

Internal Committee 10th September 2018

Ice Cream Concession

Agenda Item 8

For 3 of the last 4 years an ice cream concession has been awarded to contractors to trade during the summer months on the recreation ground.

Whilst the letting to the Gelato ice cream cart has gone well, there are criticisms that the cart is not always present. In addition to this, the contract should be reviewed occasionally to ensure that the Town Council is maximising its income from the concession. Currently £1000 p.a. is charged.

For the 2019 season, I suggest we advertise for expressions of interest and then ask for sealed bids for the concession using an anonymised contract for bidders' information.

This process needs to be started early as the ABC licence to trade will be required by the successful applicant and in some cases planning permission is needed.

Proposal: That the recreation ground ice cream concession should be put out to competitive tender each year.



Phil Burgess
Town Clerk

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

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Public Participation at Meetings

Agenda Item 9

At present members of the public have the opportunity to speak and make representations early in the agenda.

In the case of standing committees this is by prior arrangement and should relate to an agenda item and the comments may influence the later debate. In the case of Town Council it can be undertaken without prior arrangement and can be on any subject.

An additional regular agenda item could be inserted at the end of each meeting to allow the public to ask questions on the decision made or to clarify any points on the agenda. Questions would relate to agenda items only and clearly, at this stage, would have no effect on the outcome.

This would have the effect of removing untimely interventions and would give the public the facility to fully understand the rationale behind decisions.

Proposal:

- 1. That all early public participation in the meeting should be re-worded on the agenda as representation from member of the public (rather than questions from..).**
- 2. That an agenda item should be added to each committee and Town Council agenda to invite questions from the public on matters discussed.**



Phil Burgess
Town Clerk

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

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Sub-Committee Amalgamation

Agenda Item 10

I have listed below the 30 sub-committees and focus groups which are current.

In order to save work, it has been suggested that some of these should be amalgamated. I have highlighted the ones below which are perhaps suitable for amalgamation.

Other pairings should be considered, and it is possible for some sub-committees to cross over the internal/external divide. In these cases, resolutions will require the approval of both committees.

Proposal:

1. That the committees below marked with the same highlighting should be merged.
2. That other sub-committees within Internal committee control should also be considered

Proposal:



Phil Burgess
Town Clerk

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

Internal Committees

Corporate Plan

Section 106 funding – determining usage for future funding

Public Engagement Committee

Archives and regalia – exhibition of TTC artefacts

Regalia – design of badges

Standing Orders and Financial Regs

Staffing

Web Site

Committee Structure

Focus Groups Steering committees etc

Town Hall

Recreation Ground

External Committees

Wildlife venues and Coombe Lane

Kiln Field wildlife reserve – note Kiln field will become internal

Community transport Scheme

Donations to outside organisations

May Fayre

Participatory budgeting – now defunct after Mondays decision on Community chest but *may* be resurrected

Tourism and Business

War memorial Committee – the memorial itself

Remembrance Sunday committee – the organisation for the day

Xmas Lights

Youth Policy

Friday Market

Cycling strategy

Caretaker scheme monitoring

Focus Groups Steering committees etc

Cinema

Village Halls and venues

Police forum

Sports review

Tent1 Steering Group

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Repairing 'Wet Pour' at St Michael's Play area
Agenda Item 11

Routine maintenance checks have flagged-up signs of deterioration in the 'Wet Pour' surface at St Michael's. Some of the joints in the surface are splitting apart and are lifting in places. Some examples shown:



Although this is not considered to be dangerous it will continue to deteriorate over time. 'Vitaplay' have been to look at the surface and have provided a quote for repair. This is guaranteed for 12 months. A complete resurfacing would be guaranteed for 5 years but would be a considerable expense.

The total quoted for cost of the repair is £1,388.00 plus vat.

Proposal: That TTC should agree to carry out the repairs before the play area surface deteriorates further or becomes dangerous.

Julie McCollum
Accounts Clerk

Impact on Crime and Disorder	: Potentially beneficial
Impact on Bio-diversity	: None
Budgetary Impact	: Grounds Maintenance

Mrs. Julie McCollum
Accounts Clerk
Tenterden Town Council
Town Hall
24 High Street
Tenterden
TN30 6AN



14th August 2018

Our Ref: 001831

Dear Julie

Thank you for the opportunity to quote on your play area remedial works at St Michaels play area, please find associated costs as follows:

Flat seat swings	5 lin mtrs colour repairs
Cradle seat swings	9 lin mtrs colour repairs
Cradle seat swings	13 lin mtrs mulch border repairs
Slide Unit	3 lin mtrs colour repairs + colour graphic repairs
Spring Rider	12 lin mtrs colour repairs

Cost for above works	£1,388.00
VAT	£277.60
Total cost of works	£1,665.60

General Notes:

- All prices shown are Pounds Sterling and fully inclusive of delivery of materials and labour
- All safety surfacing is installed to BSEN:1177
- Quotation is valid for 6 months from date of issue
- Unless otherwise shown, all prices are **exclusive** of VAT at the prevailing rate
- Payment terms are 30 days from date of invoice
- Full T&Cs available upon request

We trust that the foregoing meets with your acceptance. If we can be of any further assistance please do not hesitate to contact the undersigned.

