

Payments over £100 April to June 2018

<u>Transaction Detail</u>	<u>Date Paid</u>	<u>Amount Paid</u>	<u>Payee Name</u>
Non-Domestic Rates	03/04/2018	£1,089.17	Ashford Borough Council
Rates-Station Rd Toilets	03/04/2018	£288.00	Ashford Borough Council
Quarterly Photocopier Leasing	05/04/2018	£362.19	Grenke Leasing
Garden Restaurant buffet x23	09/04/2018	£218.50	The Garden Restaurant
Cleaning March 18	09/04/2018	£2,252.72	Tenterden Twilight - Laura
Richard Harvey-March 18	09/04/2018	£1,056.00	Richard Harvey
Grass Seed-Leisure Centre+othe	11/04/2018	£137.80	Bourne Amenitiy
Croft Glass-fit noticebo glass	18/04/2018	£568.50	Croft Glass
Webbs Hardware-sundries	18/04/2018	£173.78	Webbs Hardware
Annual Subs - KALC	18/04/2018	£1,275.00	Kent Assoc of Local Councils
Kent IT- HP Bus. Desktop x2	19/04/2018	£960.00	Kent IT Maintenance
Est. reading to 28/02/18	19/04/2018	£430.52	NPower Electricity
Est. reading to 28/02/18	19/04/2018	£310.67	NPower Electricity
Station Rd. WC plans	19/04/2018	£590.85	Clague Architects
Private Cloud server	19/04/2018	£240.00	Kent IT Maintenance
electricity 1/3/17-28/2/18	19/04/2018	£141.80	E.On
April bin hire	19/04/2018	£105.00	Tenterden Leisure Centre Trust
Grant re Youth Worker	19/04/2018	£2,000.00	Next Generation Youth Cafe
Timberwise Deposit	19/04/2018	£1,768.10	Timberwise
Annual Vehicle Ins	19/04/2018	£1,130.44	WPS Insurance
Combe Cemetery gate costs	19/04/2018	£330.45	Young's Timber
Ground Control-Rec fees	19/04/2018	£5,001.50	Ground Control
South ward by election cost	19/04/2018	£3,671.50	Ashford Borough Council
Gates & Sleepers-Youngs	20/04/2018	£330.45	Youngs
Remove Xmas tree lights	26/04/2018	£3,750.00	Fernshire Tree Services
Blended top-soil Tent. C'try	26/04/2018	£380.93	Bourne Amenitiy
Stanley George Ltd	26/04/2018	£375.00	Stanley George Ltd.
Occupational health-L Jarvis	26/04/2018	£350.00	Everwell Occupational Health
Annual maint. contract-Month 1	26/04/2018	£246.65	Burden Bros Ltd
Gas reading on 11/04/18	26/04/2018	£1,124.05	E.On
Elec reading to 11/04/18	26/04/2018	£848.35	E.On

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comm. combined ins. renewal	27/04/2018	£13,754.31	WPS Insurance
Phone&Broadband	30/04/2018	£129.45	Infinity Technology Solutions
Cilca workshops x 3	02/05/2018	£180.00	Kent Assoc of Local Councils
Ashford Sea Cadets	02/05/2018	£200.00	Ashford Sea Cadets
Alan Ames- Falconry display	03/05/2018	£525.00	Alan Ames
Rec Certificate of Application	03/05/2018	£5,679.50	Ground Control
Cleaning 1/4/18 to 29/4/18	03/05/2018	£2,213.97	Tenterden Twilight - Laura
R Harvey- April fee	03/05/2018	£1,056.00	Richard Harvey
MDL -electrical work	03/05/2018	£667.54	MDL Electrical
Private cloud May 2018	03/05/2018	£240.00	Kent IT Maintenance
Replace 3xlights ladies toilet	03/05/2018	£238.50	MDL Electrical
Rec. Grnd-Repare Damaged Defib	03/05/2018	£105.00	MDL Electrical
Socket&lights-Staff Rm St M.'s	03/05/2018	£305.80	MDL Electrical
Non-Domestic Rates	03/05/2018	£1,090.00	Ashford Borough Council
Rates-Station Rd Toilets	03/05/2018	£288.00	Ashford Borough Council
Call out&fix dumb waiter	04/05/2018	£371.27	ThyssenKrupp Elevators UK Ltd.
Kent PA Hire for May Fayre	07/05/2018	£180.00	Kent PA Hire
E.On-estimate 20/04/18	08/05/2018	£238.93	E.On
SLCC Conference	09/05/2018	£405.00	Barclaycard
CPL Training	09/05/2018	£140.00	Barclaycard
Office desk	09/05/2018	£241.00	Barclaycard
Survey Monkey Annual Subs	09/05/2018	£340.00	Barclaycard
CB Motors-Apr18 Fuel	15/05/2018	£189.64	CB Motors
Maylands-New Maint. Building	15/05/2018	£1,045.00	Maylands Consulting
K Singleton-Year End Closedown	15/05/2018	£553.25	Rialtas Business Solutions
Maylands-Rec. Grd. Beacon	15/05/2018	£450.00	Maylands Consulting
Furley Page-Social Media Polic	15/05/2018	£450.00	Furley Page
Sibley Pares- The Pebbles	15/05/2018	£375.00	Sibley Pares
Scagg Mower Repair	15/05/2018	£321.09	Burden Bros Ltd
TLC Bin Hire March 18	15/05/2018	£105.00	Tenterden Leisure Centre Trust
Applause-Nearly There Yet	15/05/2018	£125.00	Applause Rural Touring
Wealden Group-Resident Survey	15/05/2018	£696.00	The Wealden Group
Leaflet delivery x3000	23/05/2018	£330.00	Streets Ahead Leaflets

