

TENTERDEN A GREAT PLACE TO LIVE, SAYS SURVEY - BUT THERE'S WORK TO BE DONE

Tenterden is a great place to live, most people think the town council is doing a good job, while top priorities for residents include parking, the health of the High Street and town management.

These are among the key findings of a major survey carried out earlier this year among Tenterden, St Michaels and Smallhythe residents, who were asked for their opinions on how they feel about the town, the work carried out by Tenterden Town Council, and how they would like to receive information.

The 11-question survey was delivered to 3,000 homes, while residents were also able to complete the questionnaire online.

The 675 responses represented 19 percent of households, significantly above the traditional 2-3 percent response generated by most questionnaires.

The survey showed that....

- 84 percent of respondents had a positive view of Tenterden as a place to live.
- A lower percentage liked Tenterden as a place to work - 36 percent positive, with almost 50 percent neither positive or negative.
- 65 percent had a positive opinion of the current service from the town council, for instance grass cutting, recreation ground, play parks and public toilets, with a further 22 percent neither positive nor negative, and 13 percent negative.
- 59 percent felt 'very informed' or 'somewhat informed' about the work undertaken by the council, while 70 percent said they would like to receive more information on how the town council delivers its services.
- The top three preferred sources of information about town issues were the town council website and official social media postings, the printed newsletters and the Kentish Express.
- In order, the top priorities residents would like to see the council focus on over the next one-to-two years were....
 - Parking
 - The health of the High Street
 - Potholes
 - Town management and general appearance.
 - Police presence in the town

The Mayor of Tenterden, Cllr Pam Smith, commented: "The town council is committed to keeping our residents better-informed about how we operate and what we can do.

"In the case of residents' specific requests for us to focus on parking, High Street shops and town management - in particular the appearance of the town - these are areas where we will work with other parties, such as Ashford Borough Council, to influence policy and actions on residents' behalf.

"We have recently set up a Tenterden Police Forum in particular to focus on vandalism and low-level crime, while potholes are the responsibility of Kent County Council as the roads authority, and it looks as if they are making progress in that direction.

"We would like to thank all the residents who took the time to complete the survey. We now have a much better idea of our residents' views, and the survey gives us a clear steer on where they would like us to focus our activities in the coming months."

- The key findings of the survey can be found on the Tenterden Town Council website - log on to:
<https://www.tenterdentowncouncil.gov.uk/en/news>

18 September, 2018

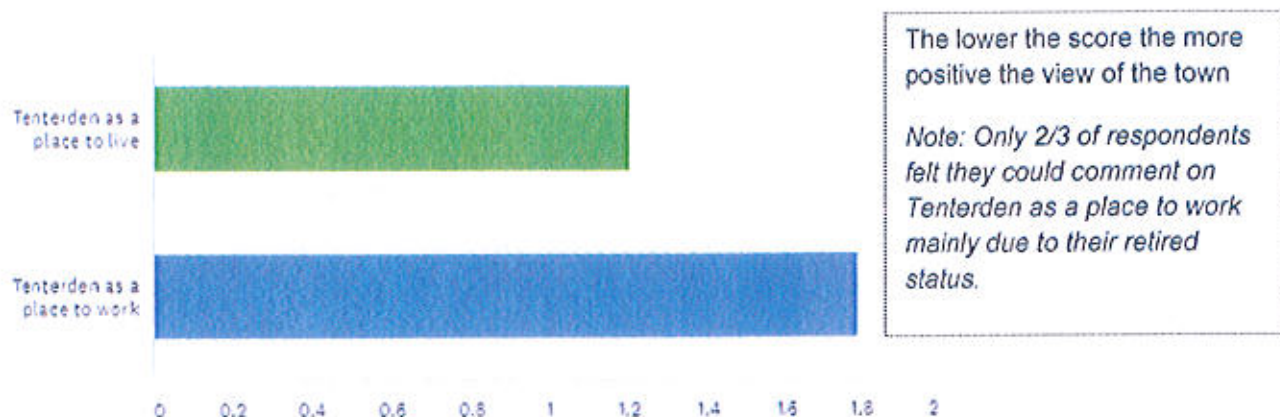
Public Engagement Sub Committee –Resident questionnaire

(Data Summary)

Results Summary - 675 completed surveys (May-June 2018)

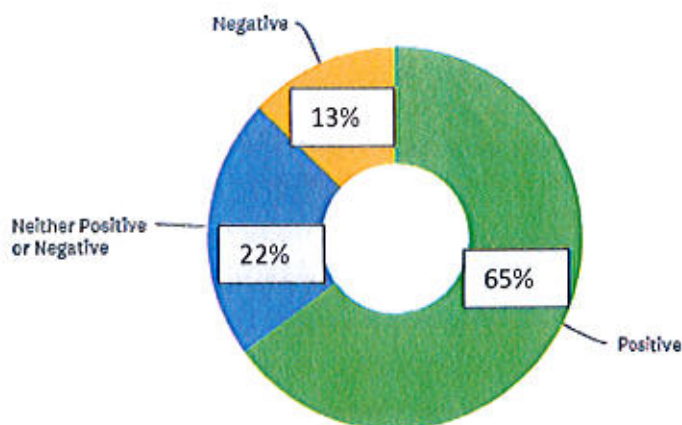
- $675/6533 \times 100 = 10\%$ total town population response rate
- $675/3500 \times 100 = 19\%$ total town household response rate

Q1. How do you feel about Tenterden as a place to live and work?

