

<u>Transaction Detail</u>	<u>Date Paid</u>	<u>Amount</u>	<u>Payee Name</u>
ABC Rates Market & Premises	01/07/2018	£139.00	Ashford Borough Council
Non-Domestic Rates	03/07/2018	£1,090.00	Ashford Borough Council
Rates-Station Rd Toilets	03/07/2018	£288.00	Ashford Borough Council
Grenke Leasing	04/07/2018	£362.19	Grenke Leasing
CPL -Licence Application	09/07/2018	£225.00	CPL Training
mail out & Stamps	09/07/2018	£146.91	Royal Mail
CILCA-C Gilbert CPL training	09/07/2018	£250.00	SLCC Enterprises
visor & protective clothes	09/07/2018	£176.45	Barclaycard
Stihl Blower	09/07/2018	£294.40	Barclaycard
T' Folk Day Trust 18/19 donato	09/07/2018	£2,500.00	Tenterden Folk Day Trust
Cleaning-28/05/18 to 01/07/18	09/07/2018	£2,952.15	Tenterden Twilight - Laura
Richard Harvey-June fee	09/07/2018	£1,056.00	Richard Harvey
Kent Events-Traffic Management	09/07/2018	£483.00	Kent Events
Culverwell-invoice 236203	09/07/2018	£233.19	E O Culverwell Ltd
P Wave Medical Ltd-1st Respond	09/07/2018	£157.00	P Wave Medical Ltd
Sandra Field-Hog Roast	09/07/2018	£695.00	Sandra Field
Cinema- Architectural services	17/07/2018	£4,750.00	Burrell Foley Fischer
Greenwoods-Cinema feasibility	17/07/2018	£2,950.00	Greenwood Projects
GDPR-info Ltd-Audit&DPO	17/07/2018	£1,420.20	GDPR-info Ltd
JR Inglis-cinema consultancy	17/07/2018	£1,600.00	JR Inglis
Timberwise-Office floorboards	17/07/2018	£1,189.44	Timberwise
Kent IT-new laptop	17/07/2018	£637.00	Kent IT Maintenance
WebBox Digital Training	17/07/2018	£500.00	WebBox Digital
Wildlife Report-Combe Lane	17/07/2018	£400.00	Gemma Hayes
ballast/cement/limestone	17/07/2018	£259.26	Homeleigh
CLF Fencing	17/07/2018	£240.00	CLF Fencing
MDL-CCTV camera repair	17/07/2018	£169.00	MDL Electrical
Drakes-mono mixer taps	17/07/2018	£150.00	Drakes
Kalc-planningx10 Conf.x3	17/07/2018	£480.00	Kent Assoc of Local Councils
CB Motors-June 18, fuel	17/07/2018	£330.74	CB Motors
TLC Bin hire July18	17/07/2018	£105.00	Tenterden Leisure Centre Trust
Elect read 3/7/18	18/07/2018	£221.68	E.On

Payments Over £100 - July to September 2018

Water Choice - reading 30/6/18	23/07/2018	£264.65	Water Ch2oice
Water Choice - read 30/6/18	23/07/2018	£112.92	Water Ch2oice
TreeCycle Tree Care Audit	26/07/2018	£480.00	TreeCycle Tree Care
P Smith-Civic Service Expense	26/07/2018	£113.47	Pam Smith-reimbursement
Waste water 10 Jan to 12 July	27/07/2018	£153.25	Business Stream-Scottish Water
Kent IT- Private Cloud Server	27/07/2018	£240.00	Kent IT Maintenance
Gas meter read 3/07/18	30/07/2018	£256.27	E.On
Elec read 3/7/18	30/07/2018	£464.55	E.On
Infinity-July 18 invoice	31/07/2018	£561.93	Infinity Technology Solutions
Ground Control-Rec. Design	01/08/2018	£2,363.50	Ground Control
Tenterden Twilight - July 2018	01/08/2018	£2,876.74	Tenterden Twilight - Laura
AES Contracting-TLC topsoil	01/08/2018	£500.00	AES Contracting
Lyreco supplies-pens/paper/soap/t'rolls	01/08/2018	£245.46	Lyreco UK LTD
NABMA-annual Subs	01/08/2018	£212.00	NABMA
ABC Rates Market & Premises	01/08/2018	£143.00	Ashford Borough Council
Non-Domestic Rates	03/08/2018	£1,090.00	Ashford Borough Council
Rates-Station Rd Toilets	03/08/2018	£288.00	Ashford Borough Council
Kent IT Cloud Server-Aug18	06/08/2018	£240.00	Kent IT Maintenance
Red Alert call out/batteries	08/08/2018	£308.95	Red Alert Security
stamps	08/08/2018	£116.00	Royal Mail
Richard Harvey July 18 fee	08/08/2018	£1,056.00	Richard Harvey
KESR - Real Ale Train x25	08/08/2018	£725.00	Kent & East Sussex Railway
Varnish T.Clerk's office floor	08/08/2018	£325.00	Dave Hart
TLC Bin hire Aug 18	14/08/2018	£105.00	Tenterden Leisure Centre Trust
Whitehead Monckton-land sale	16/08/2018	£1,535.00	Whitehead Monckton
Batcheller Monckton-land sale	16/08/2018	£1,500.00	Batcheller Monckton
Burden Bros-service contract	20/08/2018	£2,219.89	Burden Bros Ltd
Webbs-various tools/sundries	21/08/2018	£132.69	Webbs Hardware
Wicksteed Xerscape buffers	21/08/2018	£113.50	Wicksteed
CB Motors- Fuel July2018	21/08/2018	£291.16	CB Motors
WebBox Digital-SSL Certificate	21/08/2018	£195.00	WebBox Digital
JKL Clothing-R McGill uniform	21/08/2018	£173.04	JKL Clothing
Bourne Amenity-Grass Seed e12	21/08/2018	£143.00	Bourne Amenity

Payments Over £100 - July to September 2018

Combe Ln Cemetery timber&stone	21/08/2018	£101.43	Homeleigh
Bromley Charity Ball	21/08/2018	£120.00	Bromley Town Council
Ashford/BeaconRdTraffic Report	22/08/2018	£2,776.80	Andrew Boyle Associates
Windscreen repair	28/08/2018	£120.00	B Dalton
Twilight - 30/7/18 to 26/8/18	30/08/2018	£2,804.82	Tenterden Twilight - Laura
Kent Wildlife Trust-Kilnfield	30/08/2018	£500.00	Kent Wildlife Trust
Infinity Technology Solutions	31/08/2018	£178.54	Infinity Technology Solutions
ABC Rates Market & Premises	01/09/2018	£143.00	Ashford Borough Council
Non-Domestic Rates	03/09/2018	£1,090.00	Ashford Borough Council
Rates-Station Rd Toilets	03/09/2018	£288.00	Ashford Borough Council
ABC -DD error Sept18	03/09/2018	£171.00	Ashford Borough Council
Tenterden & District Twinning	05/09/2018	£800.00	Tenterden & District Twinning
Mayors ofHillingdon's -visit	05/09/2018	£120.00	Mayors of Hillingdon's Charita
Kent IT-Cloud Sept18	05/09/2018	£240.00	Kent IT Maintenance
Tenterden Amateur Boxing Club	06/09/2018	£10,582.00	Tenterden Amateur Boxing Club
CB Motors- fuel for Aug 18	06/09/2018	£426.67	CB Motors
Richard Harvey- Aug fee	06/09/2018	£1,056.00	Richard Harvey
Lyreco-supplies	06/09/2018	£237.60	Lyreco UK LTD
Fibre Clean-Mayor's Parlour	06/09/2018	£160.00	Fibre Clean
TWBC- Clay Shoot	06/09/2018	£150.00	Tunbridge Wells Borough Council
Stanley George sundries	06/09/2018	£256.21	Stanley George Ltd.
Orleston-Green Oak beacon post	06/09/2018	£1,230.58	Orleston Oak
Pilgrims Hospice Donation	10/09/2018	£105.00	Barclaycard
Maint Facility-Planning Appl	10/09/2018	£462.00	Ashford Borough Council
E.On-Elec. Reading 27/08/18	10/09/2018	£268.70	E.On
Webbs-sundries+mower trade in	14/09/2018	£232.68	Webbs Hardware
TLC-Bin hire Sept18	14/09/2018	£105.00	Tenterden Leisure Centre Trust
Initial 25/9/18 to 24/9/18	17/09/2018	£619.63	Initial Washroom Hygiene
Groundscare-clear behind LCent	17/09/2018	£600.00	Groundscare
Electricare-THall strip lights	17/09/2018	£240.00	Electricare
Tenterden Cricket Club	20/09/2018	£24,000.00	Tenterden Cricket Club
Burden Bros -July18	20/09/2018	£246.65	Burden Bros Ltd
Burslem-cleaning War Memorial	21/09/2018	£1,300.00	Burslem Stonemasons