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JKL Clothing-PPE -R Finniass	23/05/2018	£252.84	JKL Clothing
Automatic door maintenance	23/05/2018	£176.00	Record
TLC Bin hire May18	23/05/2018	£105.00	Tenterden Leisure Centre Trust
MyTenterden annual advertising	23/05/2018	£100.00	My Tenterden
J D mower flail deck repair	24/05/2018	£581.53	Burden Bros Ltd
RBLJ-Post&sign	25/05/2018	£101.33	RBLJ
Annual Fire Extinguisher Servc	29/05/2018	£403.92	Chubb Fire and safety
Infinity-Invoice 1st May	31/05/2018	£129.23	Infinity Technology Solutions
Microsoft licenses	01/06/2018	£890.30	Barclaycard
Green Fingers-Wheeled Trimmer	01/06/2018	£249.34	Barclaycard
South East Water to May18	01/06/2018	£105.63	South East Water
South East Water to May18	01/06/2018	£367.96	South East Water
South East Water to May18	01/06/2018	£813.58	South East Water
PHS Annual contract to Jun19	01/06/2018	£1,126.58	PHS Group
TLC Bin hire June 18	01/06/2018	£105.00	Tenterden Leisure Centre Trust
Non-Domestic Rates	03/06/2018	£1,090.00	Ashford Borough Council
Rates-Station Rd Toilets	03/06/2018	£288.00	Ashford Borough Council
Babicz N-Cemetery grass cut	06/06/2018	£250.00	Babicz N
Hanging baskets/troughs	06/06/2018	£1,532.92	Pinecove Nursery
Kent IT JUNE18	06/06/2018	£240.00	Kent IT Maintenance
Elec Meter Read 22.05.18	07/06/2018	£3,081.94	NPower Electricity
Cleaning- to end May 18	07/06/2018	£2,263.19	Tenterden Twilight - Laura
May Fee	07/06/2018	£1,056.00	Richard Harvey
Tenterden Run-Grant Aid	07/06/2018	£1,150.00	Tenterden Run
Tributes in the Park-Grant Aid	07/06/2018	£1,000.00	Tributes in the Park
P'copier usage to 04.06.18	07/06/2018	£697.83	Managed Technology Corporation
Omega-5 user support licence	07/06/2018	£509.00	Rialtas Business Solutions
EDM-Scanning & Shredding	07/06/2018	£387.06	EDM Solutions
Annual Subs-Cinque Ports	07/06/2018	£310.00	Confederation of Cinque Ports
Lyreco supplies	07/06/2018	£213.69	Lyreco UK LTD
Electricare-CCTV Camera	07/06/2018	£160.00	Electricare Ltd
Mahoney N-Survey, Data Input	07/06/2018	£168.00	Mahoney Natasha
Electical work- old TC Office	07/06/2018	£140.00	Electricare Ltd

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MDL-Repair water heater	07/06/2018	£125.35	MDL Electrical
TODs Security 27.05.18	07/06/2018	£116.00	Right Guard Security
CB Motors-May 18 -fuel	13/06/2018	£337.93	CB Motors
Rec Grnd Cert. for Application	13/06/2018	£889.50	Ground Control
PHS - 25/06/18 to 24/09/18	13/06/2018	£619.64	Initial Systems Ltd
Sewn National Flag+rope+toggle	13/06/2018	£253.09	Hampshire Flag Company
Lyreco supplies	13/06/2018	£231.46	Lyreco UK LTD
Advertising- Maint. Worker	13/06/2018	£228.80	The Wealden Group
Door Supervisor-w/e 3.6.18	13/06/2018	£192.13	Right Guard Security
Timberwise-TH Office dampproof	14/06/2018	£3,748.26	Timberwise
Waste water chg to 2/05/18	16/06/2018	£1,092.06	Business Stream-Scottish Water
Waste water chg to 2/05/18	16/06/2018	£498.18	Business Stream-Scottish Water
Newsletter Delivery x3000	27/06/2018	£330.00	Streets Ahead Leaflets
T&DM- Annual Grant 18/19	27/06/2018	£1,000.00	Tenterden & District Museum
Timberwise Deposit- Office Floor	28/06/2018	£792.96	Timberwise (UK) Ltd
Zion- Youth Worker grant	28/06/2018	£4,000.00	Zion Baptist Church
M Mealham-Shed Door Maint.	28/06/2018	£1,020.00	Mark Mealham
Buckett D-Internal Audit 17/18	28/06/2018	£422.50	Buckett David
Culverwell-oil,jerry cans	28/06/2018	£108.92	E O Culverwell Ltd
WealdenGRP- Newsletter x3500	28/06/2018	£501.00	The Wealden Group
WowFactory-Newsletter template	28/06/2018	£210.00	The Wow Factory
Elect. E Reading 31/5/18	28/06/2018	£491.24	NPower Electricity
Elect. E Reading 31/5/18	28/06/2018	£288.31	NPower Electricity
Elect. E Reading 31/05/18	28/06/2018	£431.56	NPower Electricity
KCC-mini SID package	28/06/2018	£6,066.88	KCC
Infinity-May2018	29/06/2018	£129.00	Infinity Technology Solutions

01/08/2018

Tenterden Town Council

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Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 3

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	207,957	415,914	207,957			50.0%	
1077 Concurrent Function Grant	1,680	3,360	1,680			50.0%	
1078 Council Tax Support Grant	2,585	5,170	2,585			50.0%	
1090 Interest Received	12,836	35,000	22,164			36.7%	
1100 Grants/S106 Received	0	2,000	2,000			0.0%	
1110 Wayleaves & Licences	0	600	600			0.0%	
1900 Miscellaneous Income	5	0	(5)			0.0%	
Administration :- Income	225,063	462,044	236,981			48.7%	0
4000 Staff Costs	59,578	195,000	135,422		135,422	30.6%	
4005 Refreshments	67	600	533		533	11.2%	
4010 Gifts	0	200	200		200	0.0%	
4050 Insurance	13,352	13,000	(352)		(352)	102.7%	
4055 Councillor & Staff Training	1,278	4,000	2,722		2,722	32.0%	
4060 Advertising & Publicity	1,213	5,000	3,788		3,788	24.3%	
4065 Website	0	1,500	1,500		1,500	0.0%	
4070 Printing, Stationery, etc.	1,100	1,000	(100)		(100)	110.0%	
4075 Photocopier	1,396	2,000	604		604	69.8%	
4080 Telephone/Fax/Internet	388	2,000	1,612		1,612	19.4%	
4085 Postage	72	1,000	928		928	7.2%	
4090 Bank Charges	(18)	500	518		518	(3.6%)	
4095 Office Equipment & IT	3,576	4,000	424		424	89.4%	
4100 Subscriptions	2,203	2,000	(203)		(203)	110.1%	
4105 P.R. Consultancy	3,168	13,000	9,832		9,832	24.4%	
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	0	2,500	2,500		2,500	0.0%	
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	97,044	250,300	153,256	0	153,256	38.8%	0
Movement to/(from) Gen Reserve	128,020						
110 Professional Fees							
4205 Consultant/Architect/Surveyors	12,161	35,000	22,839		22,839	34.7%	
4210 Other Professional Fees	3,439	0	(3,439)		(3,439)	0.0%	
Professional Fees :- Indirect Expenditure	15,600	35,000	19,400	0	19,400	44.6%	0
Movement to/(from) Gen Reserve	(15,600)						

