

Internal Committee 9th July 2018
Town Hall Focus Group Issues
Agenda Item 7b

Architect's Brief

A quotation is attached from Price Whitehead relating to the architect's brief for re-ordering and refurbishment of the Town Hall.

The group requested that Price Whitehead be invited to assist with the brief as the company is local with a proven track record. They have no interest in tendering for the main work.

The appointment would ensure that the brief is complete and comprehensive, and that the tender process is impartial.

MCHLG response regarding capital expenditure

I have attached a letter from the Ministry of Housing Communities and Local government which reverses the ruling of our internal auditor and states that the Town Hall renovations *as a whole* cannot be treated as a capital project. There are, of course, elements of the project which will be new (rather than repairs) and the Town Council will be able to use capital for these. Although a setback, the changes to the Town Hall are still very much achievable. Tight control of revenue vs capital expenditure will be necessary and revenue spend will need to be replaced by outside projects which do have a capital status.

Proposal:

- 1. That the quotation from Price Whitehead should be accepted.**
- 2. That the MHCLG decision should be noted**



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Moderate – (administrative time on MHCLG aspect)

Phil Burgess – Town Clerk
Tenterden Town Council
Town Hall
Tenterden
TN30 6AN

7 June 2018

Dear Mr. Burgess,

Reordering of the Town Hall

It was good to meet with you last week. Thank you for your time in showing me around the Town Hall, and for also providing copies of Town Hall floor plans and the survey report previously carried out.

Thank you very much for contacting us. We are very pleased to have the opportunity of working with the Town Council regarding the proposed reordering and refurbishment works.

Having discussed this project at length with colleagues, we believe that we may best serve the Council in providing professional assistance in the preparation and issue of the tender packs to potential Architectural firms, and if required, will be pleased to provide services as the project progresses in an advisory role to the Council.

To that end, our fee proposal is set out below based upon the following outline of work:

1. Allow for 2No. initial meetings at the Town Hall to analyze current work flows/uses in the building, from which we will produce an outline of key operating parameters, and restrictions, and any key issues arising from current arrangements.
2. Noting the Design Brief already provided, we would further ascertain and reconfirm the Council's aspirations for the future of the building to ensure the tender documents relay a clear set of client objectives.
3. Preparation of tender packs and 1No. further meeting to finalize prior to issue. During the meeting we would agree the list of Architectural Firms to be considered and/or confirm lodging of project with the Government Projects Finder Website, and agree closing dates for tenders.
4. Issue of tender packs to firms expressing interest.
5. Deal with any queries from firms prior to tender return deadline.
6. Receive and process tenders, and pass these to the Town Council with our comments, unless the Council require a sealed tender process.
7. Allow for attendance at candidate interview.

Our fee for the above in the sum of £2850.00 plus VAT and expenses.

We suggest that the Council may wish to consider the selected firm operates within a two-stage design process. The first stage would be to obtain concept design layouts, with the second stage covering the detailed design work in preparation for statutory planning/listed building application.

Chartered Surveyors



Price Whitehead

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TN30 7DF

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Incorporated in England and Wales
The Price Whitehead Company Ltd
Company No. 4198322



We further suggest that we have a single point of contact with the Council for simplicity, and to avoid any potential for confusion

Assumptions

The above work excludes meeting Architects on site to show them around the Town Hall, as we assume it will be more cost effective and appropriate for Council staff to provide access. However, should the Council prefer us to undertake this, we will be happy to do so on a T&E basis.

The above assumes use of the existing drawing package prepared for the Council previously by others, and that no further topographical or measured building survey will be necessary in order to progress this project.

Any advice or supervision beyond the scope of the above will be charged on a time and expenses basis at our Senior Surveyor rate of £140 per hour plus VAT and expenses.

Terms

All fees quoted exclude VAT and reasonable disbursements (postage, mileage, Ordnance Survey plans etc).


Accounts are raised at interim stages. For this work we would raise an initial account for half the sum following completion of 1 above, with the balancing invoice raised upon completing stage 6.

Should the above be of interest, we will be pleased to proceed upon receipt of our signed Terms and Conditions of Engagement, (as enclosed).

Please do not hesitate to contact us further if you have any queries.

Kind regards,

Yours sincerely,



Helen N. Whitehead MRICS
Director

Chartered Surveyors

STANDARD TERMS and CONDITIONS of ENGAGEMENT

PROFESSIONAL RATES

THE PRICE WHITEHEAD COMPANY LIMITED

Hourly Charge Rates:

Administration	£35/hour plus VAT & disbursement
Junior Surveyor	£65/hour plus VAT & disbursements
Senior Surveyor	£140/hour plus VAT & disbursements
Site Topographical Surveys	£95/hour plus VAT & disbursements

1. Expenses and Disbursements

In addition to the surveyor's professional fees, expenses will be payable. These typically include:

- the cost of printing drawings;
- the purchase of documents required specially for the project;
- postage and fax charges
- travel costs and overnight accommodation where relevant

1.1. It is a statutory requirement for applications connected with building regulations and planning legislation to be accompanied by the appropriate fees, which the surveyor will advise the Client of where possible. Normally clients are expected to send payment for the relevant amounts either to the surveyor, to accompany the applications, or to pay the LA directly via a link provided. If the surveyor agrees to make payments on your behalf ("disbursements"), then reimbursement will be expected immediately. VAT is due on fees and expenses at the appropriate current rate. However, we normally expect the client to meet these costs directly.

1.2. Invoices are generally issued at the completion of each stage of work and/or once a planning or building regulation submission has been lodged with the Council. For projects extending over several weeks or months, interim accounts will be raised. We require ALL invoices to be settled within fourteen days of the invoice date. We regret that interest will be charged on overdue accounts at 5% above the applicable Bank of England base rate, plus an administration fee. It is company policy not to issue any dwg. or dxf. files to clients until all fees have been settled in full. The issuing of these files is also reserved at the company discretion for protection, as copyright and other issues can occur.

1.2.1 If a Client withdraws at any stage, having issued instructions to us to proceed with work on their behalf, and we have acted in good faith in progressing work, all fees quoted will become payable in full at the point of client withdrawal, whether the work has been completed or not, and at the discretion of our Directors.

1.3 We reserve the right to withdraw use/withhold copyright on documents, designs or drawings as produced by us, where fees have not been settled in full. See also 1.2 above and 4 below.

2. Statutory Requirements

Surveyors are of course obliged to work within the law as it applies to construction work. This relates mainly to complying with building regulations, planning legislation, health and safety legislation and with relevant common law restraints. The surveyor will advise on the steps that must be taken to ensure compliance, and on the need for approvals. Our professionals can make submissions and conduct negotiations with statutory bodies, but obviously they cannot warrant outcomes beyond their control, and we therefore give no guarantee as to the success of any submission made on clients' behalf.

3. Other Appointments

Surveyors/architects will advise if there is a need for additional professional or specialist services for work, where this is outside the normal expertise of these professionals. It is best if such appointments are kept separate and paid directly by the Client.

4. Copyright

We generally retain copyright in the work we produce, and this is protected by law. However, the Client has rights to use the documents and can proceed to have the designs carried out for the particular purpose for which they were produced, **provided that he/she has paid all fees etc. due to the company.** Work is carried out for the specific purpose of the instruction received, and we reserve the right to make a charge for any additional work required to issue dwg. files to third parties upon receipt of written client authority.