Payments Over £100 - July to September 2018

PKF Littlejohn-Annual Return	21/09/2018	£1,300.00	PKF Littlejohn LLP
Intersect Surveys-GPR Survey	21/09/2018	£625.00	Intersect Surveys
Clean Mayor's Parlour Carpet	21/09/2018	£160.00	Fibre Clean
Red Alert-TH -Bi annual maint	21/09/2018	£117.00	Red Alert Security
Pollard TG-honourboard writing	21/09/2018	£115.00	Pollard TG
NPower Electricity	26/09/2018	£289.04	NPower Electricity
Jean Curteis-Mileage claim	26/09/2018	£174.60	Jean Curteis
TreeCycle Tree Care	27/09/2018	£1,600.00	TreeCycle Tree Care
Groundscare-Kiln Field mowing	27/09/2018	£350.00	Groundscare & General Services
CastleWater-1/7/18 to 31/12/18 (Rec. Grnd.)	27/09/2018	£895.78	Castle Water
CastleWater-1/7/18 to 31/12/18 Town Hall)	27/09/2018	£106.34	Castle Water
CastleWater-1/7/18 to 31/12/18 (Pavillion)	27/09/2018	£299.33	Castle Water
CastleWater-1/7/18 to 31/12/18 (St. Rd.)	27/09/2018	£421.33	Castle Water
Infinity-Sept invoice	28/09/2018	£178.32	Infinity Technology Solutions
Whitehead Monckton-land sale	16/08/2018	£1,535.00	Whitehead Monckton
Batcheller Monkhouse-land sale	16/08/2018	£1,500.00	Batcheller Monkhouse

29/10/2018

Tenterden Town Council

Page 1

12.54

Detailed Income & Expenditure by Budget Heading 24/10/2018

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Internal							
100 Administration							
1076 Precept	415,914	415,914	0			100.0%	
1077 Concurrent Function Grant	3,360	3,360	0			100.0%	
1078 Council Tax Support Grant	5,170	5,170	0			100.0%	
1090 Interest Received	22,309	35,000	12,692			63.7%	
1100 Grants/S106 Received	0	2,000	2,000			0.0%	
1110 Wayleaves & Licences	0	600	600			0.0%	
1900 Miscellaneous Income	10	0	(10)			0.0%	
Administration :- Income	446,763	462,044	15,282			96.7%	0
4000 Staff Costs	98,232	195,000	96,768		96,768	50.4%	
4005 Refreshments	137	600	463		463	22.9%	
4010 Gifts	237	200	(37)		(37)	118.3%	
4050 Insurance	13,352	13,000	(352)		(352)	102.7%	
4055 Councillor & Staff Training	2,533	4,000	1,467		1,467	63.3%	
4060 Advertising & Publicity	1,380	5,000	3,620		3,620	27.6%	
4065 Website	195	1,500	1,305		1,305	13.0%	
4070 Printing, Stationery, etc.	1,000	1,000	(0)		(0)	100.0%	
4075 Photocopier	2,120	2,000	(120)		(120)	106.0%	
4080 Telephone/Fax/Internet	1,106	2,000	894		894	55.3%	
4085 Postage	377	1,000	623		623	37.7%	
4090 Bank Charges	135	500	365		365	27.1%	
4095 Office Equipment & IT	5,551	4,000	(1,551)		(1,551)	138.8%	
4100 Subscriptions	2,203	2,000	(203)		(203)	110.1%	
4105 P.R. Consultancy	6,336	13,000	6,664		6,664	48.7%	
4115 GDPR Expenses	1,420	0	(1,420)		(1,420)	0.0%	
4120 Election Expenses	3,672	0	(3,672)		(3,672)	0.0%	
4150 Local Council Awards Scheme	0	500	500		500	0.0%	
4155 Participatory Budgeting	0	1,500	1,500		1,500	0.0%	
4160 Community Involvement	1,206	2,500	1,294		1,294	48.3%	
4165 Youth Projects	6,000	0	(6,000)		(6,000)	0.0%	
4900 Miscellaneous Expenditure	0	1,000	1,000		1,000	0.0%	
Administration :- Indirect Expenditure	147,193	250,300	103,107	0	103,107	58.8%	0
Movement to/(from) Gen Reserve	299,570						
110 Professional Fees							
4205 Consultant/Architect/Surveyors	24,325	35,000	10,675		10,675	69.5%	
4210 Other Professional Fees	12,588	0	(12,588)		(12,588)	0.0%	
Professional Fees :- Indirect Expenditure	36,912	35,000	(1,912)	0	(1,912)	105.5%	0
Movement to/(from) Gen Reserve	(36,912)						

Continued over page

Detailed Income & Expenditure by Budget Heading 24/10/2018

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Civic							
1260 General Civic Events Income	45	0	(45)			0.0%	
Civic :- Income	45	0	(45)				0
4250 Robes & Uniforms	162	600	438		438	26.9%	
4255 Mayor's Sunday	1,609	2,000	391		391	80.4%	
4260 General Civic Exps & Events	471	1,000	529		529	47.1%	
4265 Mayoral Engagements	2,084	3,000	916		916	69.5%	
Civic :- Indirect Expenditure	4,325	6,600	2,275	0	2,275	65.5%	0
Movement to/(from) Gen Reserve	(4,280)						
180 May Fayre							
1180 May Fayre Income	995	0	(995)			0.0%	
May Fayre :- Income	995	0	(995)				0
4350 May Fayre Expenditure	1,308	0	(1,308)		(1,308)	0.0%	
May Fayre :- Indirect Expenditure	1,308	0	(1,308)	0	(1,308)		0
Movement to/(from) Gen Reserve	(313)						
200 Town Hall							
1200 Lettings & Rental	4,497	15,000	10,503			30.0%	
1205 Wedding Income	1,590	4,500	2,910			35.3%	
Town Hall :- Income	6,087	19,500	13,413			31.2%	0
4450 Cleaning & Materials	4,834	12,000	7,166		7,166	40.3%	
4455 Repairs & Maintenance	11,108	8,000	(3,108)		(3,108)	138.9%	
4460 Rates	6,539	11,000	4,461		4,461	59.4%	
4465 Gas	1,531	3,500	1,969		1,969	43.8%	
4470 Electricity	1,582	3,000	1,418		1,418	52.7%	
4475 Water & Sewage	379	600	221		221	63.1%	
4480 Flower Boxes & Baskets	1,533	2,000	467		467	76.6%	
4485 Flags & Accessories	253	500	247		247	50.6%	
4490 Wedding Expenditure	358	1,000	643		643	35.8%	
4495 Security Cover	456	1,000	544		544	45.6%	
4500 Premises Expenses	295	500	205		205	59.0%	
4900 Miscellaneous Expenditure	172	0	(172)		(172)	0.0%	
Town Hall :- Indirect Expenditure	29,039	43,100	14,061	0	14,061	67.4%	0
Movement to/(from) Gen Reserve	(22,952)						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Pavilion							
1200 Lettings & Rental	1,712	3,000	1,288			57.1%	
Pavilion :- Income	1,712	3,000	1,288			57.1%	0
4455 Repairs & Maintenance	988	2,000	1,012		1,012	49.4%	
4470 Electricity	461	600	139		139	76.8%	
4475 Water & Sewage	492	500	8		8	98.4%	
Pavilion :- Indirect Expenditure	1,940	3,100	1,160	0	1,160	62.6%	0
Movement to/(from) Gen Reserve	(228)						
220 Storage Facility							
4455 Repairs & Maintenance	1,069	1,000	(69)		(69)	106.9%	
4460 Rates	548	1,000	452		452	54.8%	
4470 Electricity	28	0	(28)		(28)	0.0%	
Storage Facility :- Indirect Expenditure	1,644	2,000	356	0	356	82.2%	0
Movement to/(from) Gen Reserve	(1,644)						
230 Pebbles							
1200 Lettings & Rental	17,625	35,300	17,675			49.9%	
Pebbles :- Income	17,625	35,300	17,675			49.9%	0
4455 Repairs & Maintenance	0	8,000	8,000		8,000	0.0%	
Pebbles :- Indirect Expenditure	0	8,000	8,000	0	8,000	0.0%	0
Movement to/(from) Gen Reserve	17,625						
240 Public Toilets							
1210 Public Toilets income	121	200	79			60.5%	
Public Toilets :- Income	121	200	79			60.6%	0
4600 Station Road Toilets	9,919	20,000	10,081		10,081	49.6%	
4605 Recreation Ground Toilets	12,420	20,000	7,580		7,580	62.1%	
4610 St Michaels Rec Ground Toilets	3,344	10,000	6,656		6,656	33.4%	
Public Toilets :- Indirect Expenditure	25,684	50,000	24,316	0	24,316	51.4%	0
Movement to/(from) Gen Reserve	(25,563)						
260 General Public Buildings							
4670 Defibrillator Costs	50	500	450		450	10.0%	
General Public Buildings :- Indirect Expenditure	50	500	450	0	450	10.0%	0
Movement to/(from) Gen Reserve	(50)						