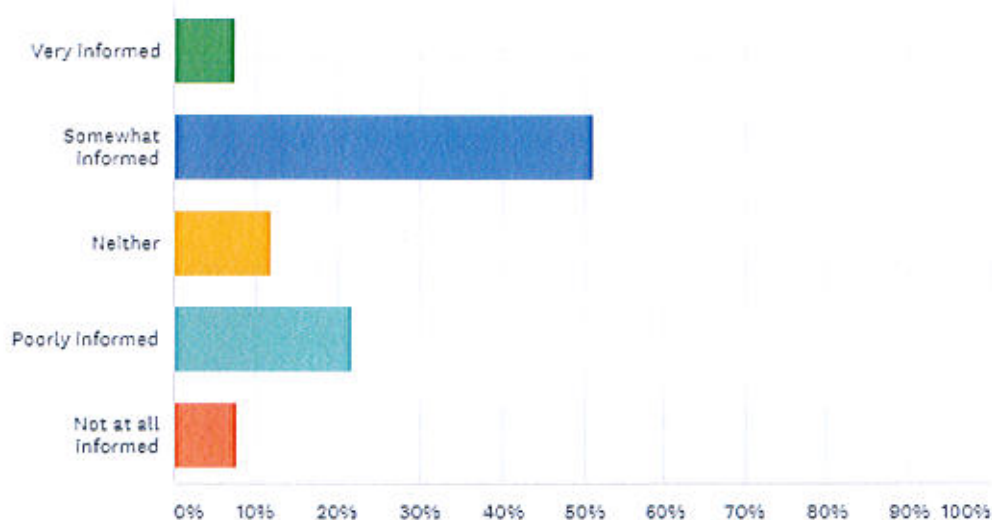


	POSITIVE	NEITHER POSITIVE OR NEGATIVE	NEGATIVE	TOTAL	WEIGHTED AVERAGE
▼ Tenterden as a place to live	84.04% 558	11.75% 78	4.22% 28	664	1.20
▼ Tenterden as a place to work	35.70% 176	49.90% 245	14.40% 71	492	1.79

Q2. How do you feel about the current service from Tenterden Town Council? (e.g. grass cutting, recreation grounds/play parks, public conveniences, etc.)



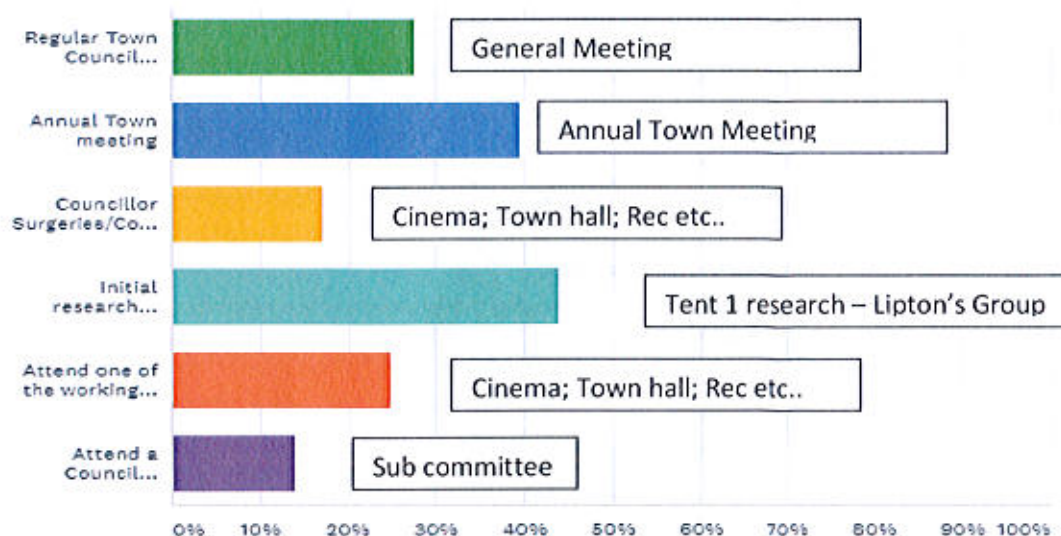
Q3. How well informed do you feel about the work carried out by Tenterden Town Council on behalf of its residents?



