

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

TOWN HALL FOCUS GROUP

MINUTES OF A MEETING ON 28TH JUNE 2017

Present: Cllr. Dr. Lovelidge & Cllr. Mrs. Smith. Lizanne Barber, Dr Freyja Cox Jensen, John Crawford, Brian Fagg, Giovanna Gandolfo, Mike Pearson, John Scudder & Mrs Yvonne Walker. The Town Clerk, Phil Burgess took notes.

- 1. Tour of Town Hall.** Focus group members were given a tour of the building including the external perimeter to give a sense of the layout and current uses of the building.
- 2. Apologies for Absence.** Apologies received from Carol Mitchell.
- 3. Introductions.** Members ranged from lifetime residents of Tenterden to those who had recently moved to the area. A wide variety of professions were also represented.
- 4. Chairman.** John Scudder was appointed later in the meeting.
- 5. Scope of Focus Group.** The Town Clerk would prepare a draft document for consideration and refinement at the next meeting of the focus group.
- 6. Initial Observations.**
 - Any improvements must be sustainable in the long term
 - Efforts should be made to provide an income stream to reduce the financial burden on residents.
 - Community services within the Town Hall should not be ignored in favour of the "profit motive"
 - Disabled Access to the upper floor by lift must be a priority.
 - Exposure of the vaulted ceiling in the Assembly Room was popular.
 - A decision needed to be made at the next meeting between repair, re-order or extend.
 - An informal meeting should be held with the conservation officer following that decision to ensure that any restrictions are considered.
 - Intergenerational services within the Town Hall would be desirable.
 - A 3-month timescale should be set for reporting back to council.
 - There should be no crossover of services between the Town Hall and St Mildreds or the Leisure Centre. Canon Rev. Lindsay Hammond would be invited to the next meeting.
 - Clarification of statutory guidelines on capital expenditure is required.
 - Brian Fagg was keen to retain a stage area
 - Research on an existing successful community hub required.

7. Additional Information Required. The following information would be provided by the Town Clerk in advance of the next meeting:

- Electronic copies of the Public Consultation Report
- Details of the current square footage of the Town Hall and proposed square footage with the extension
- Income and Expenditure details for Town Hall lettings.
- Example of an average week bookings & rental charges
- Details of capital from land sale and Section 106 (developer) funding.
- Potential budget for the project.

8. Next Meeting. Weds 12th July at 7.00 pm

Internal Committee 17th July 2017
Valuations, Conservation and Restoration – Fine Art
Agenda Item 8

Valuations of fine art works have been carried out by John Malcolm of Fine Art Restoration. Details of the cost of restoration and conservation are included.

The pair of oil on panel portraits of Robert Curteis and Elizabeth Curteis (both in the Mayors Parlour), valued at £12,000 for the pair. Both require urgent conservation and restoration following water damage at an estimated cost of £2,500 each. If their condition deteriorates further their value will be nil.

The portrait of Stanley Day (Assembly Room), valued at £15,000 has a large tear, on the left hand side, of about 8cm. The cost of complete conservation and repair would be £1000.

We have been advised that the amounts may be reclaimed (at least in part) on the insurance. An insurance payout is very likely on the water-damaged items.

Proposal: That the council should authorise the cost of restoration of all 3 artworks less the insurance payment.

Julie McCollum
Accounts Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	From reserves but increases asset value.

Studio Address

126 Bury Street,
Ruislip,
Middx.
HA4 7TH

Studio Tel. 01895 622659
Mobile Tel. 07836 714014

**John Malcolm
Fine Art Restoration**

*Restorers of Oil Paintings, Works of Art on Paper, Murals,
Ornate Painted Ceilings, Picture and Mirror Frames
Regilded and Restored. Consultants to Museums and
Major Companies*

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Office Address

62 Linden Avenue,
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HA4 8UA

Tel. 01895 621616

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



11 June 2017

To Whom It May Concern

Re: Conservation Estimate

With reference to my visit to the Town Hall, I apologise for the delay in writing to you.

I was requested on my recent visit to examine the oil on panel portraits of Robert and Elizabeth Curteis English School 1632. My examination has found that both portraits have now suffered serious detachment and flaking to the paint and ground layers. This has been caused by the water damage that the Mayors parlour had suffered some years ago and are now in a very serious condition with loss of paint and ground layers likely to occur without conservation in the immediate future.

The proposed conservation would be to carry blister laying and consolidation work using synthetic resins injected to reattach blistered areas of paint and ground. Carry out surface cleaning to remove surface dirt layers and discoloured varnish and existing discoloured retouchings. Fill damaged areas and retouch with matching dry ground pigments and apply final varnish layers. The time required to complete all conservation work would be about four months at a cost of £2,500 each.

Further to the above it was on my examination of the paintings in the hall that I also discovered that the portrait of Stanley Day by Dorothy Colles has sustained a large tear to the left side about eight cms long. This will also require conservation

Please Note : All studio personnel are covered by public liability insurance cover, and all works of art are covered by our goods in transit and studio contents policy immediately on leaving the owners address in possession of studio personnel only and remains in force until collection from the studio by the owner, authorised persons or delivery to the owners address by studio personnel only.