Detailed Income & Expenditure by Budget Heading 24/10/2018

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Highways & Amenities Internal							
1300 Recreation Ground Income	6,000	7,500	1,500			80.0%	
1310 Football Pitch	0	200	200			0.0%	
1320 Tennis Courts	743	1,000	257			74.3%	
1330 Bowling Green	0	200	200			0.0%	
Highways & Amenities Internal :- Income	6,743	8,900	2,157			75.8%	0
4245 PPE & Clothing	388	1,000	632		632	36.8%	
4455 Repairs & Maintenance	874	0	(874)		(874)	0.0%	
4700 Vehicle/Mach. Repairs & Maint	853	900	47		47	94.8%	
4705 Vehicle/Mach. Purchases	111	1,000	889		889	11.1%	
4710 Fuel	370	200	(170)		(170)	185.1%	
4715 General Grounds Maintenance	2,797	6,000	3,203		3,203	46.6%	
4720 Vehicle Insurance	565	250	(315)		(315)	226.1%	
4725 Bench Expenditure	0	500	500		500	0.0%	
4730 Children's Play Areas	199	5,000	4,801		4,801	4.0%	
4735 Tools & Sundries	420	500	80		80	84.0%	
4740 Pest Control	0	300	300		300	0.0%	
4755 Trees	1,600	2,500	900		900	64.0%	
4760 Town Beacon	1,231	0	(1,231)		(1,231)	0.0%	
Highways & Amenities Internal :- Indirect Expenditure	9,388	18,150	8,762	0	8,762	51.7%	0
Movement to/(from) Gen Reserve	(2,644)						
Internal :- Income	480,091	528,944	48,853			90.8%	
Expenditure	257,484	416,750	159,266	0	159,266	61.8%	
Movement to/(from) Gen Reserve	222,608						
Grand Totals:- Income	480,091	528,944	48,853			90.8%	
Expenditure	257,484	416,750	159,266	0	159,266	61.8%	
Net Income over Expenditure	222,608	112,194	(110,414)				
Movement to/(from) Gen Reserve	222,608						

Date: 01/10/2018

Tenterden Town Council

Page 1

Time: 16:36

User: JCM

**Bank Reconciliation Statement as at 30/09/2018
for Cashbook 1 - Current Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 59308249	30/09/2018	761	278,516.17
			0.00
			<u>278,516.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
15/05/2018 14472 M Hickmott		23.44	
20/06/2018 014489 B Company Kent ACF		80.00	
19/07/2018 14503 Sandwich Town Council		70.00	
16/08/2018 14508 Hastings Borough Council		70.00	
21/08/2018 14509 Ramsgate Town Council		6.00	
05/09/2018 14516 Mayors of Hillingdon's Charita		120.00	
06/09/2018 14517 CB Motors		512.01	
14/09/2018 14521 Ashford Sea Cadets		60.00	
21/09/2018 14524 Pollard TG		115.00	
21/09/2018 14527 Faversham Town council		27.00	
25/09/2018 14525 HMRC		3,805.98	
			<u>4,889.43</u>
			273,626.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			273,626.74
Balance per Cash Book is :-			273,626.74
Difference is :-			0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander Savings - 41381306	03/09/2018		2,205,102.69 0.00
			2,205,102.69
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			2,205,102.69
<u>Receipts not Banked/Cleared (Plus)</u>			
11/09/2018 BGC		82.00	
28/09/2018 ABC Precep		212,222.00	
			212,304.00
		(1)	2,417,406.69
		Balance per Cash Book is :-	2,417,406.69
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2018
for Cashbook 3 - Mayor's Charity Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity Acc - 96630485	05/06/2018	129	1,513.67
			<u>1,513.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
14/05/2018 000169 South East Coast Ambulance		1,513.67	
			<u>1,513.67</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			<u>0.00</u>
Balance per Cash Book is :-			0.00
Difference is :-			0.00

Bank Reconciliation Statement as at 31/08/2018
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2018		110.00
			<u>110.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			110.00
<u>Recelpts not Banked/Cleared (Plus)</u>			
18/07/2018 14502		140.00	
			<u>140.00</u>
			250.00
			<u>250.00</u>
		Balance per Cash Book is :- (1)	250.00
		Difference is :-	0.00

Date: 01/10/2018

Tenterden Town Council

Page 1

Time: 16:56

Bank Reconciliation Statement as at 31/07/2018
for Cashbook 5 - Credit Card

User: JCM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/03/2018		0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			0.00
		0.00	<u>0.00</u>
			0.00
		Balance per Cash Book is :-	① 0.00
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA	31/03/2018		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<hr/> 0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<hr/> 0.00
			0.00
	Balance per Cash Book is :-	(1)	0.00
	Difference is :-		0.00

Bank Reconciliation Statement as at 31/08/2018
for Cashbook 7 - Nationwide

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

Internal Committee 12th November 2018
Public Engagement Sub-Committee Recommendations
Agenda Item 8a

At the Public Engagement Sub-Committee meeting on 2nd October 2018 (minutes attached), members reviewed and provided feedback on two items requested by the Council and the third item below was a recommendation on the future of the Sub-committee by members.

1. Social Media Policy. The Sub-committee were happy with the Council's Social Media Policy as it is but suggested that it should be reviewed annually.
2. Public Participation at Standing Committee meetings. The Sub-committee did not agree with the Internal Committee's proposals; an explanatory agenda item at the end of a meeting was not required. It was felt that the Council had come far in building better relationships with members of the public and to prevent any input from the public apart from at the beginning of a meeting would be a step back. Further, there was no merit in a "question time" slot at the end of the meeting for members of the public to criticise decisions already made during the meeting itself. Therefore, it was recommended that the Chair of each Committee should use their discretion when members of the public request to speak on an item, in order to encourage public participation, while keeping control of each meeting and adhering to the time limits of each meeting.
3. Future of the Public Engagement Sub-committee. In future, it was agreed that the Sub-committee should be used by the Council as a sounding board for issues and should meet as required for that purpose.

Residents Survey

The Sub-committee have reviewed the data and feedback from the public on the Residents Survey and, at the meetings on 2nd October and 5th November 2018, have put together a list of 10 top priorities and recommendations/actions (see attached). The Sub-committee are now handing these priorities over to the Town Council for confirmation/appointment of lead Councillors and for further action.

- Proposals:**
- (i) that the Town Council adopts the Social Media Policy as is and reviews it annually;
 - (ii) the process of public engagement in Standing Committee meetings remains the same, however, the Chairman uses their discretion for public participation and adheres to the prescribed time limits;
 - (iii) that the Sub-committee is used as a sounding board for issues.
 - (iv) the Council accepts the survey recommendations and implements suggested actions.

C. Guise

Claire Gilbert
Deputy Town Clerk

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

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

PUBLIC ENGAGEMENT SUB-COMMITTEE

NOTES OF A MEETING ON 2ND OCTOBER 2018 AT 7.00 PM

Present: Cllrs. Sue Ferguson, John Crawford, Justin Nelson and Alan Sugden; Richard Harvey, Tash Mahoney, Matthew Meredith, Roger Quinton, Sue Quinton, James Sinclair, Seren Welch (Chair) and Graham Wise. Deputy Town Clerk, Claire Gilbert, took notes.

- 1. Apologies for Absence.** Cllr. Ken Mulholland.
- 2. Minutes.** The notes of the meeting held on 26th June 2018 were agreed.
- 3. Matters Arising.** None.
- 4. Chairman.** Cllr. Justin Nelson chaired the meeting.
- 5. Resident Survey Data.** The Committee went through the list of top priorities for both residents and the Committee and assigned Lead Councillors to each item. The first five priorities were discussed and the remaining five would be discussed at the November meeting in time for recommendations to be forwarded to the Internal Committee for consideration at the meeting on 12th November 2018.
 - 5.1 Parking.** Justin Nelson was assigned as Lead Councillor.
 - 5.1.1** Sue Ferguson suggested utilising the Railway car park for Town workers which would require a permit system. This would help generate income for the Railway, however, it would have to be seasonal to avoid clashes with their large events and main tourist season. It was agreed that the Railway should be asked if this was an option.
 - 5.1.2** Sue reported that in some car parks in Ashford free parking after 3pm is offered. This would be a great idea for the Town if Ashford Borough Council (ABC) would consider it.
 - 5.1.3** Alan Sugden raised the issue of people parking illegally on side roads and the Police should be getting involved, i.e. blocking residents' drives. James Sinclair reported that the issues with parking will unfortunately increase as the Town grows.
 - 5.1.4** Sue reported that unfortunately there is not enough parking for both residents and workers. Councillor Brad Bradford is in charge of Parking Services at ABC and would be a good contact. Sue suggested that there needed to be a free weekend or additional day in the Town car parks before Christmas; Bridewell Lane car park is already free on Sundays and Bank Holidays.
 - 5.1.5** Seren Welch suggested asking ABC for the top percentage rates of capacity of the car parks over weekends to see if usage can be measured.