5. Suspension and Termination

If for any reason the Client finds it necessary to suspend performance of the surveyor's services, he/she must give reasonable notice. The services can be resumed later if instructions are given within a specified timescale. It is also possible for either Client or surveyor/architect to terminate the agreement by giving reasonable notice in writing.

6. Dispute Resolution

We provide a two-stage procedure for complaints handling. Complaints will be considered by a senior member of the firm. If the complaint cannot be resolved, it will be referred to an independent redress scheme. Should a difference of opinion subsequently arise between Client and surveyor/architect, which cannot be resolved by discussion, the party wishing to pursue the complaint should refer the matter to the Ombudsman Services: Property for consumers (formerly Surveyors Ombudsman Service) or RICS Disputes Resolution Service (formerly Surveyors Arbitration Scheme) for persons or organisations in a business capacity (whichever is applicable to the Client).

7. The Client-Surveyor Agreement

In brief, under the Client-Surveyor agreement, undertakings are given by both parties. The details of these will be found in our instruction letter, but in general terms they are as follows, depending on the specific requirement of each individual Client: -

7.1. The surveyor undertakes where appropriate to:

- assist in preparing and developing the brief, and to report on the feasibility of the Client's requirements
- propose solutions and develop an approved design from outline proposals through to detailed design
- advise on the need to appoint consultants and specialists, and if appointed, cooperate with them and coordinate their work into the overall scheme
- prepare applications for statutory and other approvals, and advise on the possible implications of the CDM Regulations
- prepare the production information which will be needed by the building contractor and suppliers
- advise on suitable building contractors, handle the tendering documents and procedures, and prepare the building contract documents
- administer the building contract, make site visits to inspect the works, issue instructions and certificates as appropriate, and assist the Client at handover.

7.2. The client undertakes to:

- provide necessary and accurate information to enable the surveyor to fulfill his or her obligations under the agreement
- act on the surveyor's recommendations to appoint other consultants and specialists
- comply with the CDM Regulations where applicable and, if required, appoint a Planning Supervisor under a separate agreement
- take decisions and respond promptly to approvals sought by the surveyor

- instruct the surveyor about submissions for statutory and other approvals, and pay statutory fees arising
- pay professional fees, together with expenses and disbursements properly due, in connection with the project, and VAT where due within the terms
- employ a building contractor under a separate contract if proceeding with the work

I/We confirm that I/We have received written confirmation of the work to be undertaken under separate cover and I/We agree to the contents of same and the standard terms and conditions detailed above.

Name.....Signature.....

Address.....Date.....

Project Location Details:



Ministry of Housing,
Communities &
Local Government

Mr Phil Burgess
Tenterden Town Council
Town Hall
24 High Street
Tenterden
Kent
TN30 6AN



Ministry of Housing, Communities & Local
Government

Local Government Finance
2 Marsham Street
2nd Floor
Fry Building
South East Quarter
London
SW1P 4DF

Email: shafi.khan@communities.gsi.gov.uk

www.gov.uk/mhclg

Our Ref: 3779322

Date: 13 June 2018

Dear Mr Burgess,

Thank you for your letter of 17 May 2018 to the Secretary of State for Housing, Communities and Local Government seeking approval for your request to use capital receipts for a regeneration project. Your correspondence has been passed for a response to the Local Government Finance Directorate and I have been asked to reply.

Having sought advice on this issue from colleagues I can advise parish and town councils do not have access to the capital receipts flexibility like local authorities.

As a general rule capital receipts should only be used for capital expenditure.

The standards for proper conduct of Town Council financial affairs are set out in the Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements published in March 2018 by the Joint Panel on Accountability & Governance (JPAG) for the Smaller Authorities in England.

Kind regards

Mr Shafi Khan
Local Government Finance

Internal Committee 9th July 2018
Millennium Garden – Measures to encourage Wildlife
Agenda Item 8

Please see the attached recent wildlife report on the Millennium Garden.

The suggestion for the pond should perhaps not be taken up in view of the fact that unsupervised children often play in the garden.

Proposal: That the report recommendations should be carried out by the maintenance team with the exception of the pond proposal.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	Very Beneficial
Budgetary Impact	:	Internal labour only

Millennium Garden



Wildlife Management Advice. 21st of May 2018

Gemma Hayes BSc (hons) Countryside Management Consultant.

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Introduction to Millennium Garden

Millennium garden is approximately a 0.1 Hectare (0.2 Acre) formal garden situated south of Tenterden High Street and accessed by an alleyway next to the retail outlet 'White Stuff'.

It has flower beds planted up with a variety of trees, shrubs and plants which already provide a good nectar source for invertebrates. There are bird boxes present and a dovecote in a central bed towards the back of the site.

Gemma Hayes BSc (hons) Countryside Management Consultant has been commissioned by TTC to write a management advice document which summarises management that can be done to enhance the existing wildlife present and management which fits well with the site, location and the Tenterden Town Council Countryside Team.

Management strategies to implement to enhance existing wildlife present.

1	Maintenance of flower rich perennials and native planting if necessary
2	Pond creation
3	Bug box and Insect hotel installation
4	Change mowing regime and compost
5	Wildflower meadow creation/enhancement
5a	Plug planting
5b	Green hay spreading for the seeds
5c	Wildflower seeding

1. Maintenance of flower rich perennials with native planting if necessary.

The borders surrounding the garden are flower rich with a variety of insect loving perennials, so there is little or no need to drastically change this. On a site visit in May 2018, there were vast amounts of insects and birds in the garden using these borders. Maintenance of these borders to continue the high quality nectar sources would be advantageous. Any work to cut back larger shrubs or trees should be done during the winter out of bird nesting season and if any further planting was required to fill as plants died out, this could be done with either native plants or other insect loving garden plants.

Native plants for flower borders could include heathers, scabious, yarrow, oxeye daisy, red valerian.

Low maintenance Insect loving perennial garden plants include lavenders, dahlias, verbenas, fuchsias, thrifts and yarrows.

Plants and shrubs which double up as wild bird food would also be well suited to Millennium Garden. Sunflowers and teasels provide seeds and shrubs and trees such as hawthorn, cherry and mountain ash all provide berries.

The RHS has an approved list of garden plants which have the 'perfect pollinators' logo on the right. These are ideal for more formal planting. For an easy



downloadable lists of perfect pollinators for gardens go to
<https://www.rhs.org.uk/science/conservation-biodiversity/wildlife/plants-for-pollinators>

2. Pond/water creation

Creating a wildlife pond is another way to attract a wider variety of wildlife into Millennium Garden such as frogs, newts, dragonflies and grass snakes.

Good wildlife ponds are low maintenance with plants and wildlife colonising naturally, but planting can be done for quicker results.

Sunny positions, curvy edges with shelves and terraces of different levels are all good wildlife benefitting features of new ponds. If any planting is done, plants should be chosen carefully to reflect these different water levels and should be purchased from reputable sources. Care must be taken not to introduce pests and diseases from other ponds.

Pond plants can include:

Floating plants	Amphibious bistort, frogbit
Emergent plants	Bog bean, greater spearwort
Marginal plants	Marsh marigold, water mint

A video guide to wildlife pond creation has been made by Sussex Wildlife Trust and can be found at:
<https://www.youtube.com/watch?v=56bacePG8hA>

Pond plants can be purchased from the wildflowershop.co.uk:
<http://www.wildflowershop.co.uk/Pond%20Plants/Pond.htm>

Other pond making equipment can be purchased from all good garden or aquatic centres.