Quoted restoration times can and must only be used as a guide in view of the complex nature of **ALL** restoration techniques and processes to both works on canvas and works on paper. We reserve the right to refuse to carry out restoration work where the work of art is considered to be not viable for restoration or clients requested time limits are not possible to meet in our opinion.

Member of : The International Institute of Conservation.

The Association of British Picture Restorers.

The Fine Art Trade Guild

A Listed Restorer with The United Kingdom Institute Of Conservation

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The conservation purposed would be to carry out consolidation and repairs to the damaged area and reline with a new supporting canvas to act as a new structural support to the damaged area. Fill and retouch damaged area and apply final varnish layers. The cost of complete conservation would be £1,000 and take about two months .

Should you have any further queries or points you wish to raise on the above paintings please do not hesitate to contact myself.

Yours Faithfully

John Malcolm



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Internal Committee 17th July 2017

Council Awards Scheme

Agenda Item 9

The council awards scheme is designed to encourage councils to improve performance in all areas and replaces the old Quality council scheme. The scheme has 3 levels: foundation, quality and gold, and whilst the council will ultimately aim for the highest award the initial target is the foundation level.

The attached listing provided by Cllr Nelson shows the requirements for each stage. The council has already achieved the majority of requirements for the foundation stage. The 3 remaining actions are as follows:

- An action plan for all committees for the current year (to be arranged between the chair and the clerk).
- A training record for staff and councillors (all details held in the office and will be collated by the admin staff).
- Clerk with 12 CPD (continuous professional development) points gained from training. The recent CILCA qualification exceeds this requirement.

Proposal: That the remaining qualifying conditions should be completed and an application for foundation award made.



Phil Burgess
Town Clerk

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

	Governance	Notes
	Community	
	Development	
Foundation award:		
Online publishing -		
Standing orders		Link to standing orders
Financial regulations		Link to financial regulations
Code of Conduct		Link to Code of Conduct
Link to cllrs' RoI/DPI		List of members and links to DPIs
Publication scheme		Link to publication scheme
Latest annual return (report?)		Links to Annual Reports
Transparent info about council payments		Finance tab featuring cheques lists
Calendar of meetings (incl ATM)		Link to calendar of meetings
Minutes of meetings		Links to agendas and minutes
Current agendas		Links to agendas and minutes
Budget and precept for current & next year		Finance tab featuring cheques lists
Complaints procedure		Link to complaints procedure
Council contact details		Council contact details
Cllrs info in line with Transparency Code		List of members and links to DPIs
Action plan for the current year		Chairmen to prepare 3 yr plans
Evidence of community consultation		Regeneration consultation and project groups
Publicity re council's activities		News page featuring comment options
Evid of participation in planning process		Planning Committee minutes
Other requirements -		
Risk management scheme		
Register of assets		
Contracts for all staff		
Disciplinary and grievance procedures		
Training policy for new staff and cllrs		
Staff and cllrs training record		
Clerk with 12 CPD points in the last year		
NALC Registration fee		Policy to be proposed to F&GPC on 23 Feb 2015
Accreditation fee		To be finalised (and uploaded for Gold level)
		10 by 23 Feb; 15 for CILCA
		£50
		£50

- All committees

	Governance	Community	Development
Quality award			
All the above plus			
Online publishing -			
Draft minutes within 4 weeks of meeting			
Health and safety policy			
Equality policy			
Community (2-way) engagement strategy			
Councillor profiles			
Grant awarding policy			
Evidence of community contrib to ATM			
Action plan & budget with timetable & review and community involvement			
Annual and newsletter reports evidencing community involvement, democracy, etc			
Evidence of helping the community to plan for its future			
Other requirements -			
Scheme of delegation			
Up-to-date insurance to mitigate financial risks			
Complaints received addressed within a year			
At least two-thirds of councillors stood for election			
Printed and distributed (at locations) annual report			
Qualified clerk			
Clerk (or deputy) employed on nationally/locally agreed terms			
Formal appraisal process for all staff			
Training policy and record for all staff and cllrs			
NALC registration fee			
Accreditation fee			

- adopt

Minutes of meetings

Link to existing Health & Safety Policy

To be considered by S&E s-c on 25 March

Link to Community Engagement Strategy

List of members and links to DPs

Link to Grant & Loan Policy

Minutes of meetings

Action plans to be prepared

Consultation needed by 3 (4) different methods

Tent1 Steering; Community Emergency Plan

Achieved: 12 May 2017

To be finalised (and uploaded for next level)

£50

£100

	Governance	Community	Development
Gold award			
All the above plus			
Online publishing -			
Business plan and financial forecast covering at least 3 years ahead	JN		Action plans to be prepared
Annual report, online material and at least 4 n/letters per year with specified material	RP		Newsletter timetable has slipped
Training policy and record for all staff and cllrs	RP		To be finalised and uploaded
Single page statements			
Ensuring value for money	RP		? Best Value process and examples
Best practice in relation to bio-diversity and crime and disorder reduction	JN		Policy in place
Leadership in planning for the future of the community	JN		V difficult: needs 4 successes every 6 months
Management of performance of council as a corporate body	RP		Needs to demonstrate continuous improvement, etc
Management of performance of each staff member to achieve council's business plan	JN		Needs business plan for appraisals to dovetail
NALC registration fee			£50
Accreditation fee			£200

Internal Committee 17th July 2017

First Aid Training

Agenda Item 10

Following staff changes, we no longer have a trained first-aider in the Town Hall. Dave Bournier is qualified as is Andy Corcoran (both members of our maintenance team).