5.1.6 It was agreed that the main items to cover for Parking were:

- (a) ask the railway for potential permit parking for Town workers;
- (b) ask ABC for 'free after 3' parking;
- (c) request the car park statistics from ABC.

5.2 Potholes. Sue Ferguson was assigned as Lead Councillor.

5.2.1 John Crawford reported that residents should be encouraged to use the 'Fix My Street' app which is easy to use.

5.2.2 Sue highlighted how easy it is to report issues on Kent County Council's website. Residents need to report issues direct and it is then easy to track progress. It was suggested that how to report potholes and issues on the highways should be included in the next Council newsletter.

5.3 Town Appearance/Management & High Street Re-generation. Alan Sugden was assigned as Lead Councillor. The two priorities were combined temporarily, however, the Tourism & Business Committee would take the lead on issues regarding High Street re-generation.

5.3.1 Seren reported that the main responses on the surveys were about the grass cutting in the Town. Alan reported that a Caretaker Scheme Sub-Committee has already been set up to review the effectiveness and financial viability of taking the task on. This could also be included in the next Newsletter.

5.3.2 Justin suggested that residents phone in with any issues at the appearance of the Town, although many residents already do this.

5.3.3 James Sinclair suggested contacting Tesco and Waitrose to find out if they would be willing to invest in helping improve the look of the Town. Tash Mahoney commented that both Tesco and Waitrose have the token schemes, however, you have to be a non-profit, charity or Community Interest Group to be considered for the schemes. It was suggested that the Lions Club could be approached to ask if Tesco would support them in improving the flower bed by West Cross.

5.3.4 Seren suggested asking ABC for help with a bulb planting scheme which they run.

5.3.5 Alan commented that many of the High Street shops seem to be less caring out their frontages, some of which are very tatty. Sue Quinton suggested running a competition of the best kept window display or shop front.

5.3.6 Sue commented on the leaf issues in the Town. Claire reported that Biffa are supposed to collect the leaves on the footpaths as part of the daily Town litter pick. Claire also reported that the Council now have a Billy Goat leaf collector so there should be an improvement this year on the greens.

5.3.7 Alan reported that the benches need to be painted/maintained and the phone box at the top of Station Road needs to be re-painted. The Council maintain the benches on a cycle, however, the phone box could be painted by the TCAT team (as was the one near the sorting office). Seren suggested adopting the phone box, however, Claire reported that this had been

attempted before in order for a defibrillator to be installed. BT would not sign it over as it was still being used by the public (namely one).

5.3.8 Roger Quinton raised his concerns about the number of A Boards throughout the High Street. Claire apologised for the admin team not issuing the agreed notices to the shops/businesses, but this is in hand. The Council now have the delegated authority to remove A Boards if those businesses are not adhering to the rules.

5.3.9 Richard Harvey suggested that the Council meet up with the Chamber members and shop owners to discuss ways of improving the High Street. Seren commented that not all shops, particularly the independents, can afford to repair their shop frontages. There is the fear that if the landlord was asked, rent rates would increase.

5.3.10 Tash suggested the Council producing a business focussed newsletter which would highlight the issues raised in the survey. Richard agreed to put something together to give to businesses around working together to improve the High Street. This would dovetail with the Destination Management Plan produced by Seren. As part of the DMP, a Town Manager role had been suggested who would work three days per week pro rata. Seren reported that ABC could be approached for funding towards this role for the first and maybe second year of employment. John Crawford reported that this should be considered as part of the precept.

5.4 **Policing.** Ken Mulholland was assigned as Lead Councillor.

5.4.1 Alan reported that a Police Forum meeting had taken place and it was reiterated that Tenterden is not a high crime area. It is certainly better than it was 50 years ago. It is deemed a safe area therefore you would not normally see police officers patrolling the streets. Reporting crimes/incidents is still an issue as members of the public are not doing this. Again, this could be included in the next Council newsletter. More Neighbourhood Watch Schemes also needed to be set up across the whole Town.

5.4.2 Tash reported that there are drug dealing issues in the Town and again this needs to be reported.

6. **Social Media Policy.** Justin asked the public members of the Sub-committee for their views on the Social Media Policy. They were happy with it as it stood but suggested that it was reviewed annually.

7. **Code of Conduct.** The public members of the Committee were not comfortable with signing the Code of Conduct as it seemed more relevant to Councillors; the Sub-Committee made recommendations to the Internal Committee, not vote on motions. It was agreed that a sheet would be made available at each meeting should a confidential item be discussed; members were happy to sign this.

8. **How it works – Tenterden Town Council and New Residents Welcome Pack.** Justin requested comments on the residents guide he had produced; members agreed to forward any comments direct to Justin. The Welcome Pack which would be issued to new residents was a self-funding

project whereby income would be obtained from advertising. It was a collaboration of the Lions Club, Churches Together and the Town Council.

- 9. Public Participation at Standing Committee Meetings.** The public members of the Committee had reviewed the proposal from the Internal Committee regarding changes to public participation at standing committee meetings. It was agreed that an explanation agenda item at the end of each meeting was not required. It was felt that the Council had come far in building better relationships with members of the public and to not allow any input from the public apart from at the beginning of a meeting would be a step back. Therefore, it was recommended that the Chair of each Committee would use their discretion when members of the public request to speak on an item and adhere to the time limits of each meeting.
- 10. The Future of the Public Engagement Sub-Committee.** It was agreed that this Committee should be more of a sounding board for issues put forward by the Council.
- 11. Any Other Business.** None.
- 12. Date of Next Meeting.** Monday, 5th November 2018 at 7.00 pm.

Meeting Closed at 8.45 pm.

Recommendations from Public Engagement Sub-Committee based on Residents' Survey 2018

As at 05 November 2018

No	Item	Lead	Long term	Immediate	Actions	Outcomes
1	Parking	Justin Nelson	To provide sufficient affordable and convenient parking for residents, workers and visitors without damaging the character of the town centre of causing problems for residents	Relieve the pressure on residential roads caused by workers using them for parking	Liaise with K&ESR over a trial of using the station car park for workers at a low charge (excluding weekends and event days)	
					Get ABC to implement "Free after 3" scheme in town car parks	
					Obtain from ABC data on car park usage/occupancy rates at key times throughout the year	
2	Potholes and pavements	Sue Ferguson	Ensure well-maintained roads and pavements throughout the parish	Repair significant potholes	Encourage residents to report problems using KCC website and "FixMyStreet" app	
				Repair broken pavements	Encourage residents to report problems using KCC website and "FixMyStreet" app	
					Newsletter article to provide encouragement and information	

3 Town appearance	Alan Sugden	Improve and maintain the appearance of the town as an attractive place to live, work and visit	Develop a partnership approach with businesses	Newsletter to businesses	<p>Weed control by TTC ground workers</p> <p>Check with Horticultural Society over flower bed at West Cross</p> <p>Best-kept shop competition</p> <p>?ABC to cancel Biffa's leaf clearing contract and allocate to TTC with appropriate funding</p>
4 High Street Regeneration	Tourism & Business Sub-committee	Identify and implement ways of regenerating the High Street		Refer to Tourism & Business Sub-committee	<p>Appoint part time town centre manager (see Midhurst) to manage</p> <p>Encourage residents and businesses to report crime and concerns</p> <p>Newsletter article to provide encouragement and information</p> <p>Encourage formation of Neighbourhood Watch schemes</p>
5 Policing	Ken Mulholland	Ensure appropriate and sufficient police responses to crime	Identify extent of problem and available resources		

6 Youth Provision	Justin Nelson/Matt Freeman	Encourage and enable a range of activities for young people	There is currently an active Youth Policy Sub-committee investigating and progressing options	Newsletter article setting out plans and progress
7 Affordable Housing	Justin Nelson/Mike Carter (CLT)	Ensure future developments contain as high as possible % of affordable housing available for local people (ie: people living and/or working in Tenterden or with close family connections to Tenterden)	TTC have already secured 35% affordable housing on Tent1 and ensured priority to be given to Tenterden residents TTC are observing and advising a Community Land Trust steering group that is exploring possibilities	Newsletter article from the CLT steering group on its aims, plans and proposed actions
8 Summer Events/Events in general		Each year there is at least one Summer music event that appeals to all ages	Ensure residents and organisations ensure the scope for running events and support them in their arrangements	Newsletter item to list events take currently place on the Recreation Ground and which are run by TTC. In same item, invite others interested in running an event to contact TTC to discuss Contact ABC and see if they are willing to run 'Tenterden Create'. TTC to look at what benefits hirers of the Recreation Ground bring to the community and whether they use local businesses

9 TTC Management & Website

Clearer information about what the Council does and obtaining higher footfall on the Council's website and longer dwell times	Improve the website for users Extend use of social media	Website: Update 'What the Council does' and make it more accessible on the home page. Consult MoPs (eg at Coffee with Councillors mornings) on website usability with access to laptops for actual use. Arrange training for staff on analysing website stats and using them to improve the website Social media: Post 3 times a year on social media the 'who does what' leaflet. Put a social media post out inviting feedback on the website Chart residents' main concerns and monitor number of social media posts on each per month Create Social Media "Updates Unit" to correct any posted misunderstandings and supply appropriate background information in response to comments, etc.
---	---	--

10 Congestion	Better traffic flow through Tenderden at peak times	Request that KCC reviews the outdated traffic light system.	Lobby KCC Invite residents to contact KCC, too.
---------------	---	---	--

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

WEBSITE SUB-COMMITTEE

MINUTES OF A MEETING ON 29TH OCTOBER 2018

Councillors Present: Mrs. S. Ferguson, C. Knowles, Dr. L. Lovelidge, K. Mulholland and A. Sugden. Deputy Town Clerk, Mrs. C. Gilbert (note taker) was also present.

