

**TENTERDEN TOWN COUNCIL
INTERNAL COMMITTEE**

Standing Orders & Financial Regulations Sub-Committee

Notes of a meeting held at the Town Hall at 4.30 on 13th February 2019.

No	Item	Action
1	Present: Cllrs. Crawford, Mulholland, Nelson, Smith & Sugden. The Town Clerk was also present and took notes	
2	Apologies. Cllr Knowles	
3	Declarations of interest. None.	
4	Chairman. Cllr Mulholland was elected as chair	
5	Minutes of the meeting held on 6 th August 2018 were approved.	
6	Matters arising. Mayoral selection item from that meeting is still to be considered at Town Council in March 2019.	
7	<p>Financial Review Current breakdown of cash assets is as follows: Nat West Current Account: £200,000 Santander deposit £2,344,000 instant access interest 0.4% Nationwide expired Bond £609,000 Could be re-invested at 0.8% for a further year CCLA Properties Fund £750,000 Interest 4-5% but not guaranteed. A guaranteed no notice deposit account is available from CCLA yielding 0.8% Cllr Nelson left the meeting at this point. <i>Recommendations:</i></p> <ul style="list-style-type: none"> • CCLA properties fund to remain as it is • Unity bank to be considered for current account as it is dedicated to parish councils. • Reduce Santander to £80,000 to take advantage of government insurance against bank liquidation and split balance of funds between Nationwide and CCLA deposits. This would be checked by a financial adviser for efficacy and any advised adjustments made. <p>Reserves</p> <ul style="list-style-type: none"> • Split out revenue reserves, S106 and capital amounts into different nominal codes 	
8	Financial regulations the committee agreed to adopt the model financial regulations with effect from 1 st April & notify our internal auditor.	

9	Exit interviews Feedback would be sought by way of a questionnaire from councillors not standing in May and those who were voted out. This would be in addition to resignations during the council term. Exit interviews would be carried out if deemed useful.	
10	Any other business. None	
11	Date of next meeting. New council term	

External Committee 11th March 2019
Regalia – new lanyard and bar brooch
Agenda Item 7c

At the Archives & Regalia meeting on 15th February 2019, it was agreed that a blue lanyard and bar brooch be ordered for the Deputy Mayor. Currently the Deputy Mayor's chain is unsightly and with the new Deputy Mayor's Escort badge and lanyard soon to arrive, the Deputy Mayor's chain would look subordinate.

A price has been obtained from Fattorini for a blue lanyard with clip and bar brooch at a cost of £156.12 plus postage, packing and VAT. Future Deputy Mayor's will have the option of wearing either the chain or lanyard.

Proposal: that the lanyard and bar brooch be ordered at a cost of £156.12 plus P&P and VAT.

C. Guise

Claire Gilbert
Deputy Town Clerk

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

ARCHIVES AND REGALIA SUB COMMITTEE

Minutes of meeting held on Friday 15th February at 1pm in Councillors Room

Present: Cllrs. Pam Smith, Henry Edwards, Sue Ferguson and Jean Curteis

Apologies: Cllr Nikki Gooch

Note Taker: Cllr Jean Curteis

Regalia

All badges have now been ordered as per agreement at November meeting.

After discussion it was agreed that a Blue Lanyard and Bar brooch be ordered for the Deputy Mayor To wear instead of the chain.

A quotation to be obtained for minor repairs to the Mayor's consort badge which has some damage to the red enamel in the top righthand corner.

Archives

A letter has been received from Cllr. Nikki Gooch advising that she will not be standing at the next elections but would be willing to continue serving on this committee and assisting with the exhibition.

It was unanimously agreed to accept her offer.

It was agreed that the exhibition will take place on 27th, 28th & 29th September 2019 combining both exhibits in the Assembly Room at the Town Hall and at the Museum.

Enquiries to be made about obtaining display cabinets for the exhibits.

(Post meeting we learnt that KCC archives no longer have any cabinets so Canterbury have been written to and the office will be contacting Cinque Port Council Offices to see if they can help)

Quotations to be obtained from Homewood School and Wealden Print for production of an exhibition booklet detailing exhibits

Next we will have to assess what exhibits we have and the whereabouts of any other interesting memorabilia.

Cllr. Gooch has obtained from Carolyn Hickmott Hazell a file of very interesting details of items displayed at the last exhibition.

Next Meeting: Friday 29th March at **2pm** in the Councillors Room

TENTERDEN TOWN COUNCIL

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

Website: www.tenterdentowncouncil.gov.uk
Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk
Facsimile: 01580 765647

STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2019

1. SCOPE OF RESPONSIBILITY

Tenterden Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements as required by Section 1 of the Annual Return – Annual Governance Statement and its 9 "assertions".