I have contacted Jon Slegg who is prepared to provide the Emergency first aid training at the Town Hall to all staff who do not hold this certificate.

First aid incidents are surprisingly regular at the Town Hall.

Commercial rates for a day on-site training are £420. Whilst Jon has agreed to undertake this unpaid and in return for a donation to Porchlight homeless charity <http://www.porchlight.org.uk/what-we-do>, I feel the donation should match the commercial rate.

As all staff (apart from a couple of the maintenance team) will be taking part in the training, the office will be closed on 16th August. Regular hirers will still be admitted.

Proposal: That this training should be undertaken and a donation of £420 made to Porchlight charity.



Phil Burgess
Town Clerk

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

Internal Committee 17th July 2017

Town Hall Balcony Safety

Agenda Item 11

When the balcony has been hired recently for events, hirers have enquired about the safe limit for numbers of people on the balcony. This has highlighted the fact that a recent safety survey has not been carried out and we do not know what the safe loading is.

We have contacted two structural engineers for quotations. The engineer is likely to be able to undertake the work by visual inspection. Should any invasive investigation work be required it will be undertaken.

The brief given to the structural engineer was to confirm the safety of the structure and establish a number for safe loading. The limit will be displayed prominently.

The survey is due to take place prior to the meeting above. Expenditure authorised under Clerk's delegation.

Proposal: Information Item



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	£695.

Internal Committee 17th July 2017

Waste Facility Update

Agenda Item 12

Planning permission for this facility has already been approved and the site will be in the wooded area at the far corner of the Leisure Centre Car Park where it adjoins the Recreation ground.

Clague architects originally ran the tender process but the amounts quoted came in above the limit whereby contracts need to be advertised on the government's contracts-finder website.

Five tenders have now been received and these will be assessed based on price and proven build quality. The final 2 shortlisted candidates will meet the architects, myself and our site manager on site for a final choice and any necessary amendments to the specification of works.

We hope to be able to proceed with the work within the next month

Proposal: Information item



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	£35-42,000 Earmarked reserve

Internal Committee 17th July 2017

Tent1 Receipts & S106 funding

Agenda Item 13

In addition to the £3.5 million receipts from the land sale, just over £800,000 is available from Section 106 funding giving a total of £4,362,000 available for projects. See attached breakdown from F&GP 3rd April & Cllr Carter's assessment of potential project spend. (You should be aware that S106 funding needs to be claimed from ABC and it is a staged payment during the development, so the full amount will not be available until late in the process).

There are still many unknowns as none of the projects have been accurately costed and it is likely that outside grant funding will swell the funds available well over the £5million mark. However, it would be good to have a "ball park" estimate of funds that we will need for projects. This point was raised at a recent meeting of the Town Hall Focus group who raised the valid point that they should now the limitations before deciding on a spending plan.

The consultation advised that some funds should be retained for longer term projects.

Main Projects

Recreation Ground	(Consultation report estimate)	£1,500,000
Town Hall Extension and re-ordering	(Clague Estimate)	£1,500,000
Pitches (see Cllr Carter's Estimate)		£1,300,000
Retention for long term funds	(invested in CCLA)	£ 750,000
Participatory Budgeting - costed Expressions of Interest thus far (see attached)		£165,000
		<u>£5,215,000</u>

If the eventual figure exceeds this amount and the excess is not covered by additional grant funding, borrowing will be necessary.

Unknowns:

- Grant Funding available
- Whether we would actually qualify for a loan with substantial capital in the bank
- Uncosted/undeclared Participatory budgeting items including St Mildred's re-ordering
- Specific costings
- Cinema costings if the council is to contribute.

Proposal:

1. That a "community chest" should be set for participatory budgeting.
2. That "Ball Park" allocations be made for the Recreation Ground, Town Hall, and Football pitches.
3. That consideration should be given to allocating a priority to the projects above.



Phil Burgess
Town Clerk

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

Project	Own funds	PWLB	Tent1	S106	Grants	Totals
Recreation ground						872.9
Tennis, netball, MUGA			100	100	100	
Bowls	10		30			
Skatepark	120		50		50 Note 1	
Landscape			238.25	11.75		
Pavilion				12.9	50	
Outdoor sports						1300
Landscape			250		250	
Pitches				300	300	
Building			100		100	
Town Hall		800	500			1300
Other halls			50			
Cinema			250		Note 4	250
Coombe Lane			35		35 Note 2	70
Income projects	150	1.11			Note 3 and see below	151.11
Totals	280	801.1	1603.3	424.7	885	3944.01
Retained			1896.8			
			3500			

Notes:

All figures are £000s

1 KCC grant

2 ABC and Edmonds brothers

3 Money from sale of land at Rec Gd Rd (£150,000)

4 Subject to TTC owning or having a charge over building

Income projects

The unused balance of the Tent1 money could be used to fund income-producing projects

Say, building offices, retail units of 10,000 sq ft

at £126 per sq ft = £1,260,000.00

rented out at £25 per sq ft = £250,000 pa

of which £100,000pa is to repay PWLB loans

leaving a surplus of £150,000pa without touching capital

Every 2 years (indefinitely), another £300,000 project could be launched

leaving the council still cash rich

Possible projects:	Sq ft
Pebbles (and next door)	2,000
Recreation Ground toilets/store	2,000
Station Road and St Michaels toll	2,600
Town Hall and land at rear	3,000
Museum surroundings	4,000
	<u>13,600</u>

Finance & General Purposes Committee 3rd April 2017

Town Council Funding

Agenda Item 8

Agenda Item 8A - Section 106 These represent the contributions paid by developers towards community facilities. I have attached a breakdown from the S106 officer at Ashford Borough Council. Some of these items, although of benefit to the town, will not form part of our project funding and I have only summarised the pertinent contributions below including those that may be used by outside bodies in *italics*.