3. Log piles, bug boxes and insect hotel creation

Millennium Garden already benefits from a number of log piles which are providing fantastic habitat for invertebrates and small mammals.

No further work is essential to enhance this habitat, however the addition of bug boxes (seen on the right) and a bug hotel (see below) will increase the range of habitat and act as a good education tool. They will help to inform the public of the intentions of the wildlife garden, give them ideas of what they could do in their own gardens and could be a great community project to connect with the local public.

Bug boxes can be purchased or made, made out of a variety of materials and hung in sheltered sunny positions.

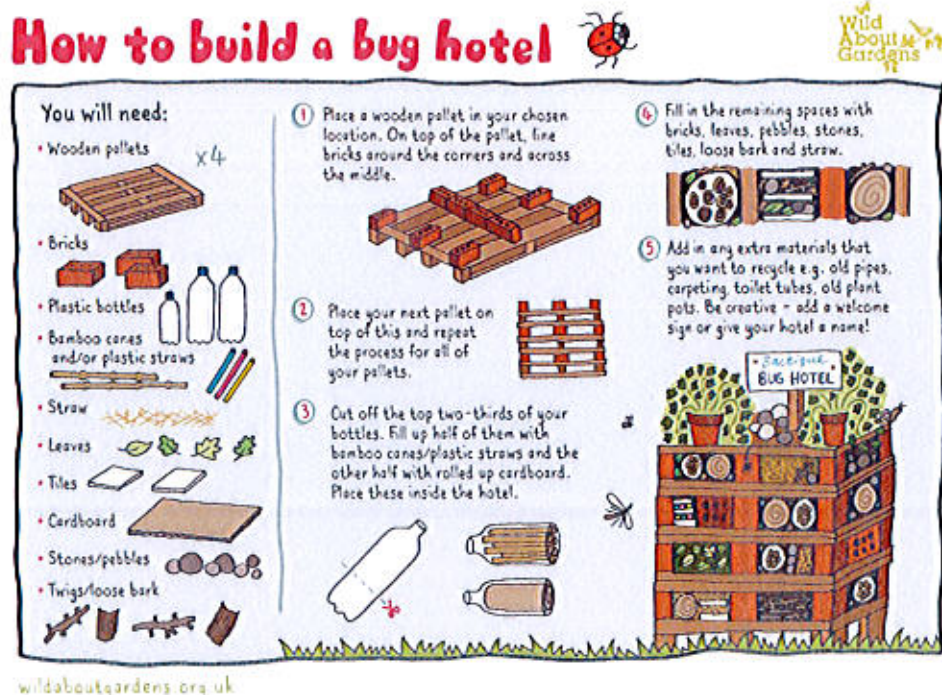
A good plan for bug boxes can be found at <https://www.rspb.org.uk/get-involved/activities/give-nature-a-home-in-your-garden/garden-activities/buildabeebandb/>

A good guide to burying logs to create stag beetle habitat can be found at <https://ptes.org/wp-content/uploads/2016/11/Build-a-log-pile-for-stag-beetles.pdf>

You can purchase bug boxes from a wide variety of places. The bug box pictured in the photograph above can be purchased at www.nhbs.co.uk



A fun guide created by The Wildlife Trusts on how to build a bug hotel can be found below.



4. Wildflower meadow creation: Change mowing regime and compost

Grassy areas of Millennium Garden that are used less frequently are ideal to be left uncut and allowed to grow long into meadow areas. This would have a huge positive impact on the wildlife by providing habitat and food sources for whole host of invertebrates, reptiles, mammals and birds.

To maintain these meadow areas and to encourage wildflowers to grow, reducing the frequency of mowing would be ideal. The only and most important cut required would be in the late summer, when flowering and seeding has taken place but before the weather and ground gets too wet. Cuttings should ideally be removed to help maintain nutrient poor conditions in the soil which wildflowers thrive in. The cuttings can then be stored or composted in an appropriate, discreet area of the garden which will also provide more habitat. Compost heaps are ideal habitats for mammals and reptiles such as slow worms.

Paths can be cut for visitors to access the benches and to reduce disturbance to these areas of long grass.

5. Wildflower meadow enhancement

Increasing the variety of species that grow in the areas left uncut, would increase its wildlife potential. Plug planting, green hay spreading or wildflower seed planting are all methods to do this in Millennium Garden.

5a. Plug planting

Plug plants are seeds grown in trays or cells and can be inserted into existing grassland areas of Millennium Garden to increase its wildflower diversity. They are usually best planted during May to

June when the plugs have sufficient green leaves. However this technique can be time consuming if there are many plugs to plant and existing grass can soon grow quickly to shade the plug plants out. Therefore more time is needed to remove surrounding vegetation of each plug.

It is recommended to plant the plugs in groups of three at about 30cm apart to create scattered flowers over the area being planted.

Suitable plants to plug plant out into light areas of Millennium Garden, which has slightly acidic loamy clay soils, include yarrow, foxglove, cowslip, primrose, birds foot trefoil, knapweed, lesser stitchwort, oxeye daisy, tufted vetch, selfheal, and scabious.

Suitable plug plants for shady areas of Millennium Garden include dog violet, garlic mustard, ramsons (wild garlic), fox glove, herb robert, yellow archangel and bugle.

Suitable sustainable suppliers can be found on Flora Locale Website

<https://www.floralocale.org/page24182>

Suitable plug plants can be purchased at www.britishflora.co.uk/wild-flowers/

5b. Green hay spreading for the seeds

Green hay spreading is a successful way to restore and create wildflower meadows using hay taken from a species rich donor site to spread on a species poor recipient. The hay is harvested just before the grasses and flowers shed their seed and is still 'green'. The hay is quickly transferred to the donor site where it is spread and the seeds are allowed to drop. This can be a cheap and simple method of obtaining good quality local seed, however the movement of the hay needs to be fast (preferably within the same day) and the conditions of the donor site need to be similar.

Tenterden Town Council manages Kiln Field which is a site at the end of Abbots Lane that contains a wildflower meadow. This could potentially be used as a donor site for green hay as soil conditions are similar and it would be low cost, but wildflower seed variety might not be as diverse as some seed mixes bought.

Preparation of the garden to become a recipient of green hay would involve lifting some turf and creating some bare ground for the hay to be thrown on. This doesn't have to be the whole site or all at once and could be a gradual process where each year small select areas are scarified to receive the cuttings.

5c. Wildflower seeding

This is a very similar process to green hay spreading, just using meadow flower seeds purchased from a supplier which uses a sustainable source. It can be expensive so therefore by doing small areas each year will not only spread the cost, but will look less of an eyesore. It is recommended that 5g of seed is used per square meter of exposed soil and this can be mixed with sand to make seed scattering easier. Rolling the area sown can often be most effective as seeds need to be in contact with the soil and temporary branches can be fixed on top to protect the areas from disturbance. It is

also a good idea to rope off or restrict access onto the seeded areas for the germination period to prevent seedlings being trampled.

A recommended species to seed is yellow rattle (pictured right). This is a semi-parasitic wildflower which can suppress grasses and encourages open conditions ideal for other wildflowers to colonise. It is however shade intolerant.



A range of wildflower seeds can be purchased from Emorsgate Seeds <https://wildseed.co.uk/species/category/wild-flowers>

Areas of Millennium Garden have slightly acidic loamy/clay soils so if buying a seed mix, these soils should be taken into consideration.

Emorsgate seeds sell a mix especially for loamy soils which should be ideal for the sunnier areas of Millennium Garden.