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The Council has in place a set of Standing Orders and Financial Regulations, which set out the general rules applicable at council and committee meetings and in carrying out the council's business. These two documents, are reviewed on a regular basis and influence the system of internal controls in place.

The system of internal control has been in place at the Council for the year ended 31 March 2018 and up to the date of approval of the annual governance statement and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Mayor or Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approved budgets for the following year at its December meeting. The December meeting of the Council approved the level of precept for the following financial year.

The full Council meets every 6 weeks and monitors progress against its aims and objectives via its standing committees by receiving relevant reports from the Town Clerk.

The Council carries out regular reviews of its internal controls, systems and procedures.

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Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two Members of the Council must authorise every cheque and standing order & direct debit arrangements are reviewed annually. In the case of BACS, the payments are entered by and administrator and authorised by a councillor.

Income:

All income is received and banked in the Councils' name in a timely manner and reported to the Council at the next meeting.

Risk Assessments / Risk Management/Risk Register:

The Council carries out regular risk assessments, identifying risks, assessing risks, addressing risks and reviewing and reporting these risks in a risk register.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system and audit plan is reviewed annually.

External Audit:

The Council's External Auditors, PKF Littlejohn LLP, submit an annual report and Certificate of Audit, which is presented to the Council.

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4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the full Council;
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the Independent Internal Auditor who reviews the Council's system of internal control;
- PKF Littlejohn LLP, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Independent Internal Auditor. The External Auditors issue an annual audit report and certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2017-18 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.



Mayor
Tenterden Town Council



Clerk
Tenterden Town Council

Date 28/2/19

Internal Committee 11th February 2019

Audit results & RBL

Agenda Item 8B

The audit reports are attached for councillors' information.

In addition to the reports our auditor commented on the use of lettable rooms by the RBL in the run up to and the days following Remembrance Sunday.

His comments are as follows:

"The covering report will be very brief, although I will comment on the enormous time/cost of the 2018 Poppy Day event which lasted 5 weeks in lost bookings etc. 2018 was probably an exceptional year for everyone, but I think the Council needs to think about next year and set out their stall for 2019 and perhaps just restricting use to the week before and week after OR perhaps just offering a secure place to count the cash after the Celebration weekend. Sorting out the boxes and poppies etc can be done in any village/church hall, NOT a bookable space in the Town Hall."

The organisation of collections for poppies has grown enormously over the past few years and this year, the centenary of the end of the great war, has brought a further increase in sales.

The Town Council's support for the RBL no doubt dates back many years, but the current situation bears little resemblance to years gone by.

The room usage amounted to 29 days (some of these were "double days" where both the Mayor's Parlour and the councillors' room were in use) The letting value of this space is £1450.

During this time also, there is much "coming and going" and the disruption to office function is high.

Proposal: That council should debate the policy going forward.



Phil Burgess
Town Clerk

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

Tenterden Town Council

Interim Internal Audit Report for the year ended 31 March 2019

I am pleased to report to Members of the Tenterden Town Council (the "Council"), that I have completed my interim internal audit of the Council's records for the six-month period to 30 September 2018, following my audit visit on 20 November 2018.

Councillors 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 Councillors 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:

External Audit 2017-18

The external auditor, PKF Littlejohn LLP, signed off Section 3 of the Annual Return for the year ended 31 March 2018 on 13 September 2018. There were no matters raised by the Auditor.

Year-end Internal Audit 2017-18

There were no issues raised at the year-end to follow up. The Report was reviewed by the Internal Committee 9 July 2018.

Interim Internal Audit 2018-19:

Findings

This visit concentrated on the payment of invoices and payroll arrangements linked to the accounting arrangements. Other areas included the new Committee Structure, website, banking and insurance arrangements.

Following my visit there are a few observations I wish to bring to Members' attention. There is a separate template based on my Audit Plan with notes of my findings.

Standing Orders & Financial Regulations:

In the "findings" I have referred to the new NALC Model Standing Orders published by NALC in April 2018 and suggest the Council at some point compares the existing set of Standing Orders against the new Model, which embraces all the legislative changes since 2013 the date of the previous Model. There may be implications for the Financial Regulations.

Budgetary Controls:

The Council has a good budgetary control procedure in place and the Budget/Precept setting is much easier with just two Committees, who both put forward their Precept Requests on 10 December 2018, totalling £573,964.

Banking Arrangements:

I did note that only two Councillors tended to sign-off the payment schedules, which may be due to the current bank mandate. It is best practice to share the responsibilities of signing off the payments around all eligible signatories, usually a minimum of 4-5 Councillors.

Post Audit Note: The Town Clerk advised that the 1-year Fixed Bond with Nationwide was not renewed on the same basis from 1 Dec 2018 but has instead been put on a slightly lower interest rate pending the outcome of an Investment Strategy Review to be carried out in February 2019. One option being considered is to increase the funds held with CCLA, which generates a higher return, BUT the Council must be mindful of the capital value of the investment, which can and has gone down in value.