Tilden Gill			
<i>Allotments</i>	<i>£32,400</i>		
Children & Young Persons Play		£131,200	
<i>Abbots Way Green Area</i>	<i>£75,900</i>		
Outdoor Sports (Rec Grd) Football/Skate		£191,500	
<i>Youth Services</i>	<i>£ 5,187</i>		
Totals	<i>£113,487</i>	£322,700	£436,187

Tent 1a			
<i>Car Parks</i>	<i>£10,000</i>		
<i>Bridewell Lane Car Park</i>	<i>£38,500</i>		
<i>Youth Services</i>	<i>£12,967</i>		
<i>Allotments</i>	<i>£81,000</i>		
Outdoor Sports		£478,750	
Strategic Parks		£ 11,750	
<i>Cycle Way (Sandy Lane/Six Fields)</i>	<i>£14,557</i>		
Totals	<i>£157,024</i>	£490,500	£647,524

Land Sale Receipts	<u>£3,549,422</u>
Overall Project Funding Available	<u>£4,362,622*</u>

*This figure would be augmented by S106 contributions from any further developments and outside grant funding available. An amount (at least £500,000) is likely to be retained for long term projects.

Agenda Item 8b – Expressions of Interest (Participatory Budgeting)

The following applications have been made for funding under the Participatory Budgeting scheme:

Organisation	Project	Amount
St Mildreds	Re-ordering	Unspecified
St Michaels Church	Footpath	£5,000
Day Centre	Vehicle for Community Meals Service	£31,500
Cricket Club	Relaying of Wickets and Pitch Drainage	£39,390
Museum	Arts & Culture Project	£20,000
Methodist Church	Repairs to church and Pipe Organ	Unspecified
Leisure Centre	Extension and improvement of facilities	£50-70,000*
Scout Group	Work on the hut	Unspecified
St Michaels V.H.	Modernisation of the Hall	Unspecified
TODS	Lift at Town Hall	Unspecified**

*A loan may be considered in place of or in addition to grant funding

**Likely to be considered as part of Town Hall re-ordering

Total of known amounts £165,890

Supplier Payments List 1st April to 30th June 2017

<u>Transaction Detail</u>	<u>Date Paid</u>	<u>Amount</u>	<u>Payee Name</u>
St Michaels Electric works	01/04/2017	£466.45	M D Lawrence Electrical
St Michael's Skip hire	01/04/2017	£180.00	Kent & Sussex Recycling Ltd
St Michael's pipes&plumbing	01/04/2017	£420.00	Property Maintenance-D Hart
phone/broadband -March	01/04/2017	£129.33	Infinity Technology Solutions
Sports Field investigation	01/04/2017	£1,853.77	Batcheller Monkhouse
PA System insallation	01/04/2017	£2,099.00	Phonophobia Productions
strimmers/blowers/ladders	01/04/2017	£2,305.59	Ernest Doe & Sons Ltd
work on entrance St Michael's	01/04/2017	£6,921.00	Initial Systems Ltd
Kent IT site visit+IT support	01/04/2017	£1,664.00	Kent IT Maintenance
Electricity 1.12.16-28.02.17	01/04/2017	£337.02	NPower Electricity
Electricity 1.12.16-28.02.17	01/04/2017	£440.61	NPower Electricity
Electricity 1.12.16-28.02.17	01/04/2017	£102.65	NPower Electricity
Tent 1 - Dandara- Dispbursmt	01/04/2017	£378.00	Whitehead Monckton
May Fayre 'Nearly There Yet'	01/04/2017	£120.00	Applause Rural Touring
Allotment Recpt 2017	01/04/2017	£985.50	William Judge Trust
Church Clock grant-2015/16/17	01/04/2017	£300.00	St. Mildreds PCC
Non Domestic Rates-Town Hall	01/04/2017	£1,055.19	Ashford Borough Council
Rates-Station Rd Toilets	01/04/2017	£276.00	Ashford Borough Council
Footpath/bollards/widening	01/04/2017	£12,667.00	Initial Systems Ltd
Replace Lights with LED	01/04/2017	£620.00	WS Parsons Ltd.
4x communications/media course	01/04/2017	£240.00	Kent Assoc of Local Councils
Toshiba photocopier rental	05/04/2017	£362.19	Grenke Leasing
3xconference&audit workshop	10/04/2017	£210.00	Kent Assoc of Local Councils
FurnitureWorks Drawer Chest	10/04/2017	£355.00	Barclaycard
Bench -B&M Stephens	10/04/2017	£324.91	Barclaycard
celon blocks,pasterbrd,screws	11/04/2017	£223.19	Homeleigh
fence post, postfix poly bag	11/04/2017	£103.44	Homeleigh
30Xploughman's buffet	11/04/2017	£270.00	The Garden Restaurant
6 Travelcard&C'Tea K&ES Railw	11/04/2017	£128.20	Kent & East Sussex Railway
Bin Hire -April	11/04/2017	£105.00	Tenterden Leisure Centre Trust
cleaning from 26.02.17 X4 weeks	11/04/2017	£720.75	Belhart Cleaning
1.3.17-31.3.17 cleaning	11/04/2017	£103.92	Tenterden Twilight - Laura