ANSWER CHOICES	RESPONSES	
▼ Very Informed	7.52%	50
▼ Somewhat Informed	50.98%	339
▼ Neither	11.88%	79
▼ Poorly informed	21.80%	145
▼ Not at all informed	7.82%	52
TOTAL		665

Q4. Have you attended any of the following Council events over the last 18 months?

Only 1/3 of respondents had attended a council event in the last 18 months. 2/3 commented.



ANSWER CHOICES

- ▼ Regular Town Council meetings
- ▼ Annual Town meeting
- ▼ Councillor Surgeries/Coffee and Cake event
- ▼ Initial research workshops for the expenditure of the Tenterden monies (Lipton Group research)
- ▼ Attend one of the working groups (Town Hall, Cinema, Recreation Ground, Community Halls)
- ▼ Attend a Council Sub-Committee group

RESPONSES

27.63% 69

39.47% 90

17.11% 39

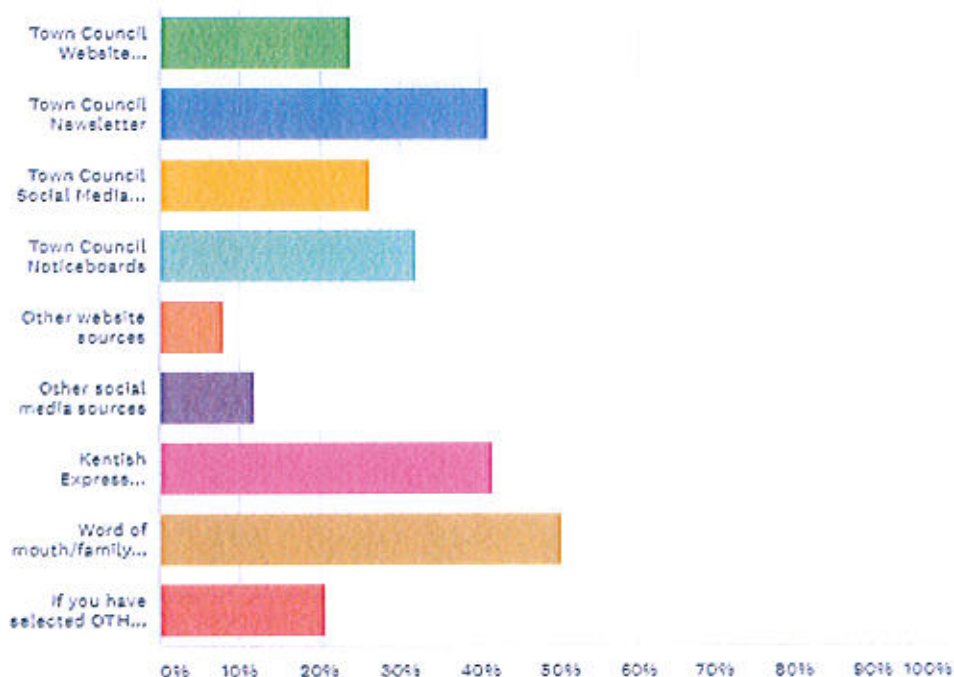
43.86% 100

25.00% 57

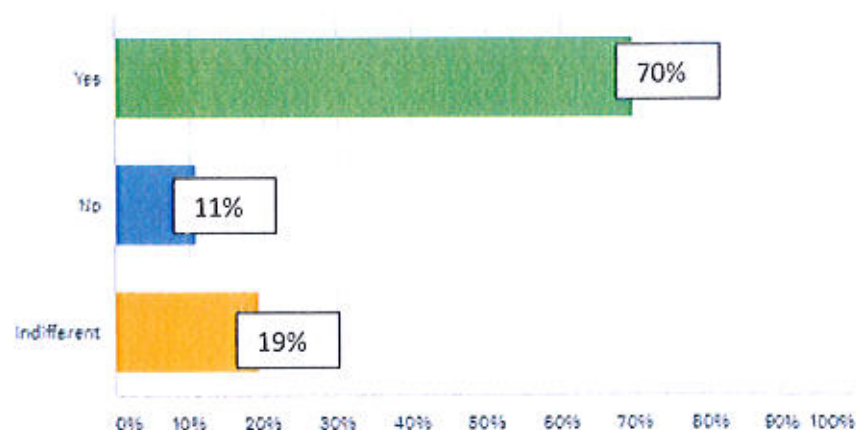
14.04% 32

Total Respondents: 228

Q5. How do you currently find out about Town issues and information about Town Council services?



Q6. Would you like to receive more information on how Tenterden Town Council delivers for local residents?