General Data Protection Regulation (GDPR):

As Councillors will know GDPR came into force on 25 May 2018. Since my last visit the Council has revised or adopted various policies and documents related to GDPR such as a General Privacy Notice adopted by the Council, which is on the website. GDPR-Info was appointed the Data Protection Officer for the Council and have assisted in helping the Council comply with the Regulation.

I have noted in the "findings" the proposal to move to a "paperless office" with the introduction of iPads using the modern gov software Internal Committee – Min 0343 - 12 Nov 2018. Tenterden is my first client to adopt this approach and will be interested to find out how this develops.

David J Buckett CPFA DMS

31 January 2019

Tenterden Town Council INTERNAL AUDIT 2018-2019 AUDIT PLAN WITH COMMENTS / FINDINGS			
Area	Item	Comments / Findings Interim Audit 20 Nov 2018	Comments / Findings Final Audit XX April 2019
Previous Audits	<ul style="list-style-type: none"> • Date of last External Audit Certificate or Exemption Certificate • Comments if any • Publication on website. 	13 September 2018 No comments	
	<ul style="list-style-type: none"> • Date of last Internal Audit Comments if any 	3 June 2018, considered by the Internal Committee 9 July 2018.	
	<ul style="list-style-type: none"> • Review of any items outstanding from previous internal / external audit reports. 	GDPR progress.	
	<ul style="list-style-type: none"> • Scan of the minutes of the Council's meetings and the Finance Committee. 	Minutes April to Sept 2018 Sub-committee review (27 currently) Internal Comm Min 0292 – 13 Aug 2018 & Min 0311 10 Sept 2018 reduced sub-committees by just 2.	
	<ul style="list-style-type: none"> • Localism Act 2011 • General Power of Competence ? • Dispensations • S.40 LA&A Act 2014 • filming/recording 	Yes Notices displayed at meetings and the Chairman of the meetings will advise all those attending that meetings are streamed live to the website.	
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 • NEXT ELECTION ? 	Only change since my last visit in May 2018 – Cllr Lusty resigned. Cllr Walder co-opted – 9 July 2018 Yes DPI's on the Council's website. May 2020	

<p>Standing Orders and Financial Regulations</p>	<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>Notes of the meeting held on 9 April 2018 were considered by the Internal Committee held on 23 April 2018, Min 0250 (d) approved several amendments to the SO's. There were no changes required to the Fin Regs. Also Min 3192 Council 14 May 2018</p> <p>A new 2018 NALC Model Standing Orders became available in April 2018, I would suggest a comparison to the new Model be conducted as it has been updated with all the regulatory matters since 2013, the date of the previous Model.</p>	
<p>Risk Management</p>	<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>Regular physical checks by the Site Manager and Mtc. Team. Good Risk Management in place. The External Committee and working groups looked at the external risk areas e.g. Remembrance Day event 11 Nov 2018</p> <p>LTA with Aviva in place until 22 April 2020 via WPS Ins. Brokers Scheme + Farmers Policy for vehicles 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>Social Media Policy approved for a trial period of 3 mths Min 0262 -Internal Committee 11 June 2018</p> <p>Accounting package and booking systems working well.</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>The 2019-20 draft Budget is being prepared for the December 2018 meetings. External Comm Precept Request - £126,044 Min 0265 – 10 Dec 2018, Internal Comm Precept Request - £447,920 Min 0356 – 10 Dec 2018</p> <p>Qtrly Budget Monitoring Reports for 2018-19, have been provided to the two main committees during the year to date and are on the website under the Finance page</p>	
Section 137 expenditure £7.86 FOR 2018-19 (£7.57 FOR 2017-18)	<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>Not a major issue for the Council because of its General Power of Competence.</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 Systems (RBS) Omega accounting package in use from 1 April 2016 and working well. The Accounts Clerk is coping well with the system.</p>	

Petty Cash	• Has the amount of petty cash float been agreed?	Following my last Audit Findings report the float amount has been increased to £250.	
	• Are all petty cash entries recorded?		
	• Are payments made from petty cash fully supported by receipts / VAT invoices?	Not checked during this visit, but transactions within the Accounting System were checked.	
	• Are petty cash reimbursements signed for?		
Payroll	• Is petty cash reimbursement carried out regularly?		
	• Is petty cash balance independently checked regularly		
	• Who is on the payroll and are contracts of employment in place?	There are 9 staff listed on the website with job title and contact details as necessary, ranging from the full-time Town Clerk to the ceremonial Sergeant-at-Mace.	
	• Who is the RFO?	The Town Clerk 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?	There has been a reduction of one in the Maintenance Team (there is to be a review of the "Caretaker Scheme"), but this has been offset by a recent increase in the administrative support staff following the appointment of Lesley Owers, a full-time Admin Asst.	
	• Have new appointments and changes to contracts been approved and minuted?	Yes	
	• 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?	Yes, Sage 50 payroll is managed by the Accounts Clerk. The net pay is paid via BACS rather than the NatWest Autopay system.	
	• Payroll outsourced?		
	• WORKPLACE PENSION IN PLACE	LGPS in place for permanent staff	