Supplier Payments List 1st April to 30th June 2017

cleaning 1.3.17-29.3.17	11/04/2017	£779.40	Tenterden Twilight - Laura
cleaning 1.3.17-29.3.17	11/04/2017	£779.40	Tenterden Twilight - Laura
John Deere Gator Reg:GK17 OHR	18/04/2017	£16,687.92	Burden Bros Ltd
Aviva Ins Policy: 24688559 CCI	19/04/2017	£13,225.55	WPS Insurance
Planning Revision of Kiosk	27/04/2017	£195.00	Ashford Borough Council
May Fayre Attendance	27/04/2017	£200.00	Ashford Sea Cadets
May Fayre Float	27/04/2017	£250.00	Cash
May Fayre Falconry Display	27/04/2017	£525.00	Alan Ames
Smallhythe Place visit 9.04.17	27/04/2017	£140.63	National Trust
Insurance- New Buggy	27/04/2017	£1,100.70	WPS Insurance
Recreation Gnd tender stage	27/04/2017	£881.27	Clague Architects
grass cutting X8 days	27/04/2017	£920.00	Property Maintenance-D Hart
Farleys-signing/lighting/guardi	27/04/2017	£625.00	Farleys Training Ltd
4 wks 26.03/2.04/9.04/16.04.17	27/04/2017	£282.10	Belhart Cleaning
4 wks 26.03/2.04/9.04/16.04.17	27/04/2017	£282.10	Belhart Cleaning
4 wks 26.03/2.04/9.04/16.04.17	27/04/2017	£141.05	Belhart Cleaning
Training 03.04.17 - K Singleton	27/04/2017	£530.40	Rialtas Business Solutions
01.03.17-31.03.17	27/04/2017	£117.63	NPower Electricity
01.03.17-31.03.17	27/04/2017	£153.79	NPower Electricity
Kentish Express-REC Vacancies	27/04/2017	£264.00	KM Media Group Ltd
Automatic doors-call out chg	27/04/2017	£170.00	Record 247
6x Adult travel+cream tea	27/04/2017	£128.20	Kent & East Sussex Railway
Domain Registration Annual fee	27/04/2017	£109.00	Astec Computing (UK) Ltd
P Burgess- SLCC Annual m'ship	27/04/2017	£250.00	Society of Local Council Clerk
S. George Feb invoices	27/04/2017	£478.56	Stanley George Ltd.
St. George March invoices	27/04/2017	£770.36	Stanley George Ltd.
Meter Read -14.03.17to10.04.17	27/04/2017	£179.34	E.On
Meter Read.14.03.17to10.04.17	27/04/2017	£254.81	E.On
Phone bill -1.05.17to31.05.17	28/04/2017	£129.37	Infinity Technology Solutions
Trf for Donations	02/05/2017	£3,428.34	Mayor's Charity Account
Non domestic Rates	02/05/2017	£1,055.00	Ashford Borough Council
Rates-Station Rd Toilets	02/05/2017	£280.00	Ashford Borough Council
Veterans Buffet	03/05/2017	£250.00	The Garden Restaurant

Supplier Payments List 1st April to 30th June 2017

Various Grasses	11/05/2017	£268.75	Pinecove Nursery
Cleaning	11/05/2017	£103.92	Tenterden Twilight - Laura
Toilet cleaning	11/05/2017	£623.52	Tenterden Twilight - Laura
Toilet cleaning	11/05/2017	£623.52	Tenterden Twilight - Laura
Toilet cleaning	11/05/2017	£311.76	Tenterden Twilight - Laura
Replace 3x external wall light	11/05/2017	£319.50	M D Lawrence Electrical
grass cutting 29/4/17	11/05/2017	£230.00	Property Maintenance-D Hart
Pull-up advertising sign	11/05/2017	£105.00	Artsinc
Non Domestic Rates- Town Hall	02/05/2017	£1,055.00	Ashford Borough Council
Silver frame notice board	14/05/2017	£199.00	Barclaycard
Silk flowers	14/05/2017	£118.27	Barclaycard
News Letters	14/05/2017	£575.00	Barclaycard
Union Flag Rob's Leaving Gift	14/05/2017	£150.00	Barclaycard
Rob's leaving -Tesco Food	14/05/2017	£105.54	Barclaycard
Stamps	14/05/2017	£110.00	Barclaycard
TOWN HALL-GAS-EST14.5.17	30/05/2017	£231.88	E.On
TOWN HALL-ELEC-EST.14.4.17	30/05/2017	£188.28	E.On
Phone+b'band to 15.5.17	31/05/2017	£155.35	Infinity Technology Solutions
Tree Health&safety Audit	01/06/2017	£480.00	TreeCycle Tree Care
troughs&baskets	06/05/2017	£1,654.58	Pinecove Nursery
Pre-planning Maint' Facility	06/05/2017	£167.00	Ashford Borough Council
Boots sizes 10&9	06/05/2017	£107.68	Stanley George Ltd.
w/c 23.4.,30.4.,7.5.,14.5.17	01/06/2017	£279.00	Belhart Cleaning
w/c 23.4.,30.4.,7.5.,14.5.17	01/06/2017	£279.00	Belhart Cleaning
w/c 23.4.,30.4.,7.5.,14.5.17	01/06/2017	£139.50	Belhart Cleaning
Omega Support Licence x5	01/06/2017	£495.00	Rialtas Business Solutions
K Singleton-Year End Closedown	01/06/2017	£522.00	Rialtas Business Solutions
Annual Subs 2017/18	01/06/2017	£250.00	Confederation of Cinque Ports
Fabrication Metal Strimmer	01/06/2017	£250.00	Mark Mealham
Non Domestic Rates-Town Hall	01/06/2017	£1,055.00	Ashford Borough Council
Rates-Station Rd Toilets	01/06/2017	£280.00	Ashford Borough Council
Water-25.11.16 to 28.4.17	01/06/2017	£196.43	South East Water
Water-25.11.16 to 28.4.17	01/06/2017	£545.50	South East Water