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Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Civic							
4250 Robes & Uniforms	91	600	509		509	15.2%	
4255 Mayor's Sunday	0	2,000	2,000		2,000	0.0%	
4260 General Civic Exps & Events	497	1,000	503		503	49.7%	
4265 Mayoral Engagements	225	3,000	2,775		2,775	7.5%	
Civic :- Indirect Expenditure	813	6,600	5,787	0	5,787	12.3%	0
Movement to/(from) Gen Reserve	(813)						
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	2,389	15,000	12,611			15.9%	
1205 Wedding Income	850	4,500	3,650			18.9%	
Town Hall :- Income	3,239	19,500	16,261			16.6%	0
4450 Cleaning & Materials	2,358	12,000	9,642		9,642	19.7%	
4455 Repairs & Maintenance	8,441	8,000	(441)		(441)	105.5%	
4460 Rates	3,269	11,000	7,731		7,731	29.7%	
4465 Gas	1,152	3,500	2,348		2,348	32.9%	
4470 Electricity	848	3,000	2,152		2,152	28.3%	
4475 Water & Sewage	106	600	494		494	17.6%	
4480 Flower Boxes & Baskets	1,533	2,000	467		467	76.6%	
4485 Flags & Accessories	253	500	247		247	50.6%	
4490 Wedding Expenditure	179	1,000	821		821	17.9%	
4495 Security Cover	456	1,000	544		544	45.6%	
4500 Premises Expenses	70	500	430		430	14.0%	
4900 Miscellaneous Expenditure	172	0	(172)		(172)	0.0%	
Town Hall :- Indirect Expenditure	18,837	43,100	24,263	0	24,263	43.7%	0
Movement to/(from) Gen Reserve	(15,598)						
210 Pavilion							
1200 Lettings & Rental	1,208	3,000	1,792			40.3%	
Pavilion :- Income	1,208	3,000	1,792			40.3%	0

Detailed Income & Expenditure by Budget Heading 31/07/2018

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4450 Cleaning & Materials	208	0	(208)		(208)	0.0%	
4455 Repairs & Maintenance	362	2,000	1,638		1,638	18.1%	
4470 Electricity	239	600	361		361	39.8%	
4475 Water & Sewage	125	500	375		375	25.0%	
Pavilion :- Indirect Expenditure	934	3,100	2,166	0	2,166	30.1%	0
Movement to/(from) Gen Reserve	273						
220 Storage Facility							
4455 Repairs & Maintenance	49	1,000	951		951	4.9%	
4460 Rates	275	1,000	725		725	27.5%	
4470 Electricity	28	0	(28)		(28)	0.0%	
Storage Facility :- Indirect Expenditure	351	2,000	1,649	0	1,649	17.6%	0
Movement to/(from) Gen Reserve	(351)						
230 Pebbles							
1200 Lettings & Rental	8,813	35,300	26,488			25.0%	
Pebbles :- Income	8,813	35,300	26,488			25.0%	0
4455 Repairs & Maintenance	0	8,000	8,000		8,000	0.0%	
Pebbles :- Indirect Expenditure	0	8,000	8,000	0	8,000	0.0%	0
Movement to/(from) Gen Reserve	8,812						
240 Public Toilets							
1210 Public Toilets income	0	200	200			0.0%	
Public Toilets :- Income	0	200	200			0.0%	0
4600 Station Road Toilets	5,183	20,000	14,817		14,817	25.9%	
4605 Recreation Ground Toilets	7,965	20,000	12,035		12,035	39.8%	
4610 St Michaels Rec Ground Toilets	2,003	10,000	7,997		7,997	20.0%	
Public Toilets :- Indirect Expenditure	15,151	50,000	34,849	0	34,849	30.3%	0
Movement to/(from) Gen Reserve	(15,151)						
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 31/07/2018

Month No: 3

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	3,000	7,500	4,500			40.0%	
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	3,743	8,900	5,157			42.1%	0
4160 Community Involvement	696	0	(696)		(696)	0.0%	
4245 PPE & Clothing	251	1,000	749		749	25.1%	
4455 Repairs & Maintenance	874	0	(874)		(874)	0.0%	
4700 Vehicle/Mach. Repairs & Maint	268	900	632		632	29.8%	
4705 Vehicle/Mach. Purchases	0	1,000	1,000		1,000	0.0%	
4710 Fuel	161	200	39		39	80.3%	
4715 General Grounds Maintenance	2,124	6,000	3,876		3,876	35.4%	
4720 Vehicle Insurance	565	250	(315)		(315)	226.1%	
4725 Bench Expenditure	0	500	500		500	0.0%	
4730 Children's Play Areas	86	5,000	4,915		4,915	1.7%	
4735 Tools & Sundries	240	500	260		260	47.9%	
4740 Pest Control	0	300	300		300	0.0%	
4755 Trees	0	2,500	2,500		2,500	0.0%	
Highways & Amenities Internal :- Indirect Expenditure	5,264	18,150	12,886	0	12,886	29.0%	0
Movement to/(from) Gen Reserve	(1,521)						
Internal :- Income	243,060	528,944	285,884			46.0%	
Expenditure	155,352	416,750	261,398	0	261,398	37.3%	
Movement to/(from) Gen Reserve	87,708						
Grand Totals:- Income	243,060	528,944	285,884			46.0%	
Expenditure	155,352	416,750	261,398	0	261,398	37.3%	
Net Income over Expenditure	87,708	112,194	24,486				
Movement to/(from) Gen Reserve	87,708						

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Tenterden Town Council

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**Bank Reconciliation Statement as at 30/06/2018
for Cashbook 1 - Current Bank Account**

User: JCM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 59308249	30/06/2018	734	431,627.89
			0.00
			<u>431,627.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
07/05/2018 14467 Ditto Diamonds Display		50.00	
15/05/2018 14472 M Hickmott		23.44	
06/06/2018 014484 Step Short Folkstone Ltd		30.00	
13/06/2018 014487 Cinque Ports Mayors Associatio		20.00	
20/06/2018 014489 B Company Kent ACF		80.00	
20/06/2018 014490 Sevenoaks Mayor's Charity Ac		65.00	
27/06/2018 014495 Streets Ahead Leaflets		330.00	
27/06/2018 014494 Tenterden & District Museum		1,000.00	
27/06/2018 014492 Tomlin Abegael		753.00	
28/06/2018 BACS Timberwise (UK) Ltd		951.55	
28/06/2018 BACS KCC		7,280.26	
			<u>10,583.25</u>
			421,044.64
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			421,044.64
		Balance per Cash Book is :-	421,044.64
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2018
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Santander Savings - 41381306	02/06/2018		2,164,370.25
			0.00
			<u>2,164,370.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			<u>2,164,370.25</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			<u>2,164,370.25</u>
		Balance per Cash Book is :-	2,164,370.25
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2018
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	128	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	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2018
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>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			110.00
		Balance per Cash Book is :-	110.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2018
for Cashbook 5 - Credit Card**

<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	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2018
for Cashbook 6 - CCLA

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

**Bank Reconciliation Statement as at 30/06/2018
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 :-	605,400.00
		Difference is :-	0.00

Internal Committee 13th August 2018
Town Hall Focus Group Issues
Agenda Item 8b

Architect's Brief

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

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

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

MCHLG response regarding capital expenditure

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

Proposal:

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



Phil Burgess
Town Clerk

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

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

7 June 2018

Dear Mr. Burgess,

Reordering of the Town Hall

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

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

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

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

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

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

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

Chartered Surveyors

Price Whitehead

Forstal Farm
Appledore Road
Tenterden
Kent
TN30 7DF

info@pricewhitehead.co.uk

T: 01580 765 411

F: 01580 765 849

Registered in England and Wales
The Price-Whitehead Company Ltd
Company No. 4198381

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

Assumptions

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

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

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

Terms

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

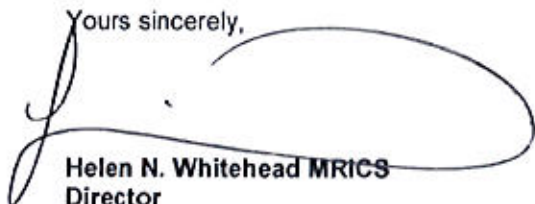
Accounts are raised at interim stages. For this work we would raise an initial account for half the sum following completion of 1 above, with the balancing invoice raised upon completing stage 6.

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

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

Kind regards,

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Helen N. Whitehead', with a large, flowing loop at the end.

Helen N. Whitehead MRICS
Director

STANDARD TERMS and CONDITIONS of ENGAGEMENT

PROFESSIONAL RATES

THE PRICE WHITEHEAD COMPANY LIMITED

Hourly Charge Rates:

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

1. Expenses and Disbursements

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

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

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

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

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

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

2. Statutory Requirements

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

3. Other Appointments

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

4. Copyright

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

5. Suspension and Termination

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

6. Dispute Resolution

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

7. The Client-Surveyor Agreement

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

7.1. The surveyor undertakes where appropriate to:

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

7.2. The client undertakes to:

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

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

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

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

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

Project Location Details:

TENTERDEN TOWN COUNCIL

Internal Committee - background for [Agenda Item 10](#) on 13 August 2018

Town council sub-committees

Background

This background paper is motivated by –

- (a) my belief that small groups of enthusiastic and hardworking councillors and members of the public can progress initiatives better and faster than standing committees of councillors alone and
- (b) my concern that the existence of too many sub-committees run as they currently are impacts heavily on the council's officers, adding to their burden and slowing down the council's progress.

Merits

Some councillors have expressed concern at the number of sub-committees in existence but, as long as they are functioning efficiently and transparently without putting too much of a burden on the Town Hall office, I think they are the best way of developing initiatives –

- a) They are an excellent way of involving suitably qualified/interested members of the public in aspects of particular interest to them, without requiring them to sit through discussions of no real interest to them
- b) They therefore improve public engagement while allowing the council access to a wider range of talents and skills than can be found if membership were limited to any group of 16 councillors
- c) Used properly, they should reduce the burden on standing committees – and reduce the length of their meetings: if a matter has been properly thought through in detail and properly presented, decision-making should be easy and swift. If the sub-committee has not done its job properly, then the standing committee should refer the matter back to the sub-committee, rather than spend time trying to remedy defects (though it should, of course, point them out).

Parameters and constraints

In order for the system to work well, I think we need to –

- 1 keep the size of sub-committees small - other councillors can still voice their comments at standing committee meetings, or they and interested members of the public can attend the individual sub-committee meetings to put forward points they want to
- 2 ensure that all members of a sub-committee are enthusiastic about its subject matter
- 3 involve members of the public (with suitable experience, interest and/or qualifications, as appropriate) on relevant sub-committees: this alone will have multiple benefits
- 4 not generally expect the sub-committee meetings to be arranged and minuted by staff, but expect that the sub-committee should arrange its own meetings, the chair should prepare and circulate the agendas and a member of the sub-committee should take notes and produce and circulate minutes (including, of course, to the Town Clerk and Deputy Town Clerk and to the chair and deputy chair of the relevant standing committee)

Item 4 will not be suitable for all sub-committees: Public Engagement and Tourism & Business, for instance, and perhaps Standing Orders, but I think it would be appropriate for others.

As there will be a need for support and advice from the office staff, it may be appropriate that requests for this are channelled through the sub-committee chair (or even the relevant standing committee chair), to minimise demands on and interruptions to the office staff. Involving chairs of standing committees in this

way – as well as sending them copies of the sub-committee minutes – will also keep them well informed about the sub-committee's activities.

This will, of course, expand the role of the chairs of standing committees: not only will they be preparing for and chairing their standing committee's meetings, but they will also have to supervise the relevant sub-committees, ensuring they are making progress but not running away with things without proper authority.

Publication of proceedings

There will also need to be a system in place to ensure transparency:

- (a) Details of forthcoming meetings need to be publicised well in advance to enable councillors and interested members of the public to attend, if they want.
- (b) Minutes/notes of meetings need to be made available swiftly, without necessarily waiting for the next relevant standing committee to review them first – perhaps publishing them as soon as they have been approved by the chair or deputy chair of the relevant standing committee, subject to intervention by the Town Clerk or Deputy Town Clerk if considered appropriate.

This publication will probably involve sub-committee chairs being able to upload details of meetings, agendas, background papers and minutes/notes direct to the relevant page of the council's website – or (if that makes the overall website too vulnerable) to a new page specifically for sub-committee information with its own individual password protection.

It may be that Modern.gov – if we decide to adopt it after having it demonstrated to us – will include a way of resolving these technical points – assuming we decide that using sub-committees in the way I suggest is appropriate.

Next steps

I have no specific proposals at present: this paper is for thought and open discussion as to whether or not sub-committees should run themselves, as suggested above – a matter on which the views of the Town Clerk should be listened to.

If councillors think the idea may have some merit, I suggest it should be put to –

- the **Public Engagement** sub-committee, to discuss whether implementation might improve public engagement and to offer other suggestions for improvement
- the **Standing Orders** sub-committee, to see how standing orders should be amended to ensure there are robust and clear procedures and controls in place
- the **Website** sub-committee, to review the options for publication and transparency

Crime and disorder reduction impact: None envisaged

Biodiversity conservation impact: None envisaged

Suggested source of funds: No funds needed at present

Cllr Justin Nelson – 07 August 2018

Internal Committee 13th August 2018

Use of Town Crest

Agenda Item 11

I have attached correspondence below from the landlord of the "Ancient Borough" in Tenterden, a Tapas Bar and Ale House.

As is evident from the letter the signage was intended as a faithful reproduction of the original Whitbread sign.

Permission for the use of the crest would, at that time, have been given to Whitbread Brewery.

Proposal: That the council should retrospectively grant permission for use of the crest on the new sign.