Q7. If YES, what are your top 3 preferred methods to receive information?



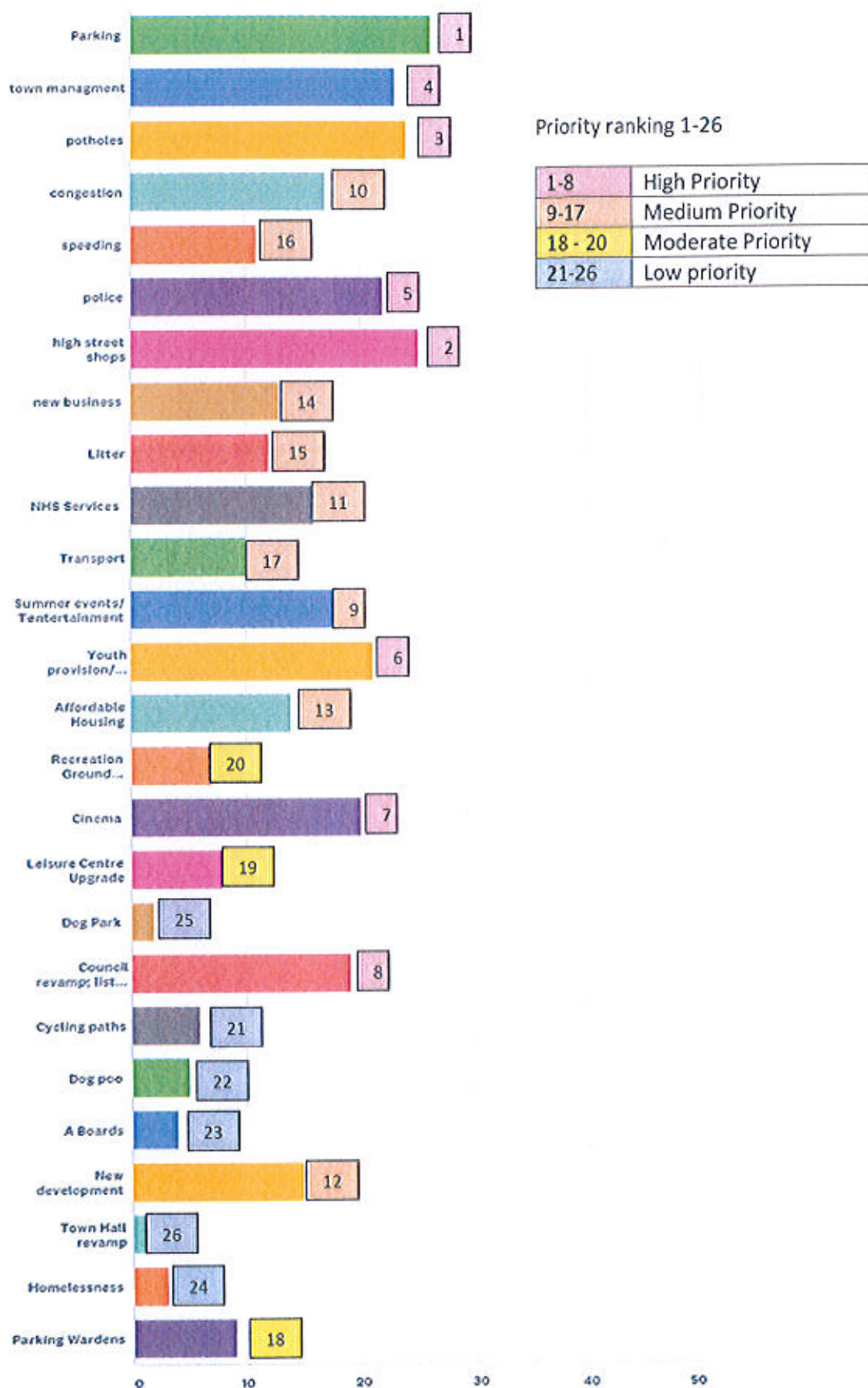
85 % of respondents to this question (552 residents) chose the town council website/ social media and printed newsletter to be their preferred no.1 channel for info.

When cross referenced with Q5. only 65% are currently getting info from these channels.

Proposed action: Improve content and frequency of info delivery via council channels

	1	2	3	4	5	6	TOTAL	SCORE
▼ Town Council website/social media	73.00% 265	15.15% 55	8.54% 31	0.55% 2	1.10% 4	1.65% 6	363	5.53
▼ Town Council printed newsletter/noticeboards	45.34% 209	38.61% 178	11.50% 53	1.74% 8	1.52% 7	1.30% 6	461	5.21
▼ Town Council meetings/coffee & cake mornings	1.93% 4	32.65% 68	37.68% 78	10.63% 22	8.70% 18	8.21% 17	207	3.84
▼ Other websites	2.68% 4	15.44% 23	24.16% 36	30.87% 46	14.09% 21	12.75% 19	149	3.23
▼ Other social media	14.13% 26	24.46% 45	23.37% 43	8.15% 15	23.91% 44	5.98% 11	184	3.79
▼ Kentish Express	10.91% 37	25.96% 88	39.82% 135	4.72% 16	3.24% 11	15.34% 52	339	3.91

Q8. What are the top priorities you would like to see Tenterden Town Council focus on over the next 1-2 years?