Independent Internal Auditor

David Buckett CPFA DMS

<p>Payments</p>	<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>Quarterly payment schedules are on the website for amounts over £500. Good audit trail.</p> <p>No, but quarterly listing approved by the Internal Committee and two Cllrs sign-off the payment schedules.</p> <p>Qtr 1 1 Apr to 30 June 18 - £11,195 Qtr 2 1 July to 30 Sept 18 - £6,283 , first on-line claim (new HMRC on-line system)</p> <p>Tenterden Twilight - Cleaning AES Contracting – Grounds Mtce Richard Harvey – PR Consultancy Rialtas Business Solutions – Accounting Package WPS Insurance – insurance broker Several consultant architects/surveyors eg linked with the "cinema project" Legal advice from several sources.</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• Community Interest Levy (CIL)• Are internal controls of cash adequate?• Are invoicing arrangements adequate?	Selection of invoices checked against bookings schedules and entries into the Omega accounting package. No errors found. Manual invoicing.	
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 ?	Bank A/c's held:- 8249 NatWest Current a/c - £228,325 0485 NatWest Mayor's a/c - £1,514 1306 Santander a/c - £2,418,139 Nationwide 1 year Fixed a/c - £605,400** Above as at 31 Oct 2018 TOTAL - £3,283,378 ** 1 year period comes to end 30 Nov 2018, Post Audit Note: Investment not renewed, but put on an emergency rate until a Investment Review to be held in Feb 2019 CCLA £750,000 long-term investment in place = approx.. £8k per qtr. dividend. Investment Policy adopted – Internal Committee 8 January 2018 – Min 0173 (policy is on the website) Credit card in place – Statement balance NIL cleared by monthly BACS. Reviewed in April 2017 due to staff changes, insurance company advised of the signing arrangements for the investments. A review meeting is held with WPS (Brokers) every year. None	

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) ? 	<p>Kiln Field – 25 year peppercorn lease from Ashford BC. Not strictly an Asset as the filed is leased, BUT useful to have it noted within the Asset Register.</p> <p>Council reviewed the Asset Register – Min 3196 14 May 2018</p> <p>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"</p> <p>Internal Committee – Min 0343 - 12 Nov 2018 approved a move to a "paperless office" involving the purchase of 21 iPad Pros (2017 model) at a cost of £19,740</p>	
Year-end procedures Inc. AGAR	<ul style="list-style-type: none"> Does the AGAR 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 AGAR & Certificate of Exemption if applied AGAR posted on website ? New governance compliance regime - refer to new Practitioners' Guide 2018 	<p>Min 3184 – 11 June 2018</p> <p>2017-18 AGAR on the website under the Finance tab.</p>	

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 ? ○ Email security ○ Encryption of data? 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 ? Post GDPR (25 May 2018) <ul style="list-style-type: none"> ○ Privacy Notice ○ Email disclaimer ○ Other matters 	<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>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>Staff share responsibility for maintaining the website.</p> <p>Sub committee looked at the "modern.gov" software Internal Committee – Min 0343 - 12 Nov 2018 approved a move to a "paperless office" involving the purchase of iPads including the modern gov software.</p> <p>GDPR-Info appointed as the Data Protection Officer and to oversee the Council's compliance.</p> <p>7 Policies listed under GDPR Policies on the Council's website, including General Privacy Notices and associated policies Internal Comm Min 0291 – 13 Aug 2018</p>	
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Internal Committee 11th March 2019
Maintenance Facility – Surveyor/Consultant Quotations
Agenda Item 9

At the 11th February 2019 Internal Committee meeting, the following resolution was made:

0396 **MAINTENANCE FACILITY.** The Committee reviewed the quotations provided from the four Consultants. Councillors did not feel able to make a decision based on the information provided; it was not clear if the Consultants fees were fixed rate. Cllr. Knowles suggested asking Consultant B what they would envisage their exclusions will add cost wise to their quotation. Cllr. Carter suggested that the Quantity Surveyor who was assisting with the Tenterden Recreation Ground re-ordering should be consulted for advice. It was **RESOLVED** to seek the advice of the Quantity Surveyor. Cllr. Edwards abstained from voting.