<https://wildseed.co.uk/mixtures/view/6>

Below is a fun example from The Wildlife Trusts of how to create small areas of meadow which would be appropriate to Millennium Garden.



Grow your own mini garden meadow




You will need:

- Spare patch of the garden
- an area that hasn't had fertiliser or compost added
- Packet of meadow flower seeds
- Grass seed
- Handful of sand
- Rake
- Shears
- Twiggy branches

- 1 Remove grass, weeds and the top layer of soil, then lightly rake.
- 2 Mix together 1 part wildflower seed with 4 parts grass seed and some sand.
- 3 Sprinkle your seed mix in spring or autumn.
- 4 Walk over the soil and water lightly.
- 5 Arrange branches over your seeds to keep animals out.
- 6 Cut in summer to 5-10cm high and compost the cuttings.

5g of seed per metre² of soil

Corfield annuals will flower in the first year. Perennial meadows often need two years.

www.wildlifewatch.org.uk

Ideal Timings of the above management tasks

	Maintenance of flower rich perennials with native planting if necessary	Pond creation	Log piles, bug boxes and insect hotel creation	Plug planting	Meadow cut with removal of arisings	Green hay spreading	Meadow seeding
January	✓		✓				
February	✓	✓	✓				
March	✓	✓					
April	✓	✓		✓			
May	✓			✓			
June	✓			✓			
July	✓				✓	✓	
August	✓				✓	✓	
September	✓				✓		✓
October	✓						✓
November	✓		✓				
December	✓		✓				

Plan of Action

Below are the next steps to potentially take.

Summer 2018	Let the grass grow long in certain areas of Millennium Garden. Regularly mow paths cutting through for people to access benches. Write and install interpretation for the public about the changes to the site. Observe the flowers and long grasses that grow in which areas. Purchase wildflower seeds if necessary. Purchase or build bug boxes.
End of Summer/early autumn 2018	Grass cut the whole site and remove cuttings. Move cuttings to a compost area. Identify areas where bare ground creation in the full sun is possible. Rake areas suitable for bare ground creation to disturb soil and sow seeds or green hay. Fix temporary branches onto areas to secure seeds or hay and cordon off to prevent disturbance.
Winter 2018/2019	Install log piles, bug boxes or bug hotels if necessary. Order Wildflower plugs.
Spring 2019	Create wildlife pond and allow to naturally colonise. Plant wildflower plugs in sunny areas off of the paths.
Summer 2019	Let the grass grow long in certain areas. Regularly mow paths for visitors to access benches. Purchase wildflower seeds if necessary.
End of Summer/early autumn 2019	Grass cut the whole site and remove cuttings. Move cuttings to a compost area? Identify areas where bare ground creation in the full sun is possible. Rake areas suitable for bare ground creation to disturb soil and sow seeds or green hay. Fix temporary branches onto areas to secure seeds or hay.

Winter 2019/2020	Install log piles, bug boxes or bug hotel if necessary. Order Wildflower plugs if necessary.
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Potential identified limitations

People. People can congregate in certain areas and cut through to access benches or make shortcuts causing trampling and enrichment to the soil in certain areas.

Health and Safety- Digging a pond in a public area can be a concern for health and safety of visitors. A shallow wildlife pond can be surrounded by a woven willow fences, logs and long grass or shrubs to prevent people from getting too close.

Funding- All of the above enhancements are affective only if there are resources available.

Grants can be accessed for certain management and community activities. Current grants to look into which Millennium Garden will fit into include:

- Kent Community Foundation, The Phillips Fund <http://www.kentcf.org.uk/news/phillips-fund>
- The Heritage Lottery Fund has funded small scale meadow restoration projects within the UK <https://www.hlf.org.uk/>
- Useful funding website and monthly newsletters <https://www.kent.gov.uk/leisure-and-community/community-grants-and-funding>

Other useful sources of information:

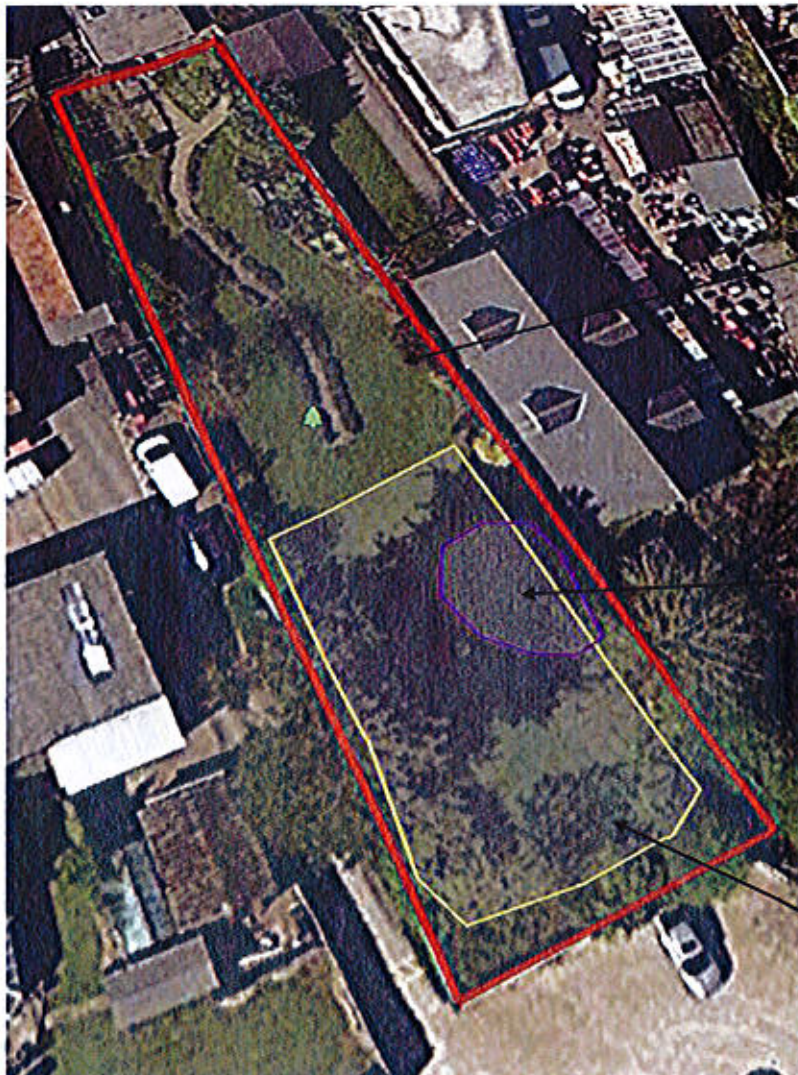
The Wildlife Trusts produce a guide to wildlife gardening and also has a wildlife gardening award scheme each year https://www.wildlifetrusts.org/sites/default/files/2018-06/Wildlife%20Gardening%20Leaflet%202013_.pdf

A guide with advice on different types of planting from the RSPB <https://www.rspb.org.uk/birds-and-wildlife/advice/gardening-for-wildlife/plants-for-wildlife/>

Another great and easy to use guide <https://www.buglife.org.uk/activities-for-you/wildlife-gardening>

A guide to creating a wildlife pong can be found at https://www.froglife.org/wp-content/uploads/2013/06/Froglife_JustAddWater_2011.pdf

Arial photograph of potential management strategies



Bug hotel or bug boxes visible to public could be situated in sunny areas of borders.

Potential pond location in a sunny area.