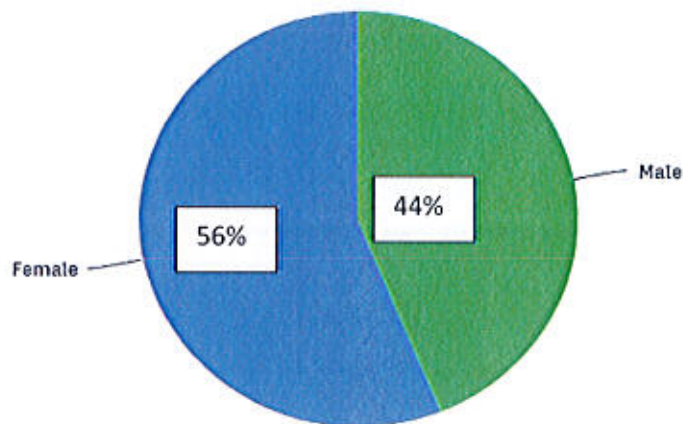


Data Sample profile - 675 completed surveys

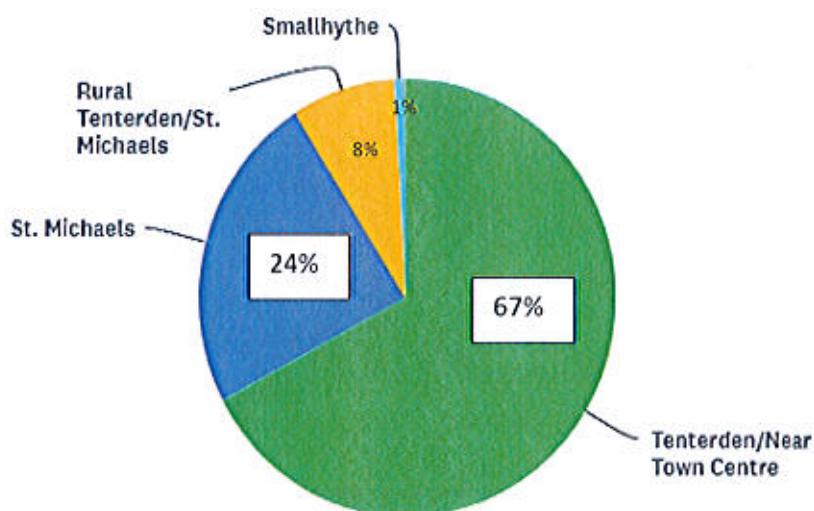
2011 population figures - resident population of Tenterden 7735 (-1202 under 17s) = 6533

- $675/6533 \times 100 = 10\%$ total town population response rate
- $675/3500 \times 100 = 19\%$ total town household response rate

Gender:

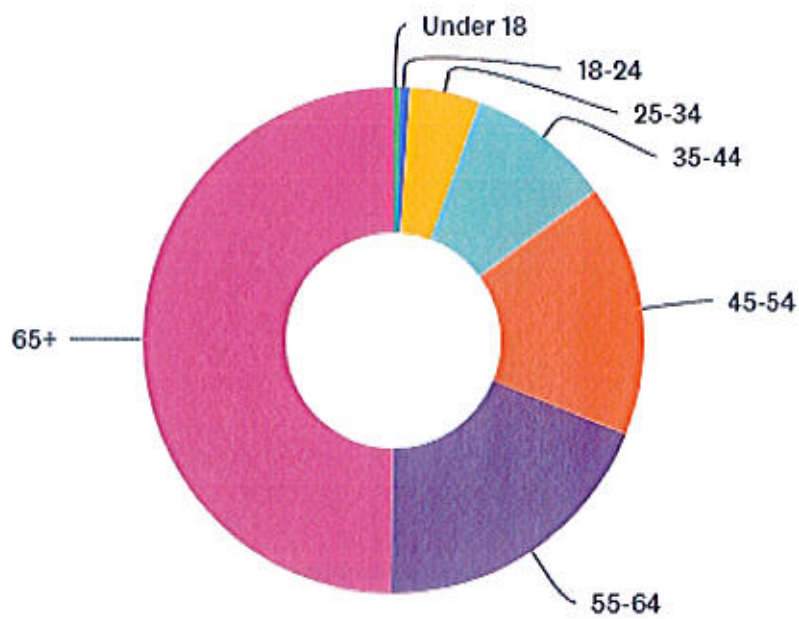


Where do the respondents live?