As resolved at the above meeting, I sought the advice of the Quantity Surveyor based on responses from the four Consultants. The QS advised that we went back to each Consultant and were more specific in our questions. Therefore, the following was sent:

“Further to the quotation that you provided for the Maintenance Facility, the Town Council were unable to select a Consultant based on the figures that were presented by all four Consultants. We had to, at the time, anonymise the quotations and this will still be the case for this next round of questions.

The list of services required are still the same:

- (i) discharge of conditions in relation to the planning permission;
- (ii) the preparation and submission of building regulation plans;
- (iii) liaising with consultants to prepare detailed designs for sustainable drainage systems;
- (iv) the preparation of the specification of works and tender documentation;
- (v) sending tender documentation out to contractors to obtain competitive pricing
- (vi) to carry out site supervision and contract administration services for the works;
- (vii) provide principal designer services (under the Design & Management Regulations, 2015).

Based on an *assumed* build budget of £300,000, please can we have the following from you.

1. Fixed fee for taking the project to tender stage and assisting the Council in selection of contractor (i-v).
2. Fixed fee for supervision of build (vi-vii).

Any exclusions relating to the professional fees of other specialists should be listed.”

Responses received - all prices exclude VAT:

	Consultant A	Consultant B	Consultant C	Consultant D
Assumed build budget	£300,000.00	£300,000.00	£300,000.00	£300,000.00
Fixed Fee for (i) to (v) Tender Stage	£8,250.00	£5,700.00	£8,150.00	£9,000.00
Fixed Fee for (i) to (vii) Full contract	£4,511.00	£4,800.00	£7,200.00	£6,000.00
Total Fixed Fees *	£12,761.00	£10,500.00	£15,350.00	£15,000.00

*Please note, we did not ask for an overall fixed fee cost – the above overall totals are both elements totalled.

Exclusions to above quotations:

Consultant A	<ul style="list-style-type: none"> • Ordnance survey for location plans; • Site investigation reports by others; • Party wall surveyor fees for all parties; • Fees and negotiation with utility companies; • Separate quote for design of SuDS to be obtained.
Consultant B	<ul style="list-style-type: none"> • Specialist reports require for regulatory submissions for condition 4; • Civil engineering and works relating to s38, s102 and s178 applications or any works under separate agreements; • Any fees to third parties or applications required. <p>Assumptions: timber frame construction contractor's design responsibility.</p>
Consultant C	Any specialist site investigation where contractors are involved.
Consultant D	None stated.

Regulatory Bodies:

Consultant A	Assured Atrius Vendor Safe Contractor Approved
Consultant B	Royal Institute of Chartered Surveyors Chartered Association of Building Engineers Chartered Institute of Architectural Technologists
Consultant C	Chartered Building Engineer Chartered Building Consultancy Faculty of Party Wall Surveyors Chartered Association of Building Engineers
Consultant D	Royal Institute of Chartered Surveyors EXOR Approved Construction Line Association for Project Safety Faculty of Party Wall Surveyors Acclaim Accreditation ISO 9001 Safety Schemes in Procurement

All correspondence with the Consultants was sent to the Quantity Surveyor for review and he made the following comment: "Assuming you have no objections to any of these consultants from a technical point of view, and with reference to our previous comments on appointments and ability, from a financial perspective it would seem that Consultant B should be appointed."

Proposal: That council should appoint a Consultant for the full project subject to references.

C. Gaiser

Claire Gilbert
Deputy Town Clerk

Impact on Crime and Disorder : None
 Impact on Bio-diversity : None
 Budgetary Impact : Professional Fees (reserve amount towards build is £80,000)

Internal Committee 11th March 2019

Notice Boards

Agenda Item 10

Following a suggestion at the last internal committee, content should be considered for the notice boards outside White Stuff and WH Smith.

Possible options are:

Press releases

Regeneration Project Updates

Maps (up to date version required)

At present the White Stuff notice board contains the Town Map one side and the newsletter in "flat" form the other.

Content for these notice boards is subject to agreement with WKPS so should not merely be an extension of the Town Hall board.

Proposal: That a decision is made on notice board content



Phil Burgess

Town Clerk

Impact on Crime and Disorder : None

Impact on Bio-diversity : None

Budgetary Impact : None

TENTERDEN TOWN COUNCIL

Internal Committee - background for 11 March 2019

HOT FOOD TAKEAWAY AT STATION ROAD TOILETS

Background

Residents of Coombe Lane and Station Road have approached councillors, surprised and worried at the possibility that the redevelopment of the public toilets building in the Station Road car park might include a unit to be used as a hot food takeaway (planning use class A5).

They point out that there would be no seating at the unit (unlike at the fish and chip shop in Station Road), so any customers who do not simply take their food to their homes will eat it in the street, specifically in Coombe Lane, the cemetery, Station Road or the car parks. This will increase the anti-social behaviour at those locations, and the litter, and been a significant nuisance to the residents in these areas.