Cllr. Knowles chaired the meeting.

1. **Apologies for absence:** none.
2. **Minutes of the Meeting on 26th March 2018.** Agreed.
3. **Matters Arising – Update on Actions.**
 - 3.1 Website Training. Claire confirmed that Julie McCollum and Sharon Ratcliffe had received training by WebBox on 4th July 2018 and were both assisting with uploading information.
 - 3.2 'What's on' (the home page picture link). Only one of the images makes it hard to read what's on next, so Claire will liaise this with the hirer to find an alternative. Subsequent to the meeting, this has been sorted.
 - 3.3 'What the Council does'. In this section, the link to 'which authority carries out which tasks' has been separated on the page and now has a box around it.
 - 3.4 'Links' Page. The following amendments have been made: KCC Highways is now a direct link to 'report a fault' and the tab title has been amended. A link has been added for ABC's planning. The 'Highways Maintenance' and 'Planning' picture tabs on the bottom of every page now go to the right websites rather than our own 'what we do' page. It was agreed that a planning page to explain how planning works within the Town Council, what we do, and a link to the planning agenda and minutes page would be useful. The link to ABC's planning page would also be added. Callum suggested looking at KALC's planning guide on what role Parish Councils play. The link to the planning page would be via the 'Planning' link at the bottom of all pages.
 - 3.5 Audio Recordings. The font has been amended and is now easier to find.
 - 3.6 Focus Groups/Regeneration Project. The link wording on the homepage has been amended and drop-down menus are now included within this tab which looks much tidier.
 - 3.7 Bookings. Online enquiries now state which room/facility they are enquiring about when they come through via email.
 - 3.8 'What's on' Page. The 'Events in and Around Tenterden' link at the top of the page only goes to the bottom of the page once local/Council events are added, i.e. May Fayre, etc. Claire will ensure that events are added to keep the link active otherwise it does not appear to go anywhere.

- 3.9 Meetings including Audio. The link has been renamed to 'Agendas, Minutes & Audio Recordings of Committees.
- 3.10 Members. This has been changed to 'Who We Are' and the quick link at the bottom of the screen has been updated. The new councillors have been added, however, the Maintenance Team need updating. Links to the Community Warden (KCC website) and Dog Warden (ABC website) have been added to the 'links' page.
- 3.11 PDFs. Claire has been trying to remember to add '-' between words on file names in order to avoid % marks in the file name.
- 3.12 Fax Number. This has now been removed from the website.
- 3.13 Preparing for Emergencies. It was suggested that this be moved to under 'The Council' drop down menu. The tab on the homepage should be replaced with 'Agendas/Minutes link'. Claire had been trying to sort this, but may have to contact WebBox for help.
- 3.14 News. WebBox's own Twitter news feeds have been removed and it is now the Council's feed.
- 3.15 Back up of Website. WebBox have confirmed that the website is backed up daily.

4. WebBox – Answers to Queries.

Following discussions around contracts, updates and statistics at the last website meeting, Claire raised these queries with WebBox.

- 4.1 Contract Review Date – a contract end date was not defined in the original Statement of Work. It is coming up to two years since the new website went live, therefore, WebBox would recommend that the website is reviewed.
- 4.2 CMS Upgrade/Website Design Refresh – as the website has been up and running for nearly two years, WebBox advised that it would be a good time to consider upgrading the CMS and refreshing the design. They suggest that both come hand in hand because a CMS upgrade would require extensive work, so it would not take much longer to refresh the design at the same time. They have, however, separated the costs below.

CMS Upgrade – allowing for easier content entry and applying the latest security and speed patches: £2,475.00 plus VAT.

Website Design Refresh – this would include a fresh design to bring important pages to the 'front' and take on board the learnings over the past two years: £3,300.00 plus VAT.

Members discussed the above proposals and agreed that the CMS upgrade should take place, and this would be recommended to the Internal Committee. Claire will find out from WebBox if it is a new platform or just an upgrade to existing platform. With regard to the website design refresh, it was agreed to delay this until the new Council year.

- 4.3 CMS Issues – Claire had raised several niggly issues with WebBox, all of which have now been sorted.
- 4.4 Town Venues/Hireable Spaces in Tenterden – Claire had discussed with WebBox ideas on where this new page would be situated on the website. It was suggested that the current 'Bookings' tab could be renamed to 'Hireable Venues' and there would be two options: Town Council Venues and Tenterden Venues. The Town Council Venues page would be as it is now, and the Tenterden Venues page would consist of:
- List of hireable spaces starting with Community venues first;
 - An alphabet key which is linked between the venues and a map of Tenterden & St Michaels;
 - A 'click here' tab for each venue which would take you to a pdf of the venue's basic details. Ken suggested there being a direct link to the venue's website if they have one.

The development cost for the above would be £880.00 plus VAT. Claire would upload the PDFs for each venue.

It was agreed that the above would be referred back to the Virtual Hub Focus Group for approval before going to the External Committee for ratification.

5. WebBox – Google Analytics.

Members reviewed the Google analytics which are provided monthly by WebBox; the statistics for July, August and September were tabled. It was agreed that these should be shared with the Public Engagement Sub-Committee for their information.

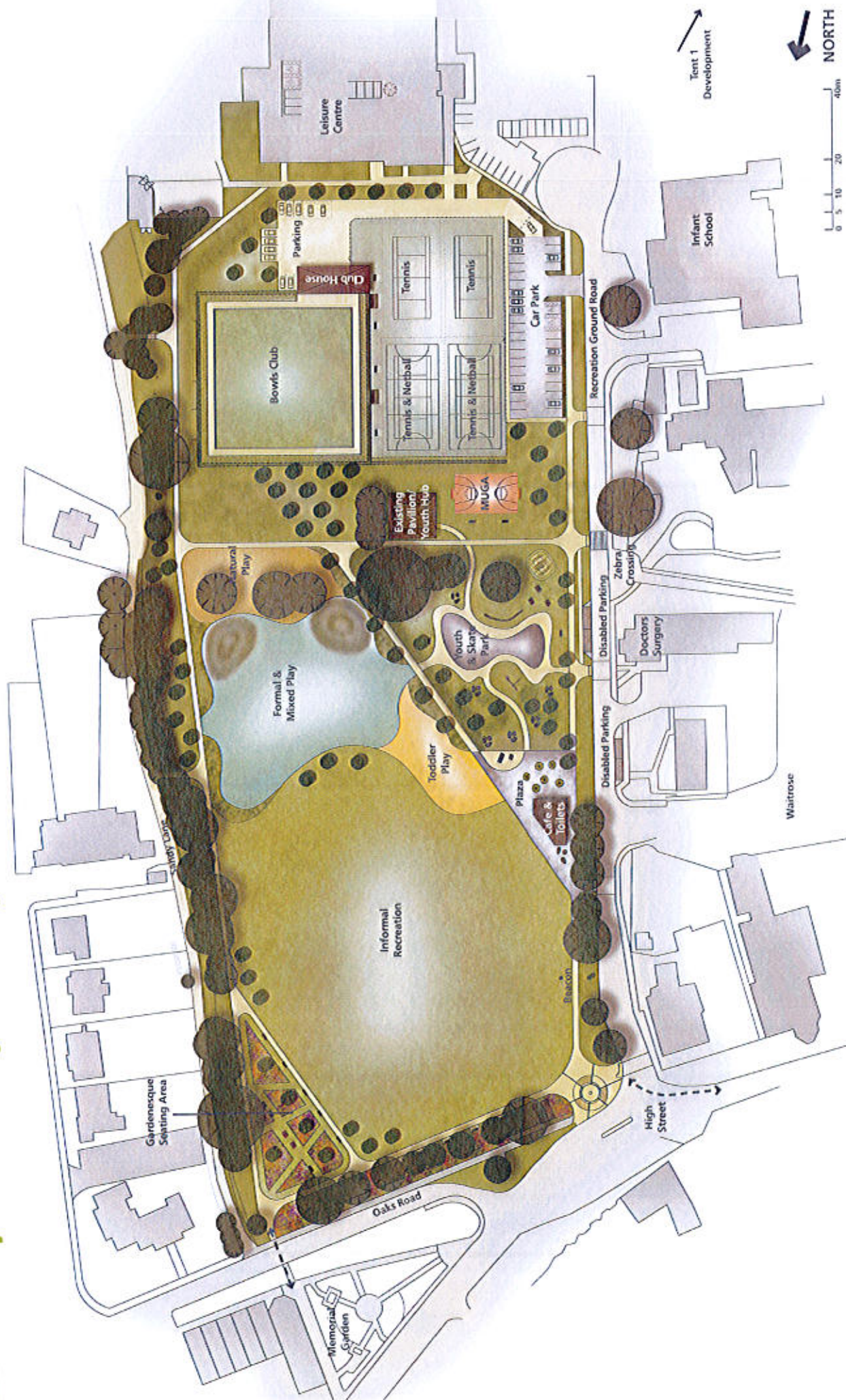
6. Any Other Business.