Phil Burgess

Town Clerk

Impact on Crime and Disorder : None

Impact on Bio-diversity : None

Budgetary Impact : None

"Phil Burgess

The Clerk

Tenterden Town Council

25th June 2018

Dear sir, we have inadvertently included the Tenterden Town crest, believing that we simply reproducing the original pub sign, unaware that the crest is owned by the town.

Firstly I must apologise for the error, then ask for permission to use this as has been done before.

It is our intention to keep as close to the original as possible, as of course many of us in the area still remember.

Many thanks for your understanding in this matter."

Internal Committee 13th August 2018
Fairs on the Recreation Ground
Agenda Item 12

Forrest Fairs have been visiting the recreation ground each year for many years. They now hire the recreation ground for one week in June and two weeks in September.

We have received an application from Marsh Vintage Amusements to run a further funfair on the recreation ground in late July next year.

Would councillors prefer to restrict use to our traditional fair or open the recreation ground to another fair?

Proposal: That the council should decide whether to allow a second funfair company to use the recreation ground.



Phil Burgess

Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Rental fee £1250 p.a. for additional fair

Internal Committee 13th August 2018
Mapping Software (Pear)
Agenda Item 13

A demonstration of the software was carried out in late July and attended by councillors and staff. The facilities provided by the software were very impressive and reasonably priced. This package allows the Town Council to make use of free government mapping facilities through the Ordnance Survey Public Sector Mapping Agreement (PSMA).

The initial installation will include the extent of the parish with adjoining parishes if required.

This will already include basic mapping data down to individual properties and is "zoomable". To this we can add:

KCC data and assets (lamp posts trees etc)

ABC assets – bins etc

Land Registry data – giving boundaries of titles for ease of ownership searches

Tree Survey information

Shop data from "Goad Maps" (there is a cost to this)

Ward boundaries

Caretaker scheme areas of responsibility

Facilities include:

Measurement of acreages

Measurement of property footprints in square metres etc

Swapping of map data between tiers of councils

Import of CAD files in "DWG" format from architects for recreation ground, Station Rd toilets for instance

Distance measurements between buildings etc

Plotting street market stalls including Christmas market

Production of annotated maps for events – showing when and where parades start etc

Link asset list to photos and information by reference to an Excel or other file. The supporting information can be displayed whilst viewing the map.

A quotation is attached. I have highlighted the one-off and recurring prices. First year cost would be: £1525 and thereafter £225 p.a. support contract.

Additional features are available as chargeable one-off services and examples of these are also attached. Councillors may attend the training included in the first-year fee.

Although this may take some time to set up, the result will be far more flexible and accessible information and a far better service to the public and council.

Proposal: That the council should purchase the software



Phil Burgess

Town Clerk

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

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

1st August 2018

Dear Philip

Thank you for arranging for me to come over to Tenterden on Monday to demonstrate the Pear mapping software.

The following items are required for the base package:-

Digital map data

Once you have signed Tenterden TC up to the Public Sector Mapping Agreement (PSMA), Pear will help you cut out the relevant digital map data for the area within your parish boundary. Pear will create the parish boundary as a layer on the digital map and set the map up for you to use with the Pear map editing software.

The cost of the map preparation is **£200.00** One-time

Additional considerations:-

There are some other very useful map datasets that many parish councils also obtain at this stage:- The datasets are set up and incorporated into the background Ordnance Survey map data of your parish by Pear.

The following additional datasets are available:-

Land Registry layer	£75.00 One-time
Environment datasets	£150.00 One-time
Flooding datasets	£150.00 One-time

Map Editing Software

In order for you to use the above mentioned digital map data you will require some map editing software called PT-Mapper Pro. This software allows you to edit the digital map data, adding your own features, measuring areas and distances and printing at any scale and on any size of paper or PDF.

PT-Mapper Pro (map editing software)	£400.00 One-time
Annual Technical support and software updates for the above	£140.00 per annum
Half day training on site for up to 6 people	£400.00 One-time

Linking information to a feature on the map

Once you have added some features to a map and have some information about the features stored in Excel/Access then the two can be linked using the Pear MapLink software.

The MapLink software enables you to theme the map using one of the sets of data stored in Excel or Access. This is particularly useful for highlighting the results of condition surveys on trees, assets etc. MapLink is widely used in cemetery and allotment management administration systems.

The cost of the MapLink software is:-

MapLink (links information to a map feature)	£300.00 One-time
Annual Technical support and software updates for the above	£85.00 per annum

Additional map preparation:-

- Pear can create digital maps of your allotment sites, your cemeteries as well as for a variety of other uses that you may require a map for.

As an example of the costs involved we charge **£80.00 per allotment site** to create a digital map of the layout of the individual allotment plots in each site. We can link each allotment site map to an Excel spreadsheet, using the MapLink software, so that you can capture information about each of the individual allotment holders.

Please note also that the above prices do not include VAT.

Please let me know if you require any further information or more explanation on the above.

Thank you once again for your enquiry.

Yours sincerely

Chris Makin
Sales Director

Supplementary Services for Local Councils, from Pear Technology



Common requirements are listed, but please add any additional requirements, for which we will be happy to provide a quote for.

Product	What is this?	Action by Council	Action by Pear Technology	Price (excl. VAT)	Required (please tick)	Additional Customer Comments
Create Title Boxes	Ensure consistent professional map creation by including the council logo on all Title Boxes.	Supply logo, PSMA number and other required details.	Pear Technology to arrange remote connection to council computers to set up title boxes.	£50.00 One-time		
Ward Boundary Mapping	Ward boundaries are not mapped by Ordnance Survey. Overview and individual PDFs of each ward can be supplied for use on Council website.	Council provide a paper copy or digital map data showing boundary information.	Pear Technology adds the information to the OS background map.	£85		
Whiteboards	Ideal for displaying the parish map on the wall. Draw on and erase at will!	Council request map and explain the level of detail needed.	Pear Technology send a PDF quote showing detail available.	A0 - £170		
Large Paper Prints	Available in custom sizes up to A0 size.	Council request map and explain the level of detail needed.	Pear Technology send a PDF quote showing detail available.	A0 - £20 A1 - £15 + P&P		
Local Authority information	Higher Councils often record useful data such as Rights of Way and asset data. These can be imported and mapped as separate layers.	Council receive the layers from their Higher Council and forward to Pear Technology for us to import. We can send the Council a list of what to ask for and in what format to request it.	Pear Technology import and cut out the data.	From £85*		
Land Registry	Land Title boundaries and		Pear Technology cut out	£85		

Supplementary Services for Local Councils, from Pear Technology



Common requirements are listed, but please add any additional requirements, for which we will be happy to provide a quote for.