Survey live period - 8th May 2018 – 29th May 2018

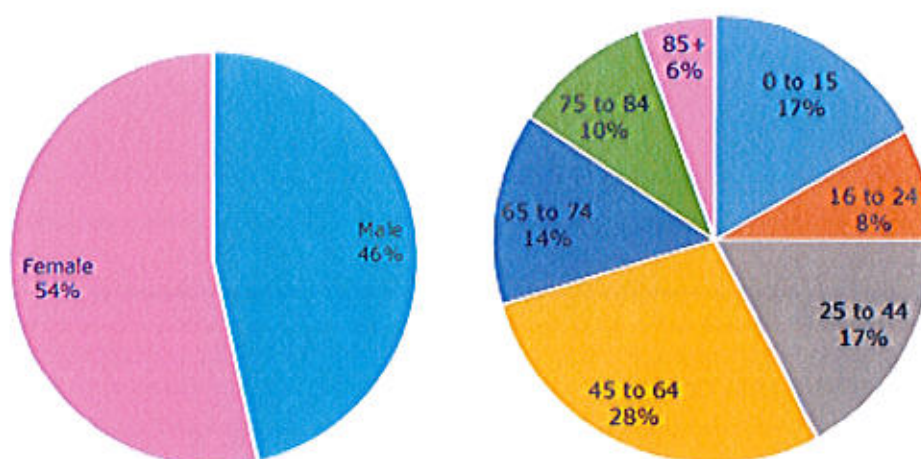
Age profile of respondents:



▼ Under 18	0.30%
▼ 18-24	0.75%
▼ 25-34	4.52%
▼ 35-44	9.34%
▼ 45-54	16.11%
▼ 55-64	19.13%
▼ 65+	49.85%

50% = 65+

Tenterden Demographic breakdown :2011 census



30% = 65+

28% = 45-64

Note: Survey sample slightly skewed to 65+

Internal Committee 8th October 2018

Sub-Committee Scheduling

Agenda Item 8

Control of sub-committees is becoming increasingly difficult as their numbers grow, and committees are being missed or never having their inaugural meeting.

The control of almost 30 committees on an ad-hoc basis is impractical and it would therefore be sensible to impose some structure to the committees by scheduling meetings every 3 months. Provision would need to be made to cancel meetings if there were no agenda items, or to arrange specials should more regular meetings be required for a committee.

The 3-month schedule would be published in advance on our web-site to allow public attendance and would assist in planning for staffing purposes as well as making councillors' diary commitments more straightforward.

The attached schedule is a first draft and may well require refinement. It has been produced bearing in mind councillors' advice of their regular outside commitments and an attempt has been made to couple sub-committees on the same night where they share members (see attached chart).

The first 3-month schedule has been produced from November to January and represents a quarter in the council year (May-Apr).

Note: Focus groups have been excluded as they will need to be more flexible.

Proposal: That the attached schedule should be adopted and published. If councillors feel this needs further consideration, it should be referred to an early meeting of the Standing Orders Sub-committee

Proposal:



Phil Burgess
Town Clerk

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

Councillor Membership - Sub-Committees

Sub-Committee:	Councillors:	Carter	Crawford	Curteis	Edwards	Ferguson	Freeman	Gooch	Hickmott	Isworth	Knowles	Lovelidge
Corporate Plan			✓									
Project Overview & Section 106		✓	✓					✓				
Public Engagement			✓			✓					✓	
Archives & Regalia				✓	✓	✓		✓				
Standing Orders & Financial Regulations											✓	
Staffing				✓								✓
Website											✓	✓
Kiln Field Reserve & Wildlife Venues			✓	✓				✓			✓	✓
Community Transport Scheme								✓			✓	
Donations				✓				✓				
May Fayre					✓			✓	✓			
Participatory Budgeting - closed for now												
Tourism & Business		✓	✓			✓						
War Memorial & Remembrance Sunday					✓							
Christmas Lights		✓				✓					✓	
Youth Policy							✓					
Friday Market											✓	
Cycling Strategy		✓				✓	✓					
Caretaker Scheme Monitoring		✓		✓								
Police Forum			✓	✓		✓						
Sports Review		✓								✓		
Tent1 Steering Group			✓	✓				✓				