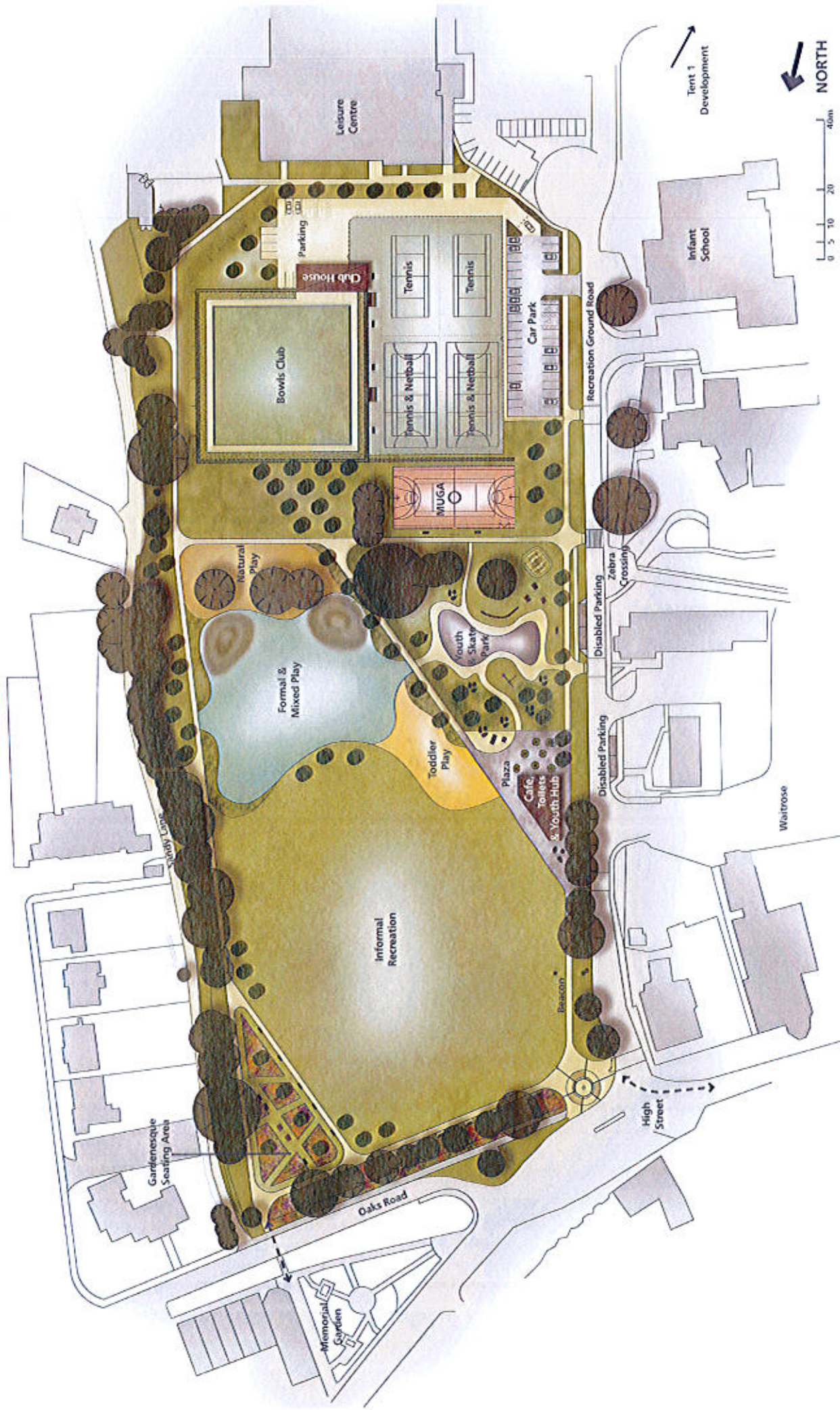
- 6.1 Sue suggested adding a link to the clubs, societies and groups on MyTenterden's website. Claire agreed that this would be a better system as the list that the Council have uploaded is very much out of date and, given the new GDPR regulations, it would be safer to remove it.

8. Date of Next Meeting. None arranged.

Meeting Closed at 6.50 pm.

Tenterden Recreation Ground Landscape Masterplan - Option 1





Internal Committee 12th November 2018

Modern.gov Software

Agenda Item 9

This software is now used by many first and second tier authorities including ABC and a number of town and parish councils have now successfully adopted it. The software has a 100% retention rate (i.e. no council has reverted to a paper system following installation).

A recent demonstration to councillors and staff was well received and the software will not only save administrative time, it will also cut down considerably on paper usage and printing costs.

The software would require tablets to be purchased which would be common to both staff and councillors. This would allow more effective IT support. The system could be used via a mouse and desktop for office administrative functions.

The principal advantage of the software is the control and distribution of agendas, minutes and background information. This would include sub-committees. Paper versions would no longer be circulated.

Additional features include:

- The ability to annotate your own copy of agendas to act as an aide-memoire at meetings.
- Recorded voting
- Report circulation with notations regarding which members have viewed the report.
- Control of registers of interest and declarations at meetings
- Action Log linked to minutes
- Easy access to ABC information

Essentially the system will improve accuracy, record keeping and efficiency.

The providers suggest a trial installation and training, followed by full implementation within 3 or 4 months.

The trial implementation would need to take place in January or February, followed by full implementation in the new council term in May.

Costs:

Annual support costs £9,000 for the first year (including training) and £7,000 p.a. thereafter.
Hardware – as a guide ABC costs last year were as follows (there is no discount for multiple units but offers may be available for “bundles”. I have already inflated the keyboard and pencil prices to reflect current situation.

Apple ipad 12.9 inch (wi-fi & Cellular 256GB)	£788.99
10.5 inch same spec (more portable)	£718.99
Smart Keyboard and case	£157.99
Apple Pencil (some may prefer their fingers!)	83.99

Robin Jones (ABC's IT officer) believes the Cellular capacity could be excluded from these prices. The cost of tablets has risen slightly so the whole unit price would be approximately £980 for the 10.5 version without cellular capacity and £900 without the pencils (half of users preferring not to use pencils). The average unit price would therefore be approximately £940. 3 year free warranties are available.

We require 21 units, so a total initial outlay of £19,740. Staff would clearly seek out "bundle" offers to reduce this price.

Proposal: That the Modern.gov software should be ordered and tablets purchased for staff and councillors