While they support the idea of developing the building for office and retail use, they think A5 use is inappropriate in such a residential area and have asked whether the town council has considered the drawbacks as well as any advantages.

Though the August 2018 Internal Committee approved the recommendations of the council's architects, including the possible hot food takeaway use, I suggest we should re-visit the question as to whether such use is appropriate and justify our decision publicly.

Proposal

I propose that the council should reconsider whether a new hot food takeaway outlet, along the lines envisaged by the planning application, is appropriate and in the best interests of the residents of Tenterden as a whole and, if it decides it is not, either –

- (a) resolve to amend the planning application to delete such use or
- (b) resolve that, even if planning permission including for a hot food takeaway is granted, the council will not let the property out for such use.

Crime and disorder reduction impact: Scope for additional anti-social behaviour

Biodiversity conservation impact: Not applicable (except in terms of litter)

Budgetary impact: Possible impact on the council's income from sources apart from the precept

Cllr Justin Nelson – 17 February 2019

TENTERDEN TOWN COUNCIL

Internal Committee - background for agenda item 12 on 11 March 2019

COFFEE AND CAKE WITH COUNCILLORS - REPORTS

Background

The mornings we offer residents coffee and cake to residents, and the chance for them to raise issues with councillors and officers, seem to be becoming more useful and popular – largely due to the cakes, I suspect!

It would be a shame if the concerns raised by residents were not addressed in a prompt and effective way. To try to ensure they are, I suggest that councillors who attend should report to the Town Clerk on the points raised with them by residents and the actions discussed or suggested. The Town Clerk can then collate these points and add them to the agenda of the appropriate standing committee or sub-committee, so appropriate action can be taken or recommended. In addition, this would ensure that all councillors could be made aware of concerns raised, so that no councillor is kept in the dark.

I attach a copy of my list of items from 16 February. Other councillors can use a similar format if they want, or another format if they prefer (just an email to the Town Clerk, or a handwritten note, would suffice)

Proposal

I propose that councillors who attend the “Coffee and Cake with Councillors” mornings should report to the Town Clerk on points made by residents or concerns raised by them, so that all councillors can be kept informed and the points or concerns addressed

Crime and disorder reduction impact: Nil

Biodiversity conservation impact: Nil

Suggested source of funds: Not applicable

Cllr Justin Nelson – 17 February 2019

Coffee and cake with councillors – Topics raised

Date: 16 February 2019

Councillor: Justin Nelson

Item	Topic/problem/suggestion	Action/suggested action
1	Parking at the top of Rogersmead – workers taking spaces intended for residents and their visitors (no signage to indicate that)	Alan Sugden to visit resident to see the details of the problem first hand
2	Cinema project should not use public money for what should be a commercially viable venture	Noted
3	Conversion of The Pebbles for cinema use should include a bond to cover the cost of re-conversion if the cinema venture fails	Noted
4	Proposed extension and repurposing of the toilet block in the Station Road car park includes possible use as a hot food takeaway – several (5) residents objected to such a use while supporting the extension and conversion in other respects, pointing out the lack of internal seating (unlike the fish and chip shop in Station Road) and therefore the increased traffic movement and scope for litter and anti-social behaviour	Justin Nelson to put forward a proposal for discussion by the Internal Committee, so that a deliberate decision is made
5	Lack of consultation of local residents in respect of the above item	<p>The consultees were –</p> <ul style="list-style-type: none"> • The Vine Inn, 1, 2-3 and 4 Coombe House, 1 and 2 Drovers Lodge, 2 - 3 Coombe Lane, Coombe Cottage , Flats 1 and 2 Coombe House, all in Coombe Lane • The fish bar and 1 and 2 station Road

		<ul style="list-style-type: none"> Queensland Yard Station Road Tenterden Kent TN30 6HN (wherever that is) <p>This does not include 3, 4 and 5 Station Road, nor the houses in Coombe Lane. ABC should be asked to explain their consultation criteria, with a view to TTC commenting</p>
6	Anti-social behaviour is already a problem in the Station Road car park and the cemetery there – can something be done?	The plans to use the Cemetery as pedestrian access between the railway station and the High Street are likely to include reducing the height of the cemetery hedges and possibly improving lighting for the car park and perhaps introducing lighting in the cemetery, all of which should make these areas less attractive for anti-social behaviour
6	A meeting of the Recreation Ground Re-ordering focus group is urgently needed, to update the members of that group	A meeting is imminent to address the question of adjusting the design to leave the Bowls Club in situ
7	The lack of communication regarding the progress of the various regeneration projects is very frustrating – why not use the Village Directory?	<p>http://www.thevillagedirectorykent.co.uk/</p> <p>The Tenterden & Rye magazine is delivered to 9,000 households every other month</p> <p>Two pages would cost £220</p>
8	There is nothing obvious being done to manage and cherish the Conservation Areas	We have recently found out there are such things as Conservation Area Management Plans and are investigating these and whether they might be useful

Justin Nelson: 16 June 2018

Internal Committee 11th March 2019
Press Releases & Regeneration Project Updates
Agenda Item 13

Comments from residents have indicated that the regeneration project updates could be far better publicised.