Sunny areas with less disturbance, suitable for growing longer grass or meadow areas, with mowing of paths through to benches. Plug planting, green hay spreading or meadow seed planting could be done here.

(Google Earth)

TENTERDEN TOWN COUNCIL

Internal Committee - background for agenda item 9 on 09 July 2018

Portrait of the Mayor

Background – By Cllr Nelson

David Swaine – who owned Swaines outfitters until he retired – has painted a portrait of as Town Mayor and given it to me. I offer it to the town council for framing and hanging.

I am enormously encouraged by the fact that a long-term resident and business owner in Tenterden considers the town council to be sufficiently relevant to devote his significant skills and a lot of time (the portrait has taken him a year to complete) and effort to producing a portrait of the Town Mayor. Naturally, I am also flattered that I happened to become mayor when he retired and was able to devote his time to this.

I believe his respect for the council should be recognised, and that his work should receive due respect, which is why I offer it to the town council.

Proposal – Town Clerk

1. That the gifted portrait should be accepted by the Town Council for hanging in the Town Hall and a letter of thanks sent to David Swaine.
2. That a frame should be purchased at a cost of around £100



Phil Burgess
Town Clerk

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

TENTERDEN TOWN COUNCIL

Internal Committee - Background for agenda item 10 on 9th July 2018

Corporate Plan

Proposal

1. The town council to endorse the creation of a Tenterden Town Corporate Plan for the benefit of the community and to set a direction of the council's activities.
2. That a sub-committee be established to draft a Corporate Plan under the Internal Committee oversight.
3. The subcommittee provides regular reviews on progress on the final scope, objectives, deliverables, approach (plan), milestones and community engagement.
4. The subcommittee to use this document for incepting its work and responsibilities
5. In the first instance to consult with ABC on their approach and experience.
6. The Internal Committee to report to the full council on progress and recommendations.

Impact on Councillors Time

It has to be recognised this is a major exercise if undertaken, and the amount of time and effort should not be underestimated. There has to be a true and positive commitment by all those involved.

If there is no guarantee this can be provided, it would be better not to adopt this proposal and to focus on other initiatives.

Background

With the evolving needs of our community and the significant future population growth with Tent 1 and Tilden Gill housing developments, we need to ensure that where possible we are in control of our Town's destiny.

A Corporate Plan for Tenterden would set out the town's vision, aspirations, specific objectives and how to achieve them.

The plan has to be desirable, realistic, achievable, coexist with Ashford's Corporate Plan and be within the confines of budgetary constraints and people resources.

Proposed Scope

The proposed scope is to set an appropriate vision over the medium term that will serve and represent the best interests of the town's resident and business communities to provide an enduring and positive future.

The objectives to support the vision will be identified to care for and sustain the town in the following areas:

- i. Social Wellbeing: Create sustainable, successful amenities that promote wellbeing and social inclusion, by understanding what people need from the places they live and work. This plan will consider at least three categories within the age demographics distribution: physical wellbeing; mental & emotional wellbeing; and social wellbeing.

The corporate plan will identify where the existing infrastructure is deficient or missing to support social, cultural life and social amenities.

- ii. Environmental Protection: Within our sphere of control, to create leisure areas and green spaces that will protect the environment and provide enjoyment for the community. Stabilise and progressively improve our environment, reduce our greenhouse gas emissions and contribute positively to the town character, local environmental quality and natural environment.
- iii. Economic Potential: A two pronged approach. First, to actively promote the demand side through tourism and promotion of the town to visitors. Second, organically grow the supply side such as the council's regeneration projects and support local economies where practical.

Potential Conflicts

Before the subcommittee finalise the scope, it will have to ensure there are no conflicts or duplication with the Strategic Space Plan initiative.

Deliverables

The subcommittee will produce a corporate plan covering a 3 to 5 year period. It will be split into a number of sections:

- i. Plan for circulation to the town's residents and other interested parties.
- ii. Defined actions that meet all agreed objectives and goals. These maybe a mixture of council led and community led actions.
- iii. New policies that will help the town council achieve the corporate plan vision and aspirations.

Approach

It is recommended that a council subcommittee is set up to solely focus on this subject.

It will:

- i. Approach ABC to learn from their experience of creating a corporate plan.
- ii. Review the survey results of the public engagement consultation to determine common threads that should be adopted within the corporate plan.
- iii. Identify other current council and community initiatives that should be incorporated within the plan, but leave delivery responsibility where it is
- iv. Consult with key partners and charities to deliver real and achievable value and benefits that will enable sustainable change for the town and its community.
- v. Engage with the community at relevant checkpoints to ensure the corporate plan is on the right track, fit for the 21st century and there is buy in.

Thereafter, publish a draft for consultation before finalising to the wider community.

Once feedback has been fully considered, the subcommittee will set goals, timelines and priorities, based on the importance to the welfare of the town, its residents and its businesses.

Costs will be calculated to ensure funding can be provided and all risks are understood and managed.

Reporting

Finally, a reporting mechanism to enable the full council and the wider community scrutinise progress towards the town's corporate plan.

In particular:

- i. The sub-committee draft a corporate plan and present it to the standing committee for approval / recommendation to the council for adoption
- ii. That sub-committee should be responsible for keeping the plan under review, suggesting updates as appropriate
- iii. That sub-committee should also be responsible for periodically reviewing the council's activities against the plan and reporting on successes, failures, progress and lack of progress at least twice a year.

Benefits

There are a number of benefits by using this approach:

- i. It sets a sense of direction and identity for the town
- ii. Makes the future happen and not the future happen to the town
- iii. Focusing on the town's inherent strengths and emphasis on its uniqueness
- iv. It will make the town more sustainable
- v. Creates a sense of self-awareness and team spirit within the council and the community at large
- vi. It allows the council to be proactive rather than reactive
- vii. It informs the public and community on what the council on behalf of town wishes to achieve
- viii. Allows the council to make better and well informed decisions
- ix. It provides a measure of progress and even justification for the council's existence
- x. Helps the council identify budgets from different sources for important activities

Effect on Budgets	- Unknown
Effect on Biodiversity	- Positive
Effect on Crime	- Positive

Cllr John Crawford - 22nd June 2018

Tenterden Town Council

Year-end Internal Audit Report for the year ended 31 March 2018

I have completed the year-end internal audit of the Council's records for the year ended 31st March 2018 and signed off the Annual Internal Audit Report on 18 May 2018.

Members should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Members of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.

I would like to take this opportunity to thank the Town Clerk, Mr Phil Burgess and Mrs Julie McCollum (Accounts Clerk) for their assistance given to me during my audit visits.

Previous Audits:

Interim Internal Audit 2017-18

The interim report commented on the VAT implications regarding supporting voluntary organisations and the use of "capital receipts". There were no matters to follow up.

Year-end Internal Audit 2017-18:

This audit visit concentrated on the year-end accounts and supporting documents for the completion of the Annual Return such as the Asset Register and Bank Reconciliation. I also carried out some randomly selected tests on payments made and income received during the last few months of the financial year. Following my visit there are some observations I wish to bring to Members' attention.

Members, Committees and Website:

Prior to my audit visit I look at the Council's website to familiarise myself with what has happened since the last visit. There were a couple of areas that had not been updated, which I have mentioned to the Town Clerk. This is not an unusual matter and something some of my other Council Clients have addressed by asking Councillors to report any missing data, out of date data etc. to the nominated "webmaster" of the site. In the accompanying Audit Findings Summary, I have mentioned the formation of a Web-Site Sub-committee, which reports to the Internal Committee. This Sub-committee would be the ideal vehicle to ensure that the Council's website is up to date and that the various web-links are working etc.