Phil Burgess
Town Clerk

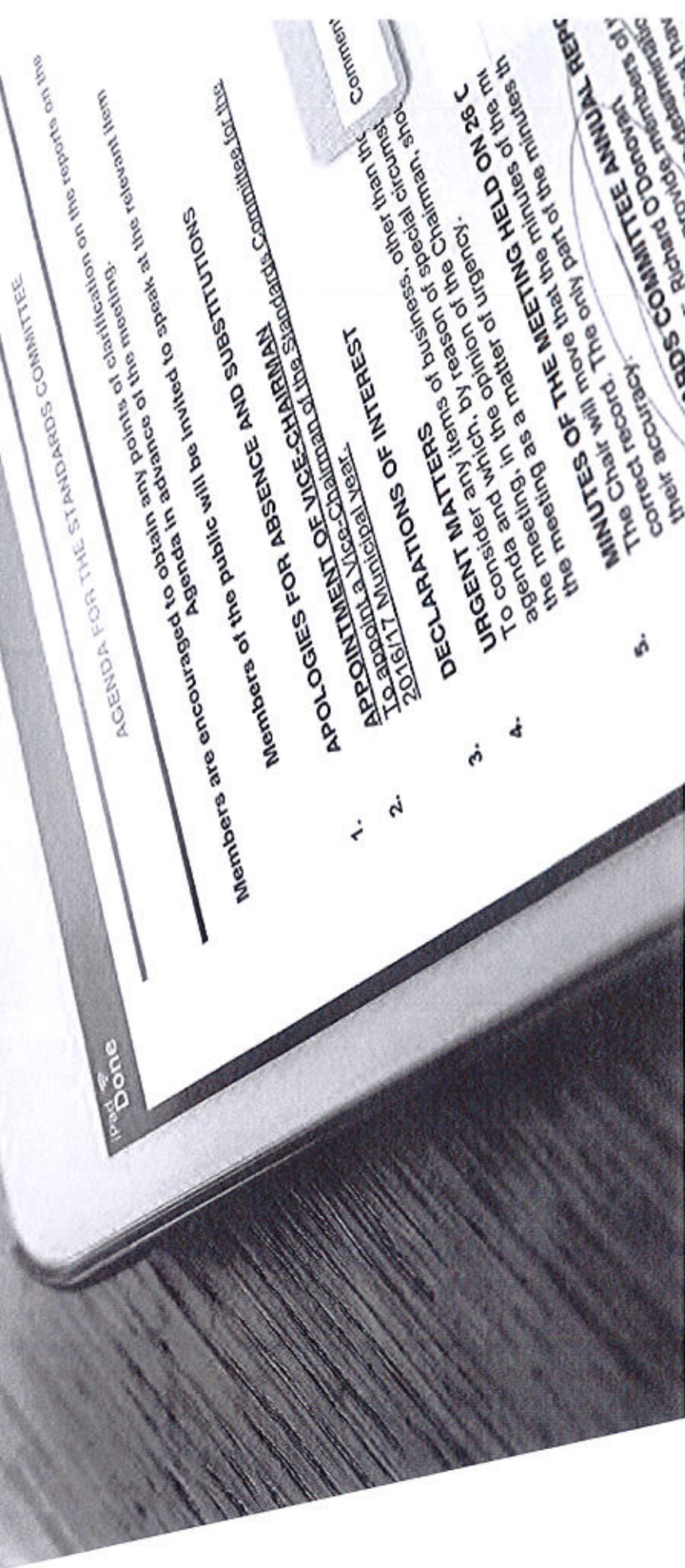
Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None but paper saving and ecological impact beneficial
Budgetary Impact	: Ultimately cost-saving. Initial costs as above.

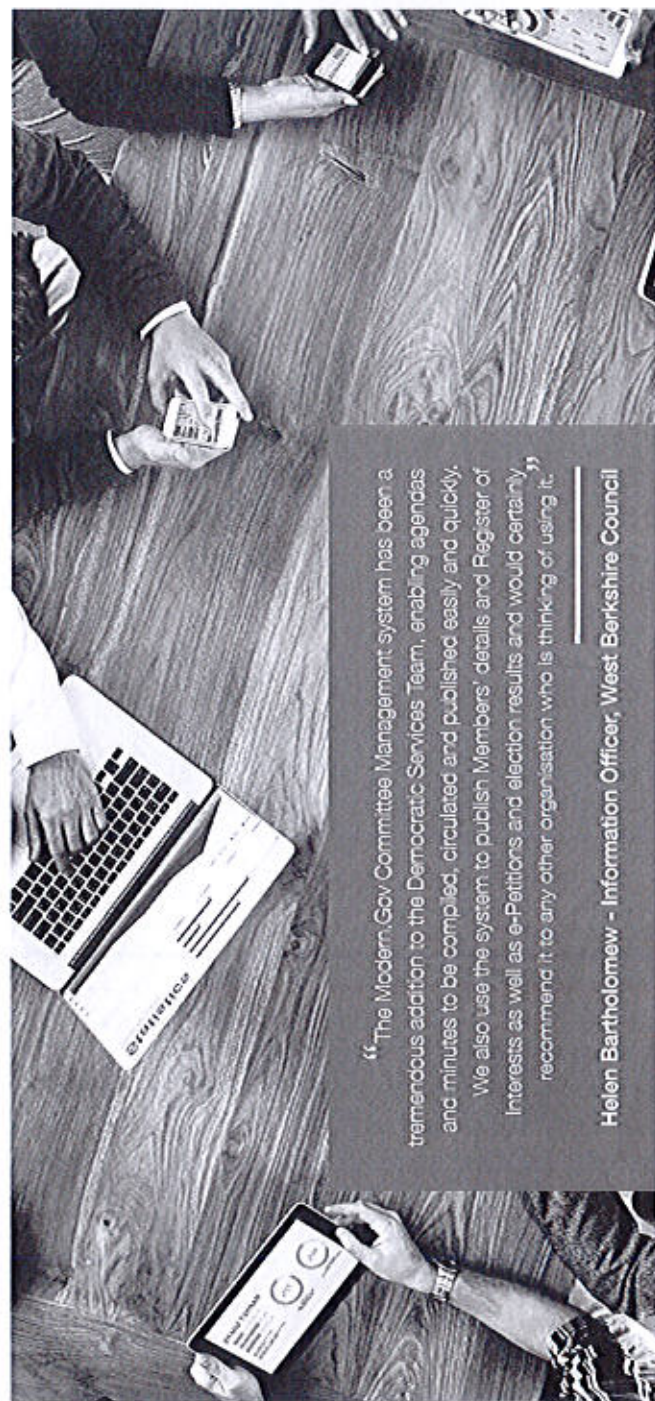
MAKING DEMOCRACY HAPPEN.



MODERN.GOV
PART OF THE ERS GROUP

CHAMPIONS OF GOOD GOVERNANCE
AND PAPERLESS MEETING SOLUTIONS.





“The Modern.Gov Committee Management system has been a tremendous addition to the Democratic Services Team, enabling agendas and minutes to be compiled, circulated and published easily and quickly. We also use the system to publish Members’ details and Register of Interests as well as e-Petitions and election results and would certainly recommend it to any other organisation who is thinking of using it.”

Helen Bartholomew - Information Officer, West Berkshire Council



www.modern.gov.co.uk



020 8565 8909

INTRODUCTION

At Modern.Gov we've been championing the use of technology for good governance for nearly 20 years. Our meeting management system is designed for all organisations with an obligation to report and explain decisions. It is used by over 300 clients in a wide range of sectors including local authorities, housing associations, fire authorities, NHS Clinical Commissioning Groups (CCG), and universities.

Modern.Gov makes it easy to:

- Co-ordinate a high volume of meetings
- Comply with rules of governance
- Track decisions and actions
- Record gifts and hospitality
- Ensure transparency.

The dashboards, audit trails, statistical reports and automated version control save time and money.

We also make committee members' lives easier with our paperless meeting app.



info@modern.gov.co.uk

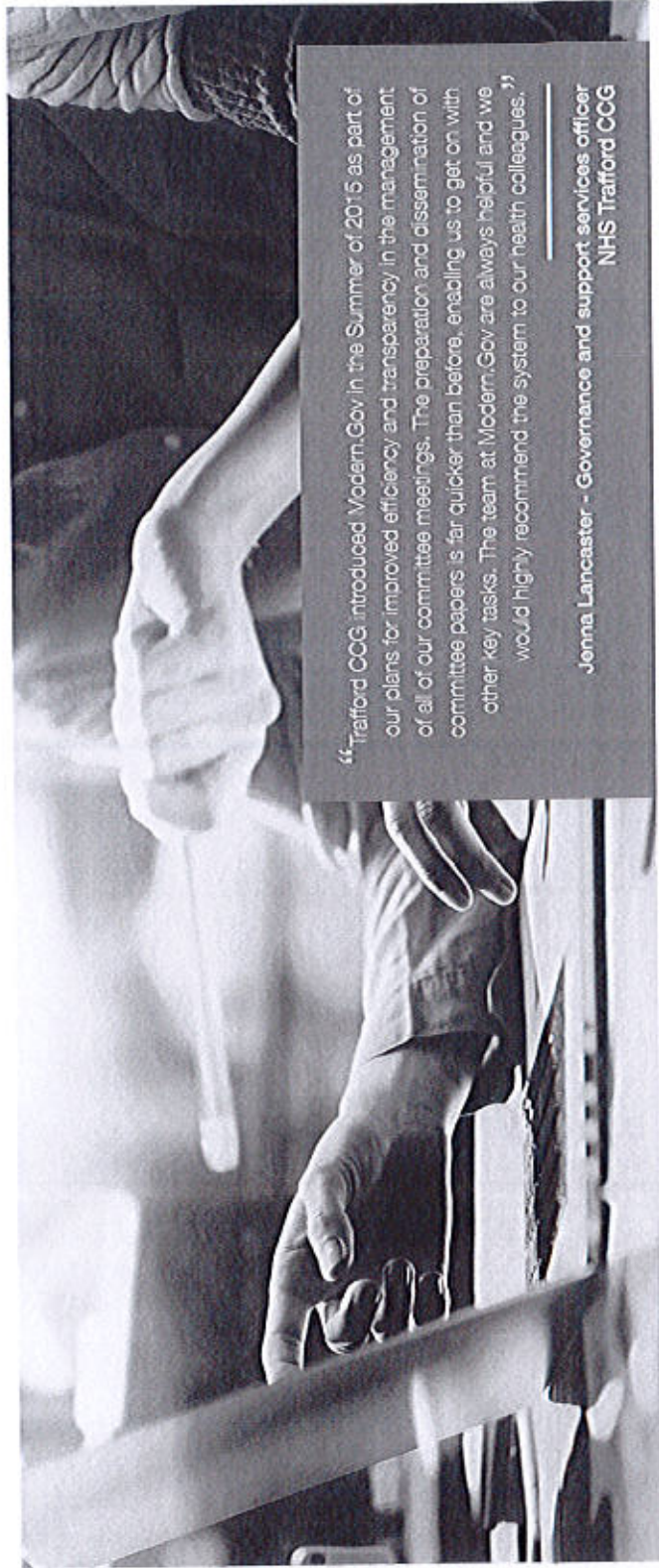
MODERN.GOV IS THE COMPLETE GOVERNANCE SOLUTION

Key features:

- Meeting management
- Paperless meeting app
- Workflow
- Members' profiles
- Election or ballot results
- Public consultation tools



www.moderngov.co.uk



"Trafford CCG introduced Modern Gov in the Summer of 2015 as part of our plans for improved efficiency and transparency in the management of all of our committee meetings. The preparation and dissemination of committee papers is far quicker than before, enabling us to get on with other key tasks. The team at Modern Gov are always helpful and we would highly recommend the system to our health colleagues."

