

# TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

## PARTICIPATORY BUDGETING SUB-COMMITTEE

### MINUTES OF A MEETING ON 4<sup>th</sup> SEPTEMBER 2017

**Councillors Present:** Mrs Curteis, Mrs Ferguson, Dr Lovelidge, Mulholland & Nelson. Mr J Crawford (member of the public). The Town Clerk, Phil Burgess was present and took notes.

**1. Chairman.** Cllr Mulholland was elected chair

**2. Apologies for absence:** Cllr Carter.

**3. Minutes of previous meetings.** Minutes of both previous meetings in early 2016 were reviewed and agreed as a correct record.

**4. Matters Arising.** The eligibility criteria within minutes 28<sup>th</sup> Jan 2016 were confirmed with the addition of a local criterion. No national charities would be considered. *Action: Eligibility guide to be prepared.*

£165,000 had been allocated as a community chest but this could be reviewed if necessary and the process could be repeated. The funds were derived from Tent1a receipts.

**5. Publicity.** The newsletter which is almost ready for printing contains an invitation, both to apply for funding and to take part in the task group. Cllr Nelson will re-arrange the fact sheet for Richard Harvey to rework and Cllr Mrs Ferguson will re-tweet. Wow factory should be engaged to design a banner and poster. Update posters should be prepared throughout the process. The main advertising thrust would be once the project is ready to commence.  
*Action Cllrs and Admin Team.*

**6. Level of Grant Funding.** The amount of the grants will largely be determined by demand and will not be restricted per-se. Applicants should be encouraged to apply elsewhere for funding and evidence of this should be provided or the reasons why they have not applied elsewhere.

**5. Expressions of interest (EOIs).** All those who have submitted EOIs would be notified individually that the process is under way. *Action: Admin Team*  
The project application forms would be created by the task group. Cllr Nelson has a potential example and ABC will have a template. *Action: Admin to procure ABC template.*

**6. Selection of Task Group.** Cllrs Lovelidge and Ferguson would represent the council. John Crawford is happy to chair but this will be decided by the task group. Additional members could be appointed at council if required. Selection would be restricted to those who had no interest in any of the groups applying. This would guard against bias at the shortlisting stage (undertaken by the task group). A public vote will follow the shortlisting process.

**7. Initial Public meeting.** Assembly Room at 7pm on Tues 14<sup>th</sup> November.

**8. AOB.** None

**9. Next Meeting.** TBA by the task group.

Meeting Closed at 17.55 p.m.