Supplier Payments List 1st April to 30th June 2017

Water-25.11.16 to 28.4.17	01/06/2017	£325.12	South East Water
Petrol&Diesel April17	06/06/2017	£259.75	CB Motors
Photos of Mayor Making&Town Ha	06/06/2017	£150.00	Stuart Kirk
Bin Hire May 2017	06/06/2017	£105.00	Tenterden Leisure Centre Trust
Deposit Refund- A. James	06/06/2017	£100.00	Amelia James
invoice 64893234 PHS Group	07/06/2017	£1,066.92	PHS Group
specialist floor cleaner	08/06/2017	£112.10	Barclaycard
postage stamps	08/06/2017	£114.00	Barclaycard
photocopier 6.3.17 to 5.6.17	09/06/2017	£293.80	Managed Technology Corporation
Refund Deposit -June 17/60	14/06/2017	£250.00	Forrest Fairs
Replacemetn Barbour Jacket	14/06/2017	£110.75	Barclaycard
Mower Tyres-GN09NTK	14/06/2017	£350.00	Barclaycard
Mower Service-RU66XST	14/06/2017	£145.84	Barclaycard
Fuel- May 17	15/06/2017	£264.27	CB Motors
Wildlife Report- Cremetorium	15/06/2017	£440.00	Kent Wildlife Trust
28.4.17 to 28.5.17-cleaning	15/06/2017	£103.92	Tenterden Twilight - Laura
28.4.17 to 28.5.17-cleaning	15/06/2017	£1,786.13	Tenterden Twilight - Laura
25.6.17-24.9.17-Washr'mHygiene	15/06/2017	£347.32	Initial Systems Ltd
25.6.17-24.9.17-Washr'mHygiene	15/06/2017	£272.32	Initial Systems Ltd
LC253 Lawn MowerX2	15/06/2017	£737.50	E O Culverwell Ltd
Security+Door Supervis-3.6.17	15/06/2017	£167.25	Right Guard Security
Fix Faulty Alarm+lighting	15/06/2017	£198.18	M D Lawrence Electrical
RADAR DOOR LOCK+WOOD/SKIRTING	15/06/2017	£182.51	Stanley George Ltd.
STANLEY GEORGE-MAY INVOICES	15/06/2017	£176.24	Stanley George Ltd.
Boots-David & Andy	15/06/2017	£110.03	Stanley George Ltd.
Rtrn of Deposit-TODS ref:17/37	16/06/2017	£200.00	TODS
J Howarth-17/58-deposit return	16/06/2017	£250.00	J Howarth
Gas estimate 14.5.17to30.5.17	27/06/2017	£104.69	E.On
Elec estimate 14.5.17to13.6.17	27/06/2017	£152.81	E.On
Fine Art Consultation/valuatio	29/06/2017	£200.00	John Malcolm
Refundable Deposit-Snazelle Z	29/06/2017	£227.50	Zoe Snazelle
Cleaning June invoice	30/06/2017	£103.92	Tenterden Twilight - Laura
Cleaning June invoice	30/06/2017	£1,558.80	Tenterden Twilight - Laura

Supplier Payments List 1st April to 30th June 2017

w/c 21st May to w/c 18th June	30/06/2017	£368.90	Belhart Cleaning
w/c 21st May to w/c 18th June	30/06/2017	£368.90	Belhart Cleaning
w/c 21st May to w/c 18th June	30/06/2017	£184.45	Belhart Cleaning
Electricity 1.4.17to31.5.17	30/06/2017	£228.16	NPower Electricity
Electricity 1.4.17to31.5.17	30/06/2017	£298.31	NPower Electricity
K Singleton Training 20.6.17	30/06/2017	£462.90	Rialtas Business Solutions
Topsoil& Grass Seed	30/06/2017	£268.00	Bourne Amenitiy
TSC/lock not latching	30/06/2017	£132.79	Poyntell Ltd
DOOR SUPERVISOR 24.6.17	30/06/2017	£112.38	Right Guard Security
J. Caddell -Car Glass Repair	30/06/2017	£111.95	Autoglass
June Bin Hire	30/06/2017	£105.00	Tenterden Leisure Centre Trust
Tree Survey-St M,Rec,Mil'Gards	30/06/2017	£1,050.00	TreeCycle Tree Care
Play Equip&Safety Surface	30/06/2017	£10,195.80	Vita Play
Phone&Broadband upto15.6.17	30/06/2017	£130.00	Infinity Technology Solutions
Donation SECam duplicate Chq	27/04/2017	£1,539.85	SECamb Duplicate Chq
Mayor's Charity Donation 17/18	27/04/2017	£1,714.17	Kent Surrey & Sussex Air Ambul
Mayor's Charity Donation 17/18	27/04/2017	£1,714.17	Pilgrims Hospices