Jenna Lancaster - Governance and support services officer
NHS Trafford CCG



020 8565 8309



info@moderngov.co.uk

MEETING MANAGEMENT

Least minute changes are no longer a headache!

Modern.Gov takes the stress out of co-ordinating meetings and collating papers by putting all the documents you need in one place, from agendas to minutes and Register of Interests.

- Schedule meetings and issue invitations quickly and easily
- Collate and publish papers in minutes, not hours
- Control access to restricted items
- Track issues and automatically link agenda items
- Get easy access to the history for agenda items.

With Modern.Gov meeting management and our paperless meeting apps, last minute changes are no longer the headache they used to be.

Arrange a no obligation demo. Email us at:
info@moderngov.co.uk



www.moderngov.co.uk



PAPERLESS MEETING APP

With one cost-effective site-wide licence, you can save time and money with our paperless meeting app.

Meeting organisers

No more late nights in the office, printing and re-printing papers when agendas or actions change at the last minute. The app automatically keeps itself updated with meeting papers. All you need to do is publish and share the papers online when you're ready. Or you can print and despatch papers for committee members who prefer a hard copy.

Committee members

It's intuitive so you can view and annotate documents easily.

- Automatic document download
- Two-factor security
- ADFS integration, to reduce the need for multiple passwords
- Apple, Android and Windows tablet apps available

"Agendas and minutes are produced quickly and easily with Modern.Gov, saving significant time and effort. And papers are published with 1 click. Thanks to the all-inclusive site wide licence, we are rolling the system out to our other internal meetings."

Joanne Smith, Democratic Services Manager, Cheshire Fire and Rescue Service



020 8305 8909



info@moderngov.co.uk

WORKFLOW

No two organisations have the same processes so our workflow module is adaptable. It helps you manage the many steps you take towards making decisions and publishing reports, while ensuring transparency and accountability.

Features include:

- Dashboards for an 'at a glance' view of your decision-making process
- Auditable report review and sign off
- Automatic prompts for actions
- Reports, automatically linked to meetings
- Version control
- Statistics and reporting tools.

An entire decision-making process can be managed on Modern.Gov's internal website. The workflow is fully integrated within Modern.Gov so actions and agendas are automatically generated.

Streamline your administrative duties, eliminate delays and avoid duplicating effort.



www.modern.gov.co.uk



020 8595 8309

MEMBER PROFILES

With Modern.Gov it is easy to maintain and interrogate your Member Profiles. They can be accessible on both public and internal websites and tailored to suit your needs.

Member Profile functionality and Register of Interests, all in one.

Our functionality combines all the features you would expect of a Member Profile and a Register of Interests, in one place.

You can record a wide range of information including:

- Contact details
- Biographies
- Committees
- Election results
- Decisions/votes
- Declarations of gifts or hospitality
- Attendance at meetings

Save, sort and search data quickly and easily with Modern.Gov.

Arrange a no obligation demo. Email us at:
info@modern.gov.co.uk



info@modern.gov.co.uk

PUBLIC CONSULTATION

The tools built into Modern.Gov make it easy for you to consult with your audience, using questionnaires and e-petitions.

Online questionnaires

Create and publish online questionnaires, inviting interested parties to express their views. All responses are held in the Modern.Gov database, for review and analysis.

e-Petitions

Enable members of the public or other members of your community to submit an e-Petition. After an approval process, the petition can be published to your website and the results will be displayed live, as they change.

Subscribe to updates

Invite your community to subscribe to updates. Overnight, Modern.Gov compares all of the subscribers' interests with the new items published that day. It sends each subscriber a personalised email with details of the items they may be interested in.

With Modern.Gov you can engage and consult with your audience quickly and easily.



www.modern.gov.uk



TECHNICAL INFORMATION

Modern.Gov can be hosted on premise, including virtualised environments, or on our dedicated hosting environment. Separate internal and public-facing web sites are deployed as standard, including seamless integration with your existing website.

We have a number of 'off-the-shelf' integrations, including Xpress Elections Management System and we are always happy to consider others.

OUR PARTNERS



0200 6065 4909



info@modern.gov.uk

WHY MODERN.GOV?

- Multiple functions in a single product - all designed to save time and money
- Cost-effective site-wide license
- 1-click to publish agendas, minutes and other linked items
- Secure hosting
- 'Off the shelf' integrations
- Trusted by hundreds of organisations to support good governance



www.modern.gov.co.uk



020 8205 8000



info@modern.gov.co.uk

"Having made the move from local government to higher education, I could see immediately how a governance management system would work in a new context: in fact, any organisation which needs a way to keep track of decision-making, appointments and documents can benefit. Modern.Gov was easily customisable for an academic environment. In addition to managing all our committee information and securely delivering meeting papers via the app, it generates the College's intranet."

Holly Adams, Newnham College,
Cambridge University

FIND OUT MORE

Save time and money with Modern.Gov. Arrange a no obligation demo today. Email us on info@modern.gov.co.uk

You can also find us at the following events and conferences:



www.modern.gov.co.uk



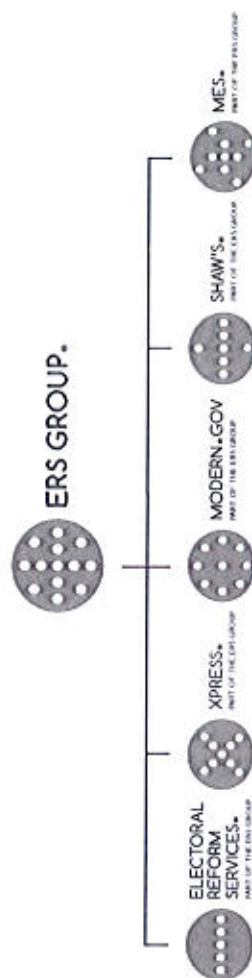
020 3305 8900



info@modern.gov.co.uk

ERS GROUP

We are proud to be part of the ERS Group of ISO 27001 accredited companies with unrivalled experience in engagement, election and voter registration services. We work seamlessly with Electoral Reform Services, Xpress, MES and Shaws to deliver a comprehensive range of election, ballot and governance services.



Internal Committee 12th November 2018

Mayoral Engagements

Agenda Item 12

The budget for mayoral engagements has, in recent years, been subject to a maximum (currently £3,000) as defined by the following minute:

3411 MAYORAL BUDGET. It was RESOLVED that during the 2015-2016 financial year, half of the unused mayoral allowance would be made available for mayoral engagements. For subsequent years, the mayoral allowance would be dropped and budgets would be set separately for general civic expenses and mayoral engagements, the latter being set as a maximum expense.

This year

During the course of this mayoral year it was decided that mileage and expense claims for the Sergeant-at-Mace were appropriate to Mayoral Engagements rather than a staffing expense. As such this was backdated to the beginning of the year.

The result has been that the budget this year is likely to be exceeded. As at the end of October, £2907 of the £3000 budget has been used. Of that £2907, £902 applies to travelling expenses to engagements.

In view of the fact that the position was unknown to the Mayor and Deputy at the beginning of the year, council may wish to consider an extension to this year's budgeted expense.

Future Years

Decisions on which events are attended by the Mayor or Deputy should not rest with the administrative staff. I can find no firm guidance as to how these should be decided.

The options are:

1. Mayor to decide which functions are attended.
2. Deputy Mayor may attend if Mayor is unable to attend. By this method the budget restriction imposes the cut-off.
3. Set a percentage of the budget for the Mayor and Deputy to use.

Proposal:

Current Year That an additional £1000 be allowed for Mayoral engagements

Future Years That councillors should select their preferred option from those above or suggest a suitable alternative method.



Phil Burgess
Town Clerk

Impact on Crime and Disorder : None
Impact on Bio-diversity : None
Budgetary Impact : Potential Increase this year but was part of staffing costs previous year.