Yours faithfully

Vita Play Limited

Simon White
Director

Vita Play Limited
Woodhams Farm New Barn, Springvale Road
Kings Worthy
Winchester, SO23 7LB

VAT Number 977 4787 42
Company Number 7437573

Mob: 07917 350349
Office/Fax: 01962 620874
Email: info@vitaplay.co.uk
Web: www.vitaplay.co.uk



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Honour Boards Rewording / Replacement
Agenda Item 12

The Honour Boards in the Assembly Room are running out of space. A suggestion has been made to remove the names listed on the far right-hand column on the large board to allow this space to be re-worded with the Town Mayor's from 1974.

The existing smaller board to be re-worded with lists of the Law Officers and Honorary Freeman. The Town Clerks to be listed on a separate new board.

Advice has been sought from 2 companies:

T. Pollard uses a traditional handwritten gold leaf method. The total quoted for cost of the re-wording existing honour boards and one new board is £2,825 plus vat. (He cannot guarantee that the brown background would be a perfect match but would get it as close as possible.)

Maidstone Signs who use a modern method involving printing.

Maidstone Signs feel that re-wording the existing boards, using modern printing methods, would not give a professional finish and are not be willing to carry out this work. They have supplied a quote for providing a new board, using modern printing methods. *Samples to be tabled.*

Third company information awaited.

Note: the removal of names from a board is likely to result in a mismatch of background colours. It should also be noted that signwriting is a dying art and if we opt for a solution which is dependent on this practice we risk having to change methods later.

Proposal: That TTC should consider whether they want to re-word the existing boards and start a sign written new board; or leave the existing boards as they are and start two new boards using modern printing methods that can easily be added to in the future.

Julie McCollum
Accounts Clerk

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

T G POLLARD *Artist-Signwriter*

Ashdown Warehorne Road Kenardington
Ashford Kent TN26 2LX
Tel & Fax: 01233 732601 E-mail: tgpollart@aol.com



To: Tenterden Town Council

For the attention of Julie McCollum

ESTIMATE

To carry-out alterations to Honours Boards in Town Hall as instructed inclusive of a new board to match existing and all materials and expenses.

TOTAL

£ 2,825.00

Good Morning Julie

Further to our visit yesterday regarding the Mayoral Boards and we have had long discussions on this project.

Unfortunately we are unable to be of assistance with the work required on the existing boards as the only way this could be done we feel would not look professional.

We can quote to supply an additional new board and add gold vinyl names.

Regards

Mitch Coppen



Tel / Fax: 01622 716891
www.maidstonesigns.co.uk



Registered Office: Unit 14 Britannia Business Park,
Quarry Wood Industrial Estate, Aylesford, Maidstone, Kent ME20 7NT
England 1031640

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Recreation Ground Access

Agenda Item 13

We are experiencing issues with unauthorised vehicle access on the "top half" of the recreation ground. A number of fitness classes use the recreation ground for their sessions and vehicles are regularly pulled onto the recreation ground for the duration of the lessons. There is also a constant concern that this area is currently unprotected, whereas the Football Pitch and St. Michaels Park are.

From the car park down to the Leisure Centre access is restricted by posts, some of which are removable. This system is a cheap and effective method of controlling access to the recreation ground.

Our maintenance staff could easily extend this provision to the top half of the recreation ground, leaving lockable posts which collapse to accommodate large fairground vehicles near the junction with Oaks Rd, and a further lockable removable post near the toilet to allow access to our own vehicles.

This would have the additional benefit of controlling access for vehicles at events, when we could board the open access areas to stop damage to the surface.

Cost: Materials only, £250 for wooden posts and approximately £140 for collapsible posts.

Proposal: That access to the recreation ground should be restricted by the installation of posts.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: Beneficial
Impact on Bio-diversity	: Beneficial
Budgetary Impact	: Low

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Project Overview

Agenda Item 14

Cllr. Crawford has proposed that a sub-committee be set up to look at the overall council finances with particular emphasis on the current on-going projects.

As this involves both the capital funding from Tent1 sale and the Section 106 funding from developments it would be sensible to merge the existing Section 106 sub-committee with the overview committee with terms of reference which would include the following:

1. Identifying potential areas for S106 funding in advance of requests from ABC
2. Overseeing expenditure on projects and exercising budgetary control.

Proposal:

1. That a new sub-committee be formed as above.
2. That the Section 106 sub-committee be merged with the new committee
3. That members should be elected to stand on the committee (Current S106 members Cllrs. Carter, Crawford, Isworth and Nelson)



Phil Burgess
Town Clerk

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

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Framing of Mayoral Portrait

Agenda Item 15

The original oil painting by David Swaine of former mayor, Cllr. Nelson requires framing. Wealden Framers in Hawkhurst have provided a verbal estimate of between £80 and £100 depending on the frame chosen.

Proposal: that the portrait is framed so that a decision can then be made by the Town Hall Focus Group about where it can be displayed.

Julie McCollum
Accounts Clerk

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