources and systems.

12. Breach of this policy

- 12.1 Breach of this policy by Staff may result in disciplinary action up to and including dismissal.
- 12.2 You may be required to remove any social media content that we consider to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.