INSPIRE Titles	INSPIRE number are visible on the map making it easier to search for and identify who owns parish land.		and import the INSPIRE land titles for your parish.		
Flood Layers	Data from the Environment Agency including Flood Zones 2 and 3, Flood Risk Areas and Recorded Flood Outlines.		Pear Technology import the available flood layers for your Parish.	£170	
Environment Layers	Data from Natural England, Historic England and DEFRA including SSSIs, Areas of Outstanding Natural Beauty and Listed Buildings.		Pear Technology import the available layers for your Parish.	£170	
Event Mapping	Great for markets, carnivals, conferences etc. Layout of stalls, access routes, parking and toilets.	Council to provide information of required information, by marking up on paper map.	Pear Technology to produce a digital map, with required items marked on.	From £85*	
Grass Cutting/ Maintenance Mapping	A map to show areas where regular maintenance work is carried out by the council. Ensure contractors only look after your land!	Council provide a paper copy or digital map data of relevant areas. We can provide a paper copy or separate digital maps for the Council to work on.	Pear Technology adds information to background map and map legend if required.	£85.00 One-time	
Council Assets,	A new layer for council assets/properties/land.	Council to provide information on relevant	Pear Technology creates layer on background map	From £85*	

Supplementary Services for Local Councils, from Pear Technology



Common requirements are listed, but please add any additional requirements, for which we will be happy to provide a quote for.

Property, Land Mapping	Easily locate and manage your property.	ownerships by marking up on paper map (possibly supplied by Pear Technology).	showing council (or any other related organisations such as playing field trusts).		
Street Furniture	Each asset type will be on its own layer making it easy to count, locate and manage your assets.	Provides information on street furniture locations by marking up paper map (supplied by Pear Technology) or sending location details in Excel spreadsheet.	Pear Technology creates map showing street furniture locations and links map, using MapLink, to a preformatted spreadsheet containing column headers supplied by council.	From £85*	
Surveys	Software to allow plotting of position and surveys of council assets using an Android phone or tablet.		Supply Pocket GIS software and licence for use on Android phone/tablet.	£600 One-time £110 pa technical support	
Survey Training and/or performance			1 day on site. Covering training in use of survey system (morning) and assisting staff in performing survey (afternoon).	From £500	
Survey creation		Council to supply a document detailing survey requirements.	Create survey to meet requirements specified. Standard, free surveys available for trees, assets	£85.00 One-time	

Supplementary Services for Local Councils, from Pear Technology



Common requirements are listed, but please add any additional requirements, for which we will be happy to provide a quote for.

				and memorials. Pear Technology can provide a list of 3 rd party service providers.			
Cemetery Map	A digital map of the cemetery, showing the layout of the graves. PT-MapLink can then link the digital map and the burial records so that this information is displayed when a grave is selected.	Council to provide copy of existing map, in whatever format is available.	Pear Technology to produce the cemetery map using Ordnance Survey Mastermap Topographical layer, original cemetery maps and Google Earth.	From £500.00 One-time*			
Pear Technology Cemetery Database	An Access Database to record and easily search burial records.		Pear Technology supply blank copy of our Cemetery Database. Existing burial data can be imported at an additional cost on request.	£500			
Online "Cemetery Searcher"	An online version of the cemetery map, enabling the public and staff to search burial records and locate a grave.	Council provide digital copy of their burial records (Pear can quote for transcribing from old books).	Pear Technology create a digital copy of your cemetery map and take a copy of your burial records to filter and upload.	By quotation			

Supplementary Services for Local Councils, from Pear Technology



Common requirements are listed, but please add any additional requirements, for which we will be happy to provide a quote for.

Allotment Sites Mapping	Individual maps of the council's allotment sites which can link to a spreadsheet of allotment holder information.	Council to provide paper copy/plans/sketches of all allotment garden layouts.	Pear Technology creates allotment map cut outs and links each map, using MapLink, to a preformatted Excel spreadsheet containing column headers supplied by Council.	£85.00 (per site) One-time	
"National Tree Map"	A map layer showing position, height and crown spread of "every" tree over 3 metres		Pear Technology to create map layer showing tree positions, height and crown spread.	By quotation	
Aerial Imagery Survey by UAV		Council to supply a document detailing survey requirements.	Subject to specification.	By quotation	
Custom Mapping	Anything not mentioned above. What maps do you need? Please add details of your requirements here.			By quotation	

Council Name Contact name Email Address

Date of order and Purchase Order Number (if applicable) _/_/___

Signed

* Indicates where prices may vary. We will be able to supply a fixed price in the quote after evaluating the amount of work required.

Internal Committee 13th August 2018

Station Rd Toilet Changes

Agenda Item 14

Revised plans are attached for the changes to Station Rd toilets intended to bring in a good income for the Town Council. These plans follow discussion with the architect at a site visit which Cllr Carter and I attended. All the proposed changes seemed very sensible and these are outlined in the e-mail extract from the architect (also attached).

The next stage is for the plans to be submitted for planning permission and the fee for that preparation is £2925 plus the planning application fee.

Once planning permission has been secured, there will be issues to resolve between TTC and ABC over the location of the bin store and moving of signs within the car park.

Proposal: That the architect should be authorised to proceed to the planning application stage



Phil Burgess

Town Clerk

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

Dear Phil

Following our meeting on 13th June with Councillor Carter, I am pleased to enclose our revised drawings to take account the following changes discussed:

- (a) Extension of first floor over the ramp on the Station Road side with lobby areas/kitchenettes provided to first floor offices.
- (b) Amendment to the WC layout to incorporate plant room access to car park side. We do require confirmation of the equipment required in the plant room as this will assist us in sizing the plant room appropriately.
- (c) Location of refuse bins shown in area of current parking meter and signs. This would need to agreed and with Ashford Borough Council and the meter and signs relocated prior to making the planning application.
- (d) Ground floor office on Station Road side amendment to provide 'takeaway' use.
- (e) Changing spaces WC omitted and baby change area added to accessible WC.

To proceed with a planning application; we need to prepare a full set of as proposed elevations, block plans and site location plans, along with developing the proposed drawings and completing the necessary forms and a design and access statement. Our previous agreed total fee of £935 + VAT and disbursements which has been settled in full has taken us up to the current stage of developing preliminary sketch proposals under the feasibility stage.

We suggest in order to develop and prepare a suitable planning application to Ashford Borough Council, we propose a fee of £2,925+ VAT and disbursements. The planning application fee would be payable by the Town Council.

I await to hear from you in due course.