Focus Group meetings to be arranged ad hoc

Councillor Membership - Sub-Committees

Sub-Committee:	Councillors:	Mulholland	Nelson	Smith	Sugden	Walder
Corporate Plan			✓			✓
Project Overview & Section 106				✓		✓
Public Engagement		✓	✓		✓	
Archives & Regalia				✓		
Standing Orders & Financial Regulations		✓	✓	✓	✓	
Staffing			✓	✓	✓	
Website		✓			✓	
Kiln Field Reserve & Wildlife Venues				✓		
Community Transport Scheme		✓				
Donations		✓		✓	✓	
May Fayre				✓		
Participatory Budgeting						
Tourism & Business		✓	✓	✓		
War Memorial & Remembrance Sunday			✓	✓		
Christmas Lights					✓	
Youth Policy			✓	✓	✓	
Friday Market				✓		
Cycling Strategy			✓			
Caretaker Scheme Monitoring					✓	
Police Forum		✓			✓	
Sports Review		✓	✓		✓	
Tent1 Steering Group		✓				

Focus Group meetings to be arranged ad hoc

TENTERDEN TOWN COUNCIL

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

Website: www.tenterdentowncouncil.gov.uk

Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk

Facsimile: 01580 765647

SUB-COMMITTEES MEETING SCHEDULE: NOV 2018 – JAN 2019

5th November 2018 (Mon)	Christmas Lights – 4.00 pm Tourism & Business – 5.30 pm	Mayor's Parlour
14th November 2018 (Wed)	Standing Orders & Financial Regs at 4.30 pm Staffing & Employment at 6.00 pm*	Mayor's Parlour
19th November 2018 (Mon)	Corporate Plan at 4.00 pm Project Overview & Section 106 at 5.30 pm	Mayor's Parlour
26th November 2018 (Mon)	Donations at 5.00 pm* Website at 6.30 pm	Councillors Room
28th November 2018 (Wed)	May Fayre at 6.00 pm	Councillors Room
30th November 2018 (Fri)	Archives & Regalia at 1.00 pm Friday Market at 2.30 pm	Councillors Room
3rd December 2018 (Mon)	Caretaker Scheme Monitoring at 4.00 pm Kiln Field Reserve & Wildlife Venues at 5.30 pm	Mayor's Parlour
11th December 2018 (Tue)	Tent1 Steering Group at 2.00 pm*	Mayor's Parlour
12th December 2018 (Wed)	Community Transport Scheme at 10.00 am Sports Review at 11.30 am *	Mayor's Parlour
17th December 2018 (Mon)	Police Forum at 7.00 pm	Mayor's Parlour
7th January 2019 (Mon)	War Memorial at 5.30 pm Public Engagement at 7.00 pm	Mayor's Parlour
21st January 2019 (Mon)	Cycling Strategy at 5.00 pm Youth Policy at 6.30 pm	Mayor's Parlour

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND ALL THE ABOVE
SUB-COMMITTEE MEETINGS, WITH THE EXCEPTION OF THOSE WITH ***

Internal Committee 8th October 2018

Annual Return

Agenda Item 9

The Auditor's Report has recently been received on the Annual Accounting and Governance Return.

This year, yet again, Auditors have found no issues whatsoever with the Accounting Return or the Governance Practices of the Council. In other words, 2017-18 had a clear audit.

The results have been publicised in accordance with the Auditor's requirements.

The clear audit has been mainly achieved through Accounts Clerk Julie McCollum's efforts with very little assistance from our accounts' software providers. My thanks to Julie for her efforts.

Proposal: Information Only



Phil Burgess
Town Clerk

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

Tenterden Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2018

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Tenterden Town Council for the year ended 31 March 2018 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Tenterden Town Council on application to:	
(a) <u>Mr. P. Burgess Town Clerk</u> <u>Tenterden Town Hall</u> <u>24 High Street</u> <u>Tenterden TN30 6AN</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>Monday to Friday 9am to 3pm</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>5</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>P. Burgess, Town Clerk</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>19th September 2018</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Tenterden Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

3183



11/06/18

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other Information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.tenterdentowncouncil.gov.uk

Section 2 – Accounting Statements 2017/18 for

Tenterden Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	348626	3124273	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	368093	335700	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	3669186	173516	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	175571	220725	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1086061	326941	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3124273	3085823	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3119109	3085861	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5160164	5267581	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

11/06/2018

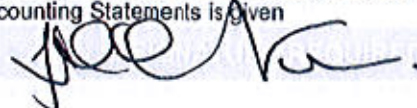
I confirm that these Accounting Statements were approved by this authority on this date:

11/06/18

and recorded as minute reference:

3184

Signed by Chairman of the meeting where approval of the Accounting Statements is given



Annual Internal Audit Report 2017/18

Tenterden Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/10/17 & 18/05/18

Name of person who carried out the internal audit

David J. Buckett

Signature of person who carried out the internal audit

D. J. Buckett

Date

18 05 18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Tenterden Town Council KE0281

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

13/09/2018

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Internal Committee 8th October 2018
Use of Millennium Garden at Christmas Market
Agenda Item 10

Arrangements for the Christmas Market this year are already well under way and I have received a request from the organisers for the use of the Millennium Garden. The garden will be decorated for a photo shoot in the style of Narnia (C.S. Lewis, The Lion, the Witch and the Wardrobe) by a photographer who will provide free photographic support for the event in return for the use of the garden.