Budgetary Control, Precept:

At the Special Meetings of the Internal Committee and External Committees followed by a special Council on 11 December 2017 the full Council proposed a Precept Request of £415,914 for 2018-19

made up of requests of £303,690 and £112,224 respectively from the Internal and External Committees. This was summarised in the Council's January Newsletter as representing an increase of £2.23 per year for the average household.

GDPR:

The General Data Protection Regulation (GDPR) comes into force on 25 May 2018. At this stage I am only seeking to establish that the Councillors are aware of the Regulation and the Council is planning a response to the implementation deadline and the appointment of a Data Protection Officer (DPO). This time next year I will be reviewing what the Council did to comply.

The Town Clerk advised that the Council has appointed GDPR – Info Ltd as the external Data Protection Officer (DPO) for the Council and monitor compliance with the Regulations (Internal Committee Min. 0253 – 23 April 2018). One of the areas for consideration are dedicated e-mail addresses for Councillors. The Town Clerk's e-mail address is TownClerk@TenterdenTownCouncil.gov.uk I see from the Councillors contact details on the website that all Councillors have been provided with similar style addresses like the one for Cllr Carter Cllr.Carter@TenterdenTownCouncil.gov.uk This way the content of "council emails" can be contained under the one e-mail address, which would help towards the Council's compliance with GDPR.

The Town Clerk advised that the Council has appointed GDPR – Info Ltd as the external data protection officer for the Council (Internal Committee Min. 0253 – 23 April 2018).

David J Buckett CPFA DMS

3 June 2018

Tenterden Town Council
INTERNAL AUDIT 2017-2018
AUDIT PLAN WITH COMMENTS / FINDINGS

Area	Item	Comments / Findings Interim Audit 30 October 2017	Comments / Findings Final Audit 18 May 2018
Previous Audits	<ul style="list-style-type: none"> • Date of last External Audit Certificate • Comments if any • Publication on website. • Date of last Internal Audit • Comments if any • Review of any items outstanding from previous internal / external audit reports. 	<p>Signed off 10 September 2017</p> <p>No comments</p> <p>Yes</p> <p>24 July 2017</p> <p>No outstanding items</p>	<p>2017-18 Interim Report considered by the Internal Committee – Min 0171 – 8 Jan 2018</p> <p>No outstanding items</p>
Minutes	<ul style="list-style-type: none"> • Scan of the minutes of the Council's meetings and the Finance Committee. • Localism Act 2011 • General Power of Competence ? • Dispensations • S.40 LA&A Act 2014 filming/recording 	<p>The new Committee Structure is settling in although the workloads of the Internal and External Committees may require refinement in due course. External has a larger work load with several "Focus Groups"</p> <p>YES Min 3081 – 26 June 2017</p> <p>YES, for the Budget/Precept discussions and prior to meetings as necessary</p> <p>Notices displayed at meetings and the Chairman of the meetings will advise all those attending the meeting that meetings are streamed live to the website.</p>	<p>Minutes up to April 2018 were scanned.</p>
Code of Conduct/ Acceptance of Office	<ul style="list-style-type: none"> • Date adopted • Any changes in elected/co-opted members since last Audit ? • DPI's complete • DPI's on website or weblink • New Governance Compliance 	<p>17 Sept 2012</p> <p>None</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Cllr Knight has resigned.</p> <p>Cllr Crawford was elected (Min 3154) and Cllr Freeman co-opted (Min 3155) – as reported at Council meeting 12 March 2018</p> <p>The DPI's of the two new Cllrs are outstanding.</p>

Standing Orders and Financial Regulations	<ul style="list-style-type: none"> Have they been formally adopted and applied? Have any changes been made since they were adopted or the last audit? Have any changes been formally adopted by the Council? Updated re Procurement Regs 2015? Two signature rule still in place? 	<p>Annual Meeting 15 May 2017 (Min 3078), reviewed and adopted updated SO's and Fin Regs.</p> <p>No</p> <p>n/a</p> <p>Yes</p> <p>Yes</p>	<p>A Standing Orders & Financial Regulations Sub-committee met on 9 April 2018, their notes of the meeting were taken on-board in proposing amendments to the various Standing Orders as listed in Min 0250 d) – Internal Committee held on 23 April 2018</p>
Risk Management	<ul style="list-style-type: none"> Risk Assessments – Are they: <ul style="list-style-type: none"> Carried out regularly? Adequate? Reported in the minutes? Insurance cover – is it: <ul style="list-style-type: none"> Appropriate/Adequate? LTA in place? Reviewed regularly? Fidelity Guarantee Cover £ (Balances + ½ Precept) Internal controls – are they: <ul style="list-style-type: none"> Documented? Adequate? Reviewed regularly? Statement of Internal Control? Systems and Procedures – are they: <ul style="list-style-type: none"> Documented? Adequate? Followed? Reviewed regularly? 	<p>Good risk management in place. Regular physical checks by the Site Manager and Mtoe. Team. The governance and accountability checks are done annually prior to completion of Annual Return. (Min 3647 – 3 April 2017)</p> <p>H&S Audit – Recreation Grds., Millenium Grds. & St Michaels Sports Field</p> <p>Tree Cycle Tree Care – contractor to review and carry out necessary works to make safe</p> <p>LTA in place until 22 April 2020 with Aviva via WPS Ins. Brokers Scheme + Farmers Policy for vehicles</p> <p>Yes</p> <p>Increased to £4.656m from 16 Aug 2016 following receipt of TENT monies.</p> <p>My audit testing gave assurance that internal controls were in place and working effectively.</p> <p>F&GP Comm review regularly</p> <p>The financial system was changed from 1 April 2016.</p>	

Budgetary Controls	<ul style="list-style-type: none"> Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> Budget/Precept amounts minuted? Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> Compare with Fin Regs? Are significant variances explained in sufficient detail? 	<p>2017-18 Budget shown in the Qtrly Monitoring Reports</p> <p>The 2018-19 draft Budget is being prepared for the December 2017 meetings.</p> <p>Qtrly Budget Monitoring Reports for 2017-18, have been provided to the two main committees during the year to date and are on the website under the Finance page</p>	<p>The Precept for 2018-19 was resolved at a special meeting of the Council on 11 Dec 2017 Min 3137 = £415,914 Precept Request for 2018-19.</p> <p>The Council's Newsletter – January 2018 advised the residents of the Town Council that the new precept would equate to an increase of £2.23 a week for the average household. The Newsletters are available on the Council's website.</p>
<p>Section 137 expenditure</p> <p>£7.57 FOR 2017-18 (£7.42 FOR 2016-17)</p>	<ul style="list-style-type: none"> What is the cash limit for the year? Is a separate account/analysis kept? Has the cash limit been exceeded? Have the spending powers been properly used and Minuted? 	<p>Only used for annual poppy donation and local charities</p>	
Book-keeping	<ul style="list-style-type: none"> Cashbook - is it: <ul style="list-style-type: none"> Fit for purpose? Up to date? Arithmetically correct? Balanced regularly? 	<p>Rialtas Business Solutions (RBS) Omega Financial System from 1 April 2016.</p> <p>Reports from the RBS system greatly assisted the closure of the accounts and completion of Section 2 of the Annual Return.</p> <p>Capital Accounting – use of capital receipts Letter from the NALC National Accounts and Audit Adviser – Derek Kemp reported to the Internal Committee Min 0081 – 29 Aug 2017 I DO NOT AGREE WITH HIS ADVICE - See Covering Report.</p>	<p>The Omega year-end Reports are excellent from an internal audit perspective.</p>