Kind regards

James

NOTES

1. All dimensions are in millimetres unless otherwise stated.
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Rev	Date	Description
A	11/06/2017	Initial design and planning
B	08/07/2018	Revised design and planning
C	11/06/2019	Final design and planning

- Existing Mosaic developed
- New Building Fabric
- Existing Building Fabric

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

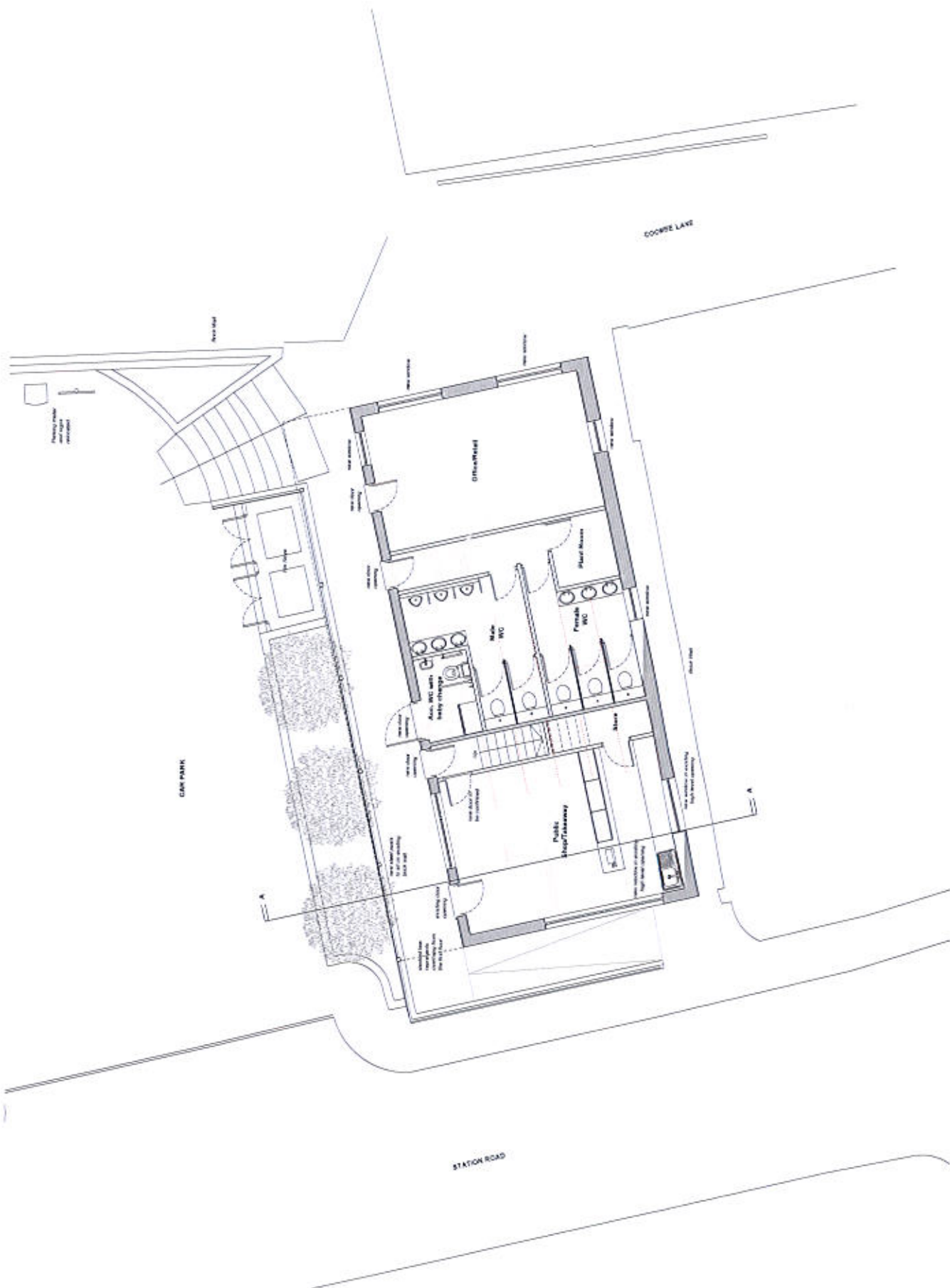
Building Information
Conversion of public toilets into separate
Male and Female toilets and office space
Proposed Ground Floor Plan

Scale
1:50 @ A1/A2 100 @ A3/B5
Date
June 2018
Drawn by
JK

CLAGUE ARCHITECTS

12 Highgate, London
NW11 7JH
Tel: 020 7434 1000
Email: info@claguearchitects.co.uk
Website: www.claguearchitects.co.uk

Project Number
21883C/101
Revision
C



Proposed Ground Floor Plan

NOTES

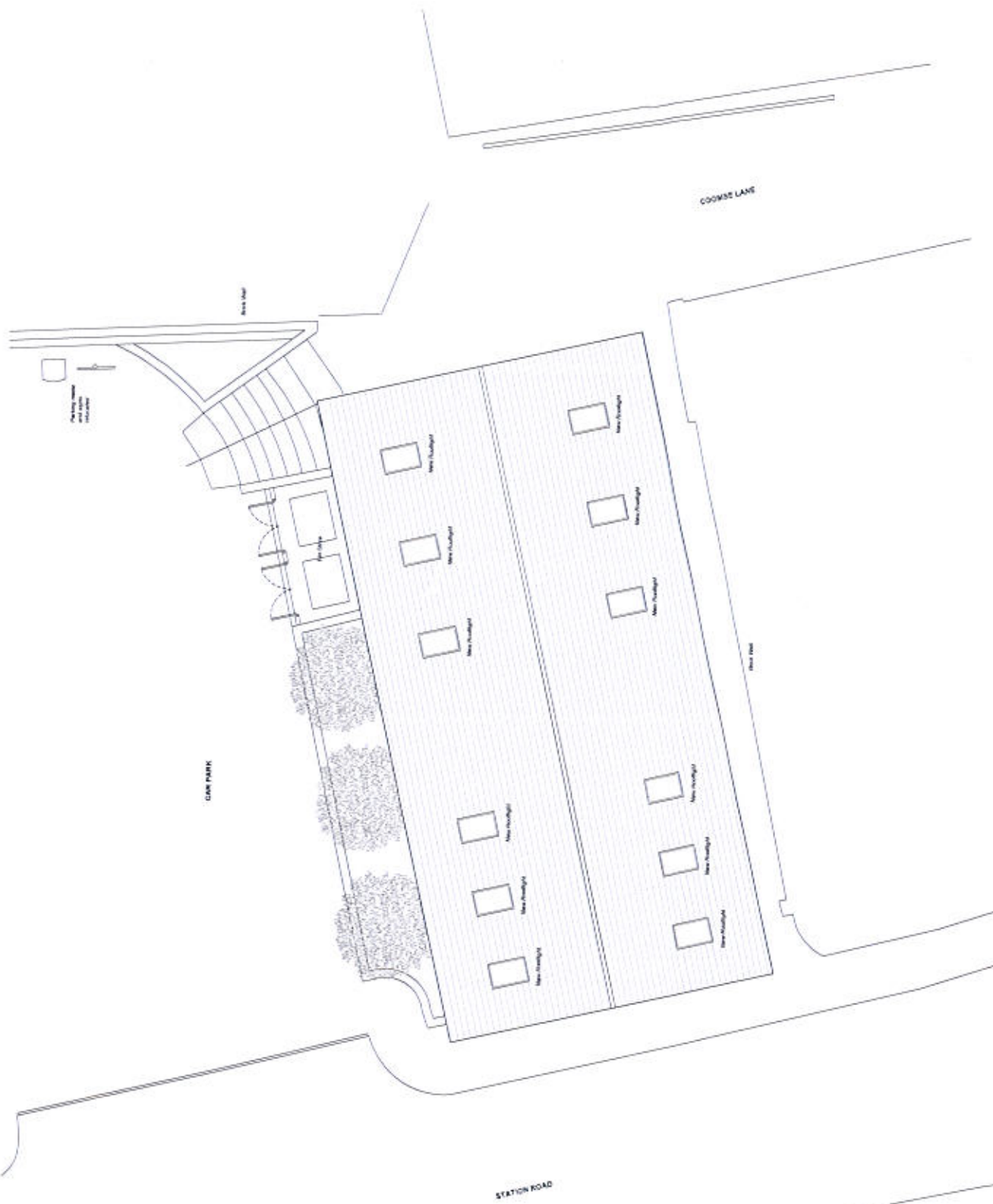
1. The site is located within the Test Valley Conservation Area and is subject to a Tree Preservation Order (TPO) for the mature trees on the site. Any proposed works to these trees must be agreed with the Local Planning Authority (LPA) and the relevant statutory undertakers (SUs) in advance of any works commencing.