The garden is rarely used at this time of year and damage to the surface is very unlikely. It will also promote the under-used space for residents, many of whom do not realise it is there.

Proposal: That permission should be given for use of the Millennium Garden.



Phil Burgess
Town Clerk

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

Internal Committee 8th October 2018

World Polio Day

Agenda Item 11

The Tenterden Rotary have approached the Town Council with regard to lighting up the Town Hall in purple for World Polio Day on 24th October 2018. The Rotary will be running a street collection alongside the lighting up of both St Mildred's Church and the Town Hall.

Purple is the colour of the dye placed on the little finger on the left hand of a child to show they have been immunised against polio, hence the name Purple4Polio. With millions of children to vaccinate, this makes it easier to see who has been protected and who has not.

Although the Assembly Room is hired out on 24th October up until 11pm, lighting up the exterior would not affect the hirers. However, as a matter of courtesy, they would be informed. I have contacted the Listed Buildings Officer at Ashford Borough Council just to be sure there would be no problems with the temporary lighting. An electrician would be installing the lights.

Proposal: That permission should be given for lighting up the Town Hall.

C. Guiser

Claire Gilbert
Deputy Town Clerk

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

Internal Committee 8th October 2018
Pets as Prizes – Recreation Ground Terms & Conditions
Agenda Item 12

A complaint was made to a Councillor with regard to goldfish being given away as prizes at the recent Fun Fair. I have contacted Ashford Borough Council (ABC) Licensing to find out if there are any rulings in place with regard to this.

Licensing were not aware of any outright bans, however, there is a control in place under Section 11 of the Animal Welfare Act, 2006 which only prevents pets as prizes being given away to persons under the age of 16. ABC do not allow hirers/users operating on their land to give away pets as prizes.

In the Rules of the Showman's Guild of Great Britain 2018, there is a section on Animals as Prizes:

The following Resolution was passed by the Central Council at a meeting held in May, 1958:

"No member shall, for display or as a prize, use tortoises, chicks, kittens, puppies, young rabbits and/or any other animal or bird with the exception of goldfish and recognised cage birds.

Any member who shall give goldfish as prizes, shall keep the fish in suitable containers used for display purposes only.

Fish shall be passed to a successful competitor housed in a suitable container of not less than 4 in. diameter. Polythene bags may be used for this purpose only and shall not be used for the display or storage of fish. With each fish a member shall give a pamphlet setting forth advice on the care and feeding of goldfish as supplied by the R.S.P.C.A. No globe, or container into which a competitor may throw balls, coins or other articles shall contain fish. A member shall only be permitted to display birds on a stall or other structure, provided that the birds are placed above the direct glare of any light. Birds passed to a successful competitor shall be housed in a container of adequate size for their conveyance home. Failure to observe the terms of this Resolution may be treated as conduct prejudicial to the Guild and may be dealt with under Rule 19a. (3).

It has been suggested that the Terms and Conditions of Hire for the Recreation Ground are amended to include a clause that no animals/pets are permitted to be given away as prizes (including goldfish).

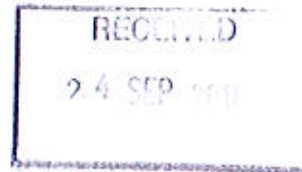
Proposal: That the Recreation Ground Terms & Conditions of Hire are amended to include 'Hirers are not permitted to give pets/animals away as prizes'.

C. Guise

Claire Gilbert
Deputy Town Clerk

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

Tenterden Town Council
C/o Town Clerk
Town Hall
24 High street
Tenterden
Kent
TN30 6AN



19/09/18

Dear Sir/Madam,

Proposal to install new electricity cable to Land off Six fields Path, Tenterden, Kent, TN30 6EX.

UK Power Networks has received a request to provide a new electricity connection to the above-mentioned property.

The provision of this connection will require us to install a new Low Voltage underground cable under land within your ownership, in the position shown on the attached plan.

It is proposed that the works will be effected under the deed of easement for underground service media dated 22.01.18 (copy attached)

It should be noted the excavation and reinstatement works are being carried out by our customer's contractor.

Please contact me if you require any further information, or have any comments or observations in relation to the proposed works. Should I not hear back from you within 14 days, I will assume that you have no observations to make and the necessary arrangements to commence the works will proceed accordingly.

I look forward to hearing from you.

Yours sincerely

Gemma Finnimore
South Eastern Power Networks plc
Wayleave Surveyor
01622 352545
Gemma.finnimore@ukpowernetworks.co.uk