Petty Cash	<ul style="list-style-type: none"> Has the amount of petty cash float been agreed? Are all petty cash entries recorded? Are payments made from petty cash fully supported by receipts / VAT invoices? Are petty cash reimbursements signed for? Is petty cash reimbursement carried out regularly? Is petty cash balance independently checked regularly 	£100 used mainly for office/meeting refreshments, postage and small refunds to staff.	The existing petty cash float is £100 with an additional £10 used a cash float for miscellaneous sales in the Office.
Payroll	<ul style="list-style-type: none"> Who is on the payroll and are contracts of employment in place? Who is the RFO? Have there been any changes to the establishment during the year? Have there been any changes to individual contracts during the year? Have new appointments and changes to contracts been approved and minuted? Do salaries paid agree with those approved by the Council? Have any ad-hoc payments or benefits been appropriately approved? Have PAYE/NIC requirements been properly applied and accounted for? Payroll outsourced? WORKPLACE PENSION IN PLACE? 	<p>8 staff not all full-time plus 1 seasonal maintenance staff to assist with the "Caretaker Scheme" for Ashford BC from Jan 2017.</p> <p>Only seasonal staff</p> <p>Town Clerk following CilCA qualification Claire Gilbert – additional contracted hours</p> <p>Julie McCollum and Sharon Ratcliffe from April 2017</p> <p>Yes</p> <p>Yes</p> <p>Yes, HMRC on-line audited and payroll signed off by a Cllr. including pension calculations.</p> <p>No – Sage 50 payroll system</p> <p>LGPS for permanent staff</p>	<p>The Accounts Clerk advised that there is a growing demand on the petty cash float and from the recent months activity I would suggest consideration be given to raising the Petty Cash Float to say £250 to help meet the increased activity.</p> <p>Councillor involvement continues, the year-end P60's were inspected.</p>

Payments	<ul style="list-style-type: none"> Are all payments recorded and supported by appropriate documentation? Are payments minuted? Review of DD's and SO's ? Has VAT been identified, recorded and reclaimed? Are items above a de minimus amount purchased competitively? Have internal control procedures been adhered to? Contracts: <ul style="list-style-type: none"> What contracts exist? Compliance with SO's Have any new contracts or contract variations/extensions been awarded in the year? Procedures adopted for letting of contracts Have contract payments been made in accordance with the contract document? 	<p>Based on sample checked – Yes</p> <p>Schedule of payments approved by the Internal Committee. Schedule of payments over £500 separately listed on the website per quarter. Last Qtr. July-Sept 2017.</p> <p>Not checked during this visit.</p> <p>4th quarter to 31 Mar 2017 received £8,166 (26 June) 1st quarter to June 2017 received £12,960 (5 Sept) Claims offset by VAT collected on sales. Advice on claiming VAT on payments to Voluntary Organisations OR payments on behalf of Voluntary Organisations sent to the Town Clerk See covering Report</p> <p>Contracts not mentioned in earlier reports:- Belhart Cleaning Services Chubb – fire appliance checks, gas safety inspections at Town Hall AES Contracting – Grounds Mtce. Richard Harvey – PR consultancy</p> <p>Good system in place for obtaining quotes/tenders etc. and well reported.</p>	<p>Based on sample checked – Yes</p> <p>Remaining quarters are on the website.</p> <p>2nd quarter to 30 Sept 2017 £4,674 (recd. 19 Dec 17) 3rd quarter to 31 Dec 2017 £6457 (recd 20 Feb 2018) 4th quarter to 31 Mar 2018 £4834 - submitted</p> <p>£75,000 grant to Tenterden Leisure Centre Trust – External Committee Min 0106 - 8 Jan 2018 and Council Min 3143 - 29 Jan 2018</p> <p>Cinema Focus Group reported back to the External Committee – 3 April 2018, which recommended support up to £9,300 towards the Stage 2 Site Options Appraisal – to be confirmed by full Council (Minute 3168)</p>
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Receipts	<ul style="list-style-type: none"> Are all receipts recorded correctly? Are all receipts promptly banked? Precept, CTSG and Sect 136 payments Are internal controls of cash adequate? Are invoicing arrangements adequate? 	<p>Not checked this visit Not checked this visit</p> <p>Ashford BC payments checked Caretaker Scheme from 1 Nov 2016 to 31 March 2021 in conjunction with Ashford BC & a similar scheme for some highway maintenance for a 3-year trial period with KCC from 1 Jan 2017 – Urban hedge/shrub Mtce Programme.</p> <p>Invoicing system in place for both regular hirers and adhoc hires. Includes shop rent.</p>	<p>Random receipts checked against entries in the Omega accounts package.</p> <p>Receipts relating to the Caretaker Scheme included £25k each from Ashford BC and Kent CC</p> <p>Interest earned in the year amounted to £42,480</p>
Bank reconciliation	<ul style="list-style-type: none"> What current/deposit accounts exist? FSCS aware and compliant? Are bank reconciliations regularly carried out for each account? Level of Balances to Precept ratio Are the cheque counterfoils, paying-in books and bank statements adequately referenced? When was the last review of the banking arrangements? Internet Banking/Corporate Card ? Signature review (Two signatures required?) Any PWLB loans ? 	<p>As at 30 Sept 2017</p> <p>Nat West Current a/c £730,201</p> <p>Santander Savings a/c £1,905,503</p> <p>Mayor's Charity a/c £1,110</p> <p>Nationwide 1yr fixed to Nov 17 £600,000 (Post Audit Note: renewed for another year)</p> <p>CCLA Investment - £750,000 invested, this is treated as a Long-Term Investment and does not form part of the Bank Reconciliation.</p> <p>Reviewed as part of the discussion regarding the renewal of the Nationwide Investment, mentioned above.</p> <p>Barclaycard monthly spend up to £10k</p> <p>Reviewed in April 2017 due to staff changes, insurance company advised of the signing arrangements for the investments.</p> <p>None</p>	<p>As at 31 March 2018 (actual balances)</p> <p>£578,899</p> <p>£1,905,503</p> <p>£1,110</p> <p>£605,400</p> <p>Petty Cash = £110</p> <p>Internal Committee – Min 0143 – 20 Nov 2017</p> <p>A new Investment Policy has been adopted – Internal Committee 8 January 2018 – Min 0173 The policy is on the website.</p>

Assets and Asset Register (AR)	<ul style="list-style-type: none">• Are all the material assets owned by the Council recorded in an AR ?• Is the AR up to date?• Basis of Asset Values?• Are investments recorded?• Are the valuations regularly reviewed?• Does the AR show the insurance values ?• Digital Photographic evidence?• Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ?	To be checked for the Year-end Accounting Statements (Section 2 of the Annual Return) Cost or proxy cost CCLA investment n/a Yes No New equipment purchased due to the Caretaker Scheme and extended grounds maintenance including a "rugged tablet" Additional CCTV cameras and new Christmas lights	CCLA investment mid-market value at as 31 March 2018 = £745,968 The investment is yielding 4.5-5% pa, which is included in Box 3 "Total Other Receipts"
Year-end procedures Inc. Annual Return	<ul style="list-style-type: none">• Does the Annual Return Statement of Accounts agree with the cashbook?• Is there an audit trail from the financial records to the accounts?• Have debtors and creditors been properly recorded?• Date of approval of Annual Return• Annual Return posted on website ?• New governance compliance regime - refer to new Practitioners' Guide 2017	Year-end procedures to be checked at final audit 2016-17 approved by full Council on 5 June 2017 Mins 3067 & 3068 Yes, fully compliant with the new Regulations	Excellent reporting from the Omega accounts package supported by the hard-copy bank statements. The draft Statement of Account figures were checked and found to be correct.

