

# TENTERDEN TOWN COUNCIL



## **MINUTES OF THE INTERNAL COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 5<sup>th</sup> JUNE 2017**

**Councillors Present:** H. Edwards, R. Isworth, R. Knight, R. Lusty, J. Nelson and A. Sugden. Substitutes: M. Carter and Mrs. S. Ferguson.

**Officers Present:** Town Clerk Mr. P. Burgess, Senior Administrator Mrs. C. Gilbert and Accounts Clerk Mrs. J. McCollum

**Others Present:** Cllr. Mrs. J. Curteis, Cllr. Miss. N. Gooch, Cllr. K. Mulholland, Cllr. Mrs. P. Smith (not members of this committee) and two members of the public.

0001 **APOLOGIES FOR ABSENCE.** Members: Cllr. Hickmott and Cllr. Dr. L. Lovelidge (Chair). Non-Members: Cllr. C. Knowles and Cllr. T. Thorpe.

0002 **DECLARATIONS OF INTEREST.** None.

0003 **MINUTES.** None; first meeting of this committee.

0004 **MATTERS ARISING.** Not Applicable.

0005 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0006 **COUNCILLORS' QUESTIONS.** None. Cllr. Nelson requested that Councillors update the Committee on each sub-committee's current position when confirming members.

0007 **VICE-CHAIRMAN.** Cllr. Isworth was appointed Vice-Chairman for the 2017-2018 Council year.

0008 **SUB-COMMITTEES & WORKING GROUPS.** To appoint members to the following sub-committees.

(a) Standing Orders & Financial Regulations. Cllrs. Knowles, Mulholland, Nelson, Mrs. Smith and Sugden were appointed.

(b) Staff & Employment. Cllrs. Mrs. Curteis, Dr. Lovelidge, Lusty, Mrs. Smith and Sugden were appointed.

0009 **FINANCIAL REPORTS.** The following financial Reports for the 2016-17 year were **APPROVED**.

(a) Payments List to 31<sup>st</sup> March 2017

(b) Bank reconciliation to 31<sup>st</sup> March 2017

(c) Income and Expenditure for the year

(d) Balance sheet as at 31<sup>st</sup> March.

0010 **ANNUAL RETURN.** The Annual Governance statement for the year 2016-2017 was **AGREED.**

0011 **ANNUAL RETURN.** The Annual accounting statement for the year 2016-2017 as agreed with the Internal Auditor was **AGREED.**

0012 **ANNUAL TOWN MEETING FORMAT.** To encourage higher public attendance at the Annual Town Meeting, it was **AGREED** to move the meeting to a date after the new Mayor is elected with the new Mayor leading the meeting and the current layout should remain. Additional advertising would be placed in the Wealden Advertiser, Wealden Times, the Parish Newsletter, Residents Newsletter and any other free advertising.

0013 **STATION ROAD TOILET.** It was **RESOLVED** that a measured survey would be carried out by R.L. Surveys at a cost of £750.00 for the extension of the first floor of Station Road toilets over the walkway (north), bin store (east) and scrub area (south).

0014 **COMPUTER EQUIPMENT FOR MAINTENANCE TEAM.** The purchase of a new "rugged" tablet, with a maximum budget of £1,500.00 was **AGREED** and referred to the External Committee for confirmation.

The Committee also discussed whether the Maintenance Team had all the resources they needed to complete the caretaker scheme work. The Town Clerk advised that an additional member of staff (seasonal) may be required, but this would be discussed at the next meeting.

0015 **MAINTENANCE STAFF AT THE MAY FAYRE.** It was **RESOLVED** that the Maintenance Team should be employed to aid the May Fayre Sub-committee for manual help to set-up and put away. The Committee commended Cllr. Edwards' 17 years of service on the May Fayre Sub-committee.

0016 **MAYOR'S SUNDAY CIVIC SERVICE.** The order of service for this event which included Councillors' declarations was **NOTED.**

0017 **CINQUE PORTS JOINT STANDING COMMITTEE.** Cllr. Nelson reported on the ongoing project to promote tourism within the Cinque Ports. The Cinque Ports Committee plan to produce umbrellas advertising the Cinque Ports and were looking for each Council to purchase at least 10 in order to keep the costs down. this item will be discussed at the next Internal Committee meeting.

0018 **PLANNING COMMITTEE.** It was **RESOLVED** that substitutes were not required for the Planning Committee as members' attendance was excellent.

0019 **CORRESPONDENCE.** Letters were **NOTED** but no comments were made.

(a) A letter from Tenterden Leisure Centre Trust regarding expansions plans and a request for support was **NOTED.**

(b) a letter of thanks from a resident regarding the Tenterden Regeneration Noticeboard was **NOTED.**

- (c) A letter received from a St. Michaels resident supporting a cinema in Tenterden was **NOTED**.
- (d) An informative letter received from two residents regarding the Annual Town Meeting with specific reference to the focus groups and the Museum was **NOTED**.
- (e) A letter received on behalf of a group of tennis players regarding vandalism at the tennis courts on Recreation Ground was **NOTED**.
- (f) A letter received from Department for Communities and Local Government (DCLG) in response to the Town Council's request for advice regarding the investment of Tent1 monies was **NOTED**.

0020 **MINOR MATTERS.**

- (a) National Association of Local Councils. Information on Star Councils 2017 (entries by 28<sup>th</sup> July 2017) and receipt of DIS – Issue 906 (21<sup>st</sup> April 2017) was **NOTED**.

0021 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None

**The meeting opened at 8.00pm and closed at 8.35pm.**

The foregoing Minutes and Reports were confirmed and signed at the Annual Meeting of the Town Council held on the 26<sup>th</sup> day of June 2017.

Chairman \_\_\_\_\_ (26.06.2017)