2. The proposed works include the removal of the existing roof structure and the construction of a new roof structure. The new roof structure will be constructed using a steel frame with a concrete slab. The new roof structure will be constructed in two stages. The first stage will involve the construction of the steel frame and the concrete slab. The second stage will involve the construction of the roof cladding.

3. The proposed works will be carried out in accordance with the relevant building regulations and standards. The proposed works will be carried out in accordance with the relevant building regulations and standards.

4. The proposed works will be carried out in accordance with the relevant building regulations and standards. The proposed works will be carried out in accordance with the relevant building regulations and standards.

NO.	DATE	DESCRIPTION
1	15/01/2019	Initial design and planning
2	22/02/2019	Final design and planning



Project Name
Test Valley Council
Test Valley Council
24 High Street
Kerfe
TN30 6AN

Drawing Description
Conservation of Public toilets into unisex public toilets and office space

Proposed Roof Plan

Scale
1:50 @ A1:100 @ A3:250

Date
March 2019

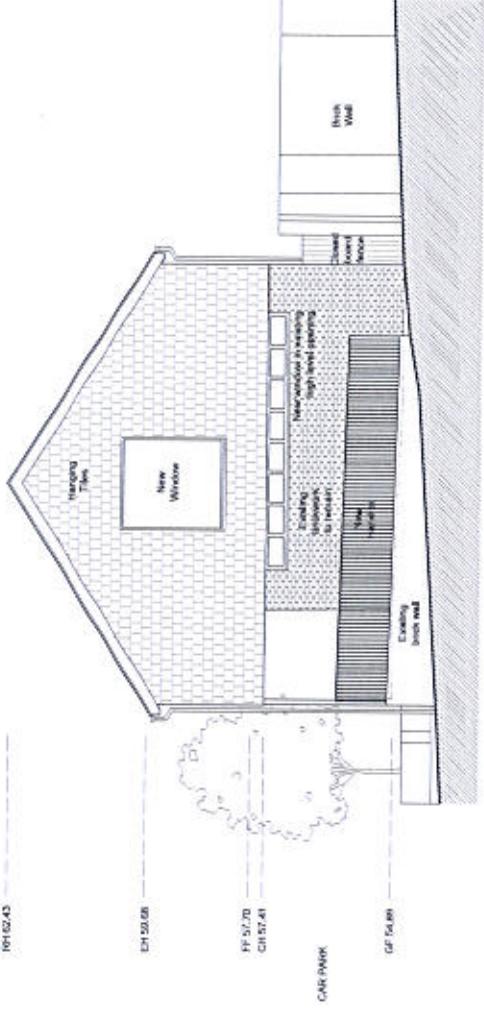
Drawn by
JK

CLAGUE ARCHITECTS

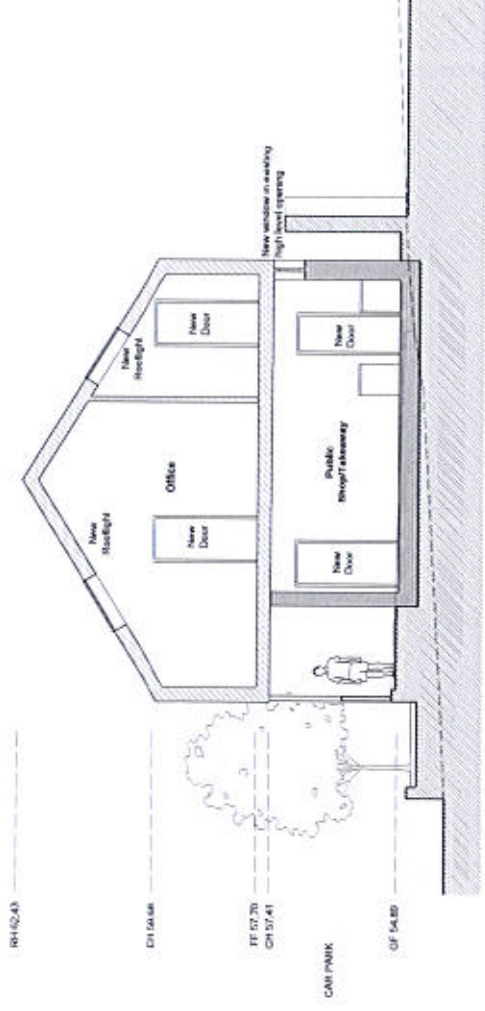
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1. See Note 1.
2. All dimensions are in millimeters.
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10. All dimensions are in millimeters.

REV	DATE	DESCRIPTION
1	10/10/2018	ISSUED FOR PERMIT



Proposed West Elevation



Section AA



New Building Fabric

Existing Building Fabric

Project No:

Terrierden Town Council

Terrierden Town Hall

24 High Street

Kilfronoch

TN30 6AN

Client:

Terrierden Town Council

Commission of public toilets into separate

Male and Female toilets and office space

Proposed Elevation & Section

Scale:

1:50 @ A1/100 @ A3/B5

Date:

June 2018

Drawn by:

JR

CLAGUE ARCHITECTS

10 The Square, London, E1 1AA

020 735 1111

1. Kilmarnock Road, Edinburgh, EH1 1AA

0131 551 1111

2. 10 The Square, London, E1 1AA

020 735 1111

3. 10 The Square, London, E1 1AA

020 735 1111

Project No:

21833C/104