Additional tests – (as necessary)	<ul style="list-style-type: none"> Computer systems: <ul style="list-style-type: none"> The procedures for the backing up of computerised records Council owned PC/laptop ? Record keeping and the arrangements in place to store previous year's accounts etc. Annual review of the effectiveness of Internal Audit inc. Appointment of IIA Annual Statement of Internal Control Website host and Webmaster Website functionality/ up to date? TRANSPARENCY CODE compliant ? GDPR compliance 	<p>Kent IT Maintenance Ltd – IT Support and auto-backup off-site everyday (Min 3609 – F&GP 9 Jan 2017), still in place.</p> <p>Done annually</p> <p>Template provide to the Town Clerk</p> <p>WebBox Digital providers of the website design Staff are the webmasters, primarily Clare Gilbert</p> <p>"ASK Claire?" Min 0064 – Internal Comm. 7 Aug 2017. Most enquiries come through the social media accounts.</p>	<p>Statement of Internal Control for year-ending 31 March 2018 is on the website.</p> <p>The Council has a Web-Site Sub-committee, which reports to the Internal Committee.</p> <p>GDPR has been reported to the Internal Committee, Min 0172 - 8 Jan 2018 resolved to upgrade the Office PC's with an encryption facility. This has since led to the setting up of a Sub committee to look at the "modern.gov" software with a view to adopting it in time for the next Council Year starting May 2019. Internal Committee – Min 0186 – 29 Jan 2018.</p> <p>GDPR-Info appointed as the Data Protection Officer and to oversee the Council's compliance.</p>
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Proposed Community Land Trust

Background

Councillors will recall that members of the community have established a working group with a view to establishing a Community Land Trust (CLT) to enable more genuinely affordable housing in Tenterden for families with local connections and employment.

The working group obtained from the National CLT Network Fund a grant to pay for a specialist consultant to review the prospects of a CLT being effective in Tenterden, and a meeting was held with the consultant recently, so she could prepare a scoping report.

That report has now been issued to the National CLT Network Fund, recognising the scope for a CLT to be effective (largely through influencing the affordable housing provision of future housing developments such as Tent1B) and recommending as follows –

Recommendations

1. That Stage 2 Adviser support is agreed to assist them with:
 - To secure a greater commitment to the CLT model to take forward the plan via a public event
 - Advise on the possibilities and type of partnership with Registered Providers
 - Finalising the proposed CLT legal structure
2. To immediately apply for a Stage 3 grant from the CLT start up fund to provide resources to support the process as follows:

Spend Item	Estimated Amount (inclusive of VAT)
Web Site	700.00
Design, print and circulation of publicity materials for consultation and establishment of CLT	1,000.00
Venue hire and refreshments	250.00
Legal Advice	1,440.00
Consultancy advice	400.00
Sundry Volunteer expenses (travel)	100.00
	3,890.00

[These figures have not yet been finalised]

In order to receive the grant to incur the costs of establishment, the proposed CLT either needs to be established (Catch 22) or needs a suitable body to receive the grant money and disburse it. The ideal body for this seems to me to be the town council.

Proposal

I propose that the town council agrees to receive any grant money payable for the working group until the CLT is formally established and disburses those funds in accordance with the instructions of the working group, subject to any conditions imposed by the grant-making body, and otherwise holds those funds to the order of the grant-making body.

Crime and disorder reduction impact: None

Biodiversity conservation impact: None

Suggested source of funds: N/A

TENTERDEN TOWN COUNCIL

Internal Committee - background for agenda item 13 on 09 July 2018

External Committee - background for agenda item 12 on 09 July 2018

Monitoring of regeneration projects

Background

I suggest there should be a simple and reasonably consistent way of monitoring progress of all the regeneration projects and communicating that progress to councillors and the public.

I attach an illustration of what I have in mind, using the Virtual Hub project as a part-completed example (though I emphasise that the dates are not real, just illustrative dates plucked out of the air) and the Town Hall refurbishment as an “empty” template.

Whatever form of monitoring is to be used, it should apply to all of the projects:

- Virtual hub
- Recreation Ground re-ordering
- Town Hall refurbishment
- Possible cinema for Tenterden
- Community Chest grants

Proposals

1. I propose that a monitoring form or process be agreed – and in the absence of any better suggestion, that the spreadsheet “milestones” sheet with RAG rating as per the illustration and template be adopted
2. That such form or process be adopted, with as few modifications as possible, for each of the regeneration projects
3. That each project focus group be asked to complete and maintain a monitoring form, sharing it with the Town Hall office
4. That the Town Hall office arranges for successive updates of the monitoring form or equivalent to be publicised on the town council’s website and in the regeneration projects notice board outside The Pebbles, and circulated with the relevant standing committee’s agenda papers

Crime and disorder reduction impact: None envisaged

Biodiversity conservation impact: None envisaged

Suggested source of funds: No funds needed

Cllr Justin Nelson – 02 July 2018

Town Hall refurbishment

Aim: To repair, re-order and refurbish the Town Hall to maximise its usability without incurring the costs of remodelling the structure or building an extension					
Milestones	Target	Done	RAG	Comments	
Identify stakeholders					
Meet stakeholders/representatives					
Set and prioritise scope and goals					
Define deliverables and set milestones					
Create project schedule					
Build team					
Identify issues and assess obstacles and risks					
Prepare plan and present to stakeholders (could be several iterations)					
Set budget, identify sources of external funds and seek budget approval					
Start implementation					
Monitor implementation					
Assess implementation and check that deliverables have been delivered					
Seek feedback from stakeholders and public					

RAG rating

Stage completed
Stage under way
Stage not yet started

Virtual hub for hireable spaces

Aim: To create a page on the town council website containing brief details (including contact details) for hireable spaces in Tenterden, St Michaels and Smallhythe

Milestones	Target	Done	RAG	Comments
Identify stakeholders	01/01/2018	01/01/2018		NB: All dates are rubbish and are for illustration only
Meet stakeholders/representatives	01/02/2018	01/02/2018		All community halls represented
Set and prioritise scope and goals	01/03/2018	15/03/2018		
Define deliverables and set milestones	01/04/2018	30/04/2018		
Create project schedule	01/05/2018	01/06/2018		
Build team	01/06/2018	01/06/2018		DTC and WebBox
Identify issues and assess obstacles and risks	01/07/2018	15/07/2018		
Prepare plan and present to stakeholders (could be several iterations)	01/08/2018	15/08/2018		
Set budget, identify sources of external funds and seek budget approval	01/09/2018	01/09/2018		
Start implementation	01/10/2018	01/10/2018		Should be feasible within admin budget
Monitor implementation	01/11/2018			DTC implementing; Website s-c to approve pre-launch
Assess implementation and check that deliverables have been delivered	01/12/2018			
Seek feedback from stakeholders and public	01/01/2019			

Glossary:

DTC: Deputy Town Clerk

WebBox: the town council's web designers

RAG rating