In addition to this our regular press releases, both following a council meeting and ad-hoc are often not included in the KE or included only in part, which sometimes has an adverse effect on the public's perception.

Whilst the newsletter is a popular and informative publication. The main issue which is distributed in paper form is only sent twice a year.

In order to ensure an accurate version of events is presented to the public we should perhaps consider publicising updates and press releases.

Costings for the following publications are:

Wealden Ad – Full page either once per fortnight or monthly - £475.00 plus VAT

Wealden Ad – Inserted page (cost not arrived by mailout – will be tabled)

Village Directory – £93.50 per month for a full page in the once per month issue

Proposal: That the above methods should be considered in addition to releases to the KE.



Phil Burgess
Town Clerk

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

TENTERDEN TOWN COUNCIL

Internal Committee

Background paper for agenda item 14 on 11 March 2019

COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS – TERMS OF REFERENCE

Background

So that councillors who are elected to serve as representatives of the council with outside organisations understand their role and the limitations of that role, I suggest it would be worth having written terms of reference to guide them.

I attach a draft set of terms of reference, drawn up by the Town Clerk, Cllr Crawford and me between us.

I suggest that, if detailed discussion of this draft is required, it should be referred to the Standing Orders and Financial Regulations sub-committee for this, then come back to this committee for recommendation to the council.

However, if this committee is content with the draft – subject to any amendments resolved by the committee – then the draft could be recommended to the council for adoption at its meeting on 08 April and be in place for new councillors to accept as part of their declarations of acceptance of office, amending the wording of the declarations as follows:

“I undertake to observe the code of conduct which is expected of members of Tenterden Town Council and comply with the terms of reference for council representatives on outside organisations”

Proposal

I propose that *either* -

1. the draft terms of reference (with any agreed amendments) is recommended to the council for adoption *or*
2. the draft terms of reference are referred to the Standing Orders and Financial Regulations sub-committee for detailed discussion *and*
3. if terms of reference are adopted by the council, councillors’ declarations of acceptance of office be amended as above

Crime and disorder reduction impact: Nil

Biodiversity conservation impact: Nil

Budgetary impact (and source of funds): Nil

Cllr Justin Nelson - 28 February 2019

Suggested terms of reference

for council representatives on outside organisations (including project focus groups)

Councillors represent the council on outside organisations so that the council as a whole understands and communicates effectively with the outside organisations. Appointment of representatives takes place at the start of each council year, when councillors are elected to the role as per standard procedures, and acceptance of the role means the representative must follow these terms of reference.

The role of the representative is to liaise between the council and the outside organisation to:

1. create and maintain open and honest communication between the two
2. resolve any conflicts or misunderstandings that may arise
3. ensure that the relationship is as mutually beneficial as possible
4. ensure that the council's position on any relevant topic is explained

The representative should –

- a) represent the council's view, explain its position on relevant topics and help the outside body work with the council and the council assist the outside organisation (where appropriate)
- b) listen to any criticism made of the council, explaining the council's position and/or reporting back to the council regarding the criticism and how it has been addressed or could be addressed
- c) suggest where a meeting between more councillors and members of the outside body might be beneficial
- d) avoid using his or her role as representative of the council to further his or her personal views and proposals or (where this is unavoidable) always make it clear (and have the minutes reflect) that any personal views expressed by the representative are his or her personal views
- e) not criticise the council, other councillors or council officers

Draft dated 21 February 2019

Internal Committee 11th March 2019

Bucket Collections

Agenda Item 15

"Open bucket" collections have been used at past events to raise funds, either for charities or to cover the costs of the organisation.

This method of collection, although well-established, is open to accusations of impropriety and the council should encourage tighter control of collections. Recent research has shown that collections increase with "closed bucket" collections.

To encourage this practice, terms and conditions of lettable spaces administered by the council (mainly the recreation grounds but all spaces will be covered) and the conditions attached to Town Events funding can be amended to include the following paragraph:

Charitable and Event collections

If funds are collected, either to support the costs of the event or for purely charitable purposes, buckets or containers used for the collection should be numbered and either locked or sealed by tape signed by two event officials before distribution.

On return the containers should be unlocked/unsealed and the amounts checked in the presence of a minimum of two event officials. The officials should retain a record of the amounts donated, signed by those two officials.

Proposal: That the above changes to terms and conditions should be adopted.