**Bank Reconciliation Statement as at 30/06/2017
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 59308249	30/06/2017	591	823,299.68
			<u>823,299.68</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/05/2017 14347 Ashford Borough Council		27.83	
24/05/2017 14347 Ashford Borough Council		-27.83	
14/06/2017 DD Barclaycard		981.78	
16/06/2017 14359 J Howarth		250.00	
29/06/2017 14363 HMRC		3,756.99	
29/06/2017 14364 John Malcolm		200.00	
29/06/2017 14365 Zoe Snazelle		227.50	
			<u>5,416.27</u>
			817,883.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			817,883.41
		Balance per Cash Book is :-	817,883.41
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2017
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	31/03/2017		1,557,204.70
			<u>1,557,204.70</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,557,204.70
<u>Receipts not Banked/Cleared (Plus)</u>			
03/04/2017 Interest		4,138.36	
			<u>4,138.36</u>
			1,561,343.06
		Balance per Cash Book is :-	1,561,343.06
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2017
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	05/06/2017	121	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 30/06/2017
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	31/05/2017		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 30/06/2017
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	30/11/2016		600,000.00
			<u>600,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			600,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			600,000.00
		Balance per Cash Book is :-	600,000.00
		Difference is :-	0.00

Internal**100 Administration**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1090 Interest Received	11,178	0	(11,178)			0.0%	
1900 Miscellaneous Income	10	0	(10)			0.0%	
Administration :- Income	11,188	0	(11,188)				0
4000 Staff Costs	57,557	207,000	149,443		149,443	27.8%	
4005 Refreshments	126	0	(126)		(126)	0.0%	
4010 Gifts	28	0	(28)		(28)	0.0%	
4050 Insurance	13,226	12,500	(726)		(726)	105.8%	
4055 Councillor & Staff Training	2,590	3,000	410		410	86.3%	
4060 Advertising & Publicity	1,189	3,500	2,312		2,312	34.0%	
4065 Website	135	5,000	4,865		4,865	2.7%	
4070 Printing, Stationery, etc.	204	1,000	796		796	20.4%	
4075 Photocopier	407	2,000	1,593		1,593	20.3%	
4080 Telephone/Fax/Internet	415	3,000	2,585		2,585	13.8%	
4085 Postage	301	800	499		499	37.6%	
4090 Bank Charges	87	500	413		413	17.4%	
4095 Office Equipment & IT	2,945	3,500	555		555	84.2%	
4100 Subscriptions	510	3,000	2,490		2,490	17.0%	
4150 Local Council Awards Scheme	0	500	500		500	0.0%	
4330 Section 137 Payments	0	400	400		400	0.0%	
4455 Repairs & Maintenance	5	0	(5)		(5)	0.0%	
4900 Miscellaneous Expenditure	157	1,000	843		843	15.7%	
Administration :- Indirect Expenditure	79,882	246,700	166,818	0	166,818	32.4%	0
Movement to/(from) Gen Reserve	(68,695)						
110 Professional Fees							
4205 Consultant/Architect/Surveyors	3,069	35,000	31,931		31,931	8.8%	
4210 Other Professional Fees	640	0	(640)		(640)	0.0%	
Professional Fees :- Indirect Expenditure	3,709	35,000	31,291	0	31,291	10.6%	0
Movement to/(from) Gen Reserve	(3,709)						
120 Civic							
4250 Robes & Uniforms	0	600	600		600	0.0%	
4255 Mayor's Sunday	0	1,500	1,500		1,500	0.0%	
4260 General Civic Exps & Events	358	1,500	1,142		1,142	23.9%	
4265 Mayoral Engagements	1,083	3,000	1,917		1,917	38.1%	
Civic :- Indirect Expenditure	1,442	6,600	5,158	0	5,158	21.8%	0
Movement to/(from) Gen Reserve	(1,442)						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180 May Fayre							
1180 May Fayre Income	412	0	(412)			0.0%	
May Fayre :- Income	<u>412</u>	<u>0</u>	<u>(412)</u>				<u>0</u>
4350 May Fayre Expenditure	1,145	900	(245)		(245)	127.2%	
May Fayre :- Indirect Expenditure	<u>1,145</u>	<u>900</u>	<u>(245)</u>	<u>0</u>	<u>(245)</u>	<u>127.2%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(733)</u>						
200 Town Hall							
1200 Lettings & Rental	4,595	14,000	9,405			32.8%	
1205 Wedding Income	1,995	4,500	2,505			44.3%	
Town Hall :- Income	<u>6,590</u>	<u>18,500</u>	<u>11,910</u>			<u>35.6%</u>	<u>0</u>
4450 Cleaning & Materials	2,063	13,000	10,937		10,937	15.9%	
4455 Repairs & Maintenance	2,780	8,000	5,220		5,220	34.8%	
4460 Rates	3,165	11,000	7,835		7,835	28.8%	
4465 Gas	617	3,500	2,883		2,883	17.6%	
4470 Electricity	520	3,000	2,480		2,480	17.3%	
4475 Water & Sewage	118	800	682		682	14.7%	
4480 Flower Boxes & Baskets	0	1,200	1,200		1,200	0.0%	
4485 Flags & Accessories	0	500	500		500	0.0%	
4490 Wedding Expenditure	79	1,200	1,121		1,121	6.6%	
4495 Security Cover	167	500	333		333	33.5%	
4500 Premises Expenses	88	0	(88)		(88)	0.0%	
Town Hall :- Indirect Expenditure	<u>9,596</u>	<u>42,700</u>	<u>33,104</u>	<u>0</u>	<u>33,104</u>	<u>22.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(3,006)</u>						
210 Pavilion							
1200 Lettings & Rental	904	4,000	3,096			22.6%	
Pavilion :- Income	<u>904</u>	<u>4,000</u>	<u>3,096</u>			<u>22.6%</u>	<u>0</u>
4455 Repairs & Maintenance	1,252	2,500	1,248		1,248	50.1%	
4470 Electricity	113	600	487		487	18.8%	
4475 Water & Sewage	196	500	304		304	39.3%	
Pavilion :- Indirect Expenditure	<u>1,561</u>	<u>3,600</u>	<u>2,039</u>	<u>0</u>	<u>2,039</u>	<u>43.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(657)</u>						
220 Storage Facility							
4455 Repairs & Maintenance	11	1,000	989		989	1.1%	
4460 Rates	262	0	(262)		(262)	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4470 Electricity	80	0	(80)		(80)	0.0%	
Storage Facility :- Indirect Expenditure	353	1,000	647	0	647	35.3%	0
Movement to/(from) Gen Reserve	(353)						
<u>230 Pebbles</u>							
1200 Lettings & Rental	8,813	35,300	26,488			25.0%	
Pebbles :- Income	8,813	35,300	26,488			25.0%	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	8,812						
<u>240 Public Toilets</u>							
1210 Public Toilets Income	48	0	(48)			0.0%	
1900 Miscellaneous Income	5	0	(5)			0.0%	
Public Toilets :- Income	53	0	(53)				0
4600 Station Road Toilets	8,491	22,000	13,509		13,509	38.6%	
4605 Recreation Ground Toilets	4,386	22,000	17,614		17,614	19.9%	
4610 St Michaels Rec Ground Toilets	11,320	11,000	(320)		(320)	102.9%	
Public Toilets :- Indirect Expenditure	24,197	55,000	30,803	0	30,803	44.0%	0
Movement to/(from) Gen Reserve	(24,144)						
<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)						
<u>300 Highways & Amenities Internal</u>							
1300 Recreation Ground Income	2,800	7,500	4,700			37.3%	
1310 Football Pitch	0	500	500			0.0%	
1320 Tennis Courts	0	1,000	1,000			0.0%	
1330 Bowling Green	0	200	200			0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1340 Allotment Income	0	150	150			0.0%	
Highways & Amenities Internal :- Income	2,800	9,350	6,550			29.9%	0
4245 PPE & Clothing	634	2,000	1,366		1,366	31.7%	
4700 Vehicle/Mach. Repairs & Maint	907	3,000	2,093		2,093	30.2%	
4705 Vehicle/Mach. Purchases	0	5,000	5,000		5,000	0.0%	
4710 Fuel	0	1,750	1,750		1,750	0.0%	
4715 General Grounds Maintenance	2,196	20,000	17,804		17,804	11.0%	
4730 Children's Play Areas	10,196	0	(10,196)		(10,196)	0.0%	
4735 Tools & Sundries	75	3,000	2,925		2,925	2.5%	
4755 Trees	1,530	0	(1,530)		(1,530)	0.0%	
Highways & Amenities Internal :- Indirect Expenditure	15,537	34,750	19,213	0	19,213	44.7%	0
Movement to/(from) Gen Reserve	(12,737)						
Internal :- Income	30,759	67,150	36,391			45.8%	
Expenditure	137,563	434,850	297,287	0	297,287	31.6%	
Movement to/(from) Gen Reserve	(106,804)						
Grand Totals:- Income	30,759	67,150	36,391			45.8%	
Expenditure	137,563	434,850	297,287	0	297,287	31.6%	
Net Income over Expenditure	(106,804)	(367,700)	(260,896)				
Movement to/(from) Gen Reserve	(106,804)						

Internal Committee 17th July 2017

Civic Service

Agenda Item 15

The current time of the civic service at St Mildred's is 11.30 a.m. This time often clashes with individual services held at churches of other denominations in Tenterden and a request has been made to move the Mayor's Sunday civic service to a 12 noon time.

This would allow attendance by the ministers and congregations of other churches within Tenterden. Any change would, of course, be in consultation with the Mayor's Chaplain, Canon Rev Lindsay Hammond.

Proposal: That the time of the service be moved to 12 noon.



Phil Burgess
Town Clerk

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