Phil Burgess
Town Clerk

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

TENTERDEN TOWN COUNCIL

Internal Committee - background paper for 11 March 2019

The SPIRIT OF TENTERDEN festival

A summer event on the Recreation Ground

Background

A small group has formed an ad hoc committee to arrange and run a summer event on the Recreation Ground. The group (currently) consists of Lindsay Hammond and Jeanette Kennett from St Mildred's, Ray Pratt and Sarah Cleaton (who originally proposed the idea) from This Ancient Boro', Sue Ferguson, Matthew Freeman and Justin Nelson (albeit not in their capacity as councillors), and Steve Riv. It is hoped to supplement the group with more members as needed.

The intention is to run an event on the Recreation Ground over the weekend of 05 to 07 July 2019, with food and craft stalls, live and recorded music and a beer festival. Entry would be free to members of the public, which the overheads intended to be covered by a combination of stall fees and local business sponsorship. A preliminary (and approximate) budget is as attached – I emphasise that this is very tentative at present and clearly stall fees and sponsorship will need reviewing. It is intended to budget so that income covers expenditure without making a significant surplus.

It is hoped that such an event will appeal in the main to local residents, rather than drawing significant numbers from out of the area, and the event is to be deliberately low-key, partly for that reason and partly to avoid containing visitors on the Recreation Ground, instead giving them the incentive to explore the rest of the town and its businesses. We would not be including fairground attractions, for instance. Similarly, preference would be given to local stallholders by heavily discounting stall fees charged to them as compared with any out-of-area stallholders.

We have avoided clashing with other local events (such as Tributes in the Park) or using a name that could be confused with other events or projects, such as the "Tenterden Festival" (of music, mainly) that a resident is planning.

If the event is successful, it is intended to form a Community Interest Company or similar vehicle to run the event either annually or in alternate years (perhaps with another summer event filling the vacant years), and the town council would be invited to appoint a representative to attend business meetings.

We would like the town council's support in the forms of –

- (a) allowing us free use of the Recreation Ground for the event, on the basis that it is not-for-profit – any surplus would be carried forward towards a future similar event and all other conditions of booking would be complied with in the normal way;
- (b) agreeing to act as "banker" for this year, receiving funds from stallholders and sponsors and paying bills for the event's overheads out of those funds – the council's officers have no objection to this; and
- (c) agreeing to underwrite potential losses to a maximum of £1,000.

Proposals

We propose-

- 1 to the **Internal Committee**:
 - (a) that the town council agrees that the event is a local not-for-profit organisation, so need not pay to hire the Recreation Ground
 - (b) that the town council receives and disburses funds on behalf of the event
- 2 to the **External Committee**, that the town council underwrites potential losses incurred by the event up to a maximum sum of £1,000

Crime and disorder reduction impact: None envisaged

Biodiversity conservation impact: None envisaged

Effect on budget: Up to £1,000 in the event of losses being incurred

Cllr Justin Nelson – for the organising committee: 14 February 2019

TENTERDEN TOWN COUNCIL

INTERNAL COMMITTEE

USE OF ASSEMBLY HALL FOR CHAMBER OF COMMERCE NETWORKING

AND PRESENTATION BY ARCHITECTS OF PLANS FOR TOWN HALL REFURBISHING

Background

The Chamber of Commerce holds monthly networking meetings and tries to use these to provide insights into a local business or other organisation, or to provide information of interest to its members, or a combination.

The Chamber of Commerce's committee would like to hold its networking meeting at the Town Hall (in the Assembly Room) on 02 July 2019 from about 17:30 to about 20:00, and wondered whether a presentation could be made then by the town council's chosen architects on their plans and suggestions for refurbishing the Town Hall and the likely timescale and the facilities for local residents, organisations and businesses that would be available in due course.

Such an event would, it is suggested, be open to local residents, etc, even if they are not members of the Chamber of Commerce, giving everyone who is interested both an opportunity to be updated as to the plans for the Town Hall and an opportunity to meet each other.

As the evening would be of general interest, it seems appropriate for the council not to charge for the use of the Assembly Room. The town council might also feel it appropriate to contribute to the costs of refreshments for those attending, with catering being provided by a member of the Chamber of Commerce selected by the Chamber of Commerce committee.

Proposal

I propose that -

1. The Assembly Room be made available free of charge for the proposed event (usual hire charge: £45) but the Chamber of Commerce would pay for security at £12 per hour
2. The selected architects be asked to give a presentation on the plans for the Town Hall, the progress being made in implementing those plans, the likely timetable for completion and the benefits for the community at large that will result
3. The town council contributes £100 towards the costs of refreshments for those who attend

Crime and disorder reduction impact: Not relevant

Biodiversity conservation impact: Not relevant

Budgetary impact: £145.00 in loss of hire charge and contribution to catering

Cllr Justin Nelson - 28 February 2019