

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 14TH JANUARY 2019**

Councillors Present: H. Edwards, M. Freeman, M. Hickmott, R. Isworth (Vice-Chair), J. Nelson, Mrs. P. Smith and Mrs. C. Walder. Substitute: M. Carter

Officers Present: Town Clerk Mr. P. Burgess, Deputy Town Clerk Mrs. C. Gilbert and Administrative Assistants Ms. S. Ratcliffe and Mrs. L. Owers.

Others Present: Cllr. J. Crawford, Mrs. J. Curteis, Mrs. S. Ferguson, Miss. N. Gooch, K. Mulholland, A. Sugden (not members of this Committee) and 3 members of the public.

0370 **APOLOGIES FOR ABSENCE.** Cllrs. Dr. L. Lovelidge (Chair) and C. Knowles (not a member of this committee).

0371 **DECLARATIONS OF INTEREST.** None

0372 **MINUTES.** The minutes of the meeting held on 10th December 2018 were agreed and signed as a correct record with the following correction:

Minute 0359 Mayoral Selection. Cllr. Edwards put forward a motion under Standing Order 9b for this agenda item to be taken to full Town Council in order for all Councillors to vote on the decision. The motion was agreed.

An amendment was agreed to the following minute from the 12th November 2018 meeting:

Minute 0343 Paperless Office. Cllr. Freeman reported that he was in favour of the software, but queried the top of the range iPad Pro tablets; last year's model would be fine or an even a cheaper android tablet. Cllr. Knowles reported that you do not need the top of the line iPads; anything comparable would work just as well as there is not a lot of computer power in it. Cllr. Knowles also reported that the cellular is not necessary; very few people at ABC use the pens.

Cllr. Freeman estimated that by using last year's iPads, this would save about £10,000. It was **RESOLVED** to purchase the modern.gov software at a cost of £9,000 for the first year and £7,000 per annum thereafter. 21 of the 2017 iPad Pros will be ordered with accessories for approximately £19,740.

0373 **MATTERS ARISING.** None

0374 **REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0375 **COUNCILLORS' QUESTIONS.** None.

0376 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

- (a) Archives and Regalia. A report of a meeting held on 16th November 2018 was **NOTED**. Cllr. Mrs. Smith advised that the committee were still waiting for the requested quotation from Fattorini's for new Civic badges. Cllr. Mrs. Smith also advised that the Archive Exhibition would not be going ahead this year as there is too much work to do in order to be ready in time.

0377 **HIREABLE SPACES**. It was **RESOLVED** to approve the development cost for the hireable venues addition to the Town Council's website at a cost of £880.00 plus VAT. Cllr. Nelson explained that this was one of the re-generation projects that came out of the Lipton Report.

0378 **SUB COMMITTEE SCHEDULE**. The sub-committee schedule was **APPROVED** with the following amendments:

- (a) Cllr. Carter requested that the Project Overview and Section 106 meeting scheduled for 18th February 2019 was brought forward. The new date is to be confirmed.
- (b) Cllr. Mulholland requested that the Community Transport Scheme meeting scheduled for 6th February 2019 was deferred until later in the month.
- (c) Cllr. Miss Gooch requested that the next May Fayre meeting was re-scheduled for 20th February 2019 as agreed by the sub-committee at their last meeting.

0379 **ROOM RE-PURPOSING**. It was **RESOLVED** to allocate a budget of £500 for the refurbishment of the office off the foyer of the Town Hall, which has been recently vacated by Ashford Borough Citizens Advice (formerly CAB).

0380 **FINANCIAL REPORTS**. The following reports were **APPROVED**:

- (a) Payments List (October-December 2018).
- (b) Income and Expenditure (to 31st December 2018).

Cllr. Mrs. Ferguson suggested that as Tenterden Town Council donated funds towards the Tenterden Social Hub mini buses via the Community Chest, a request should be made for the mini bus to be sign written to that effect. Cllr. Carter suggested that all those who had received funds from the Community Chest should site the Town Council in advertising.

- (c) Bank Reconciliation (at 30th September 2018).

0381 **CORRESPONDENCE**. None.

0382 **MINOR MATTERS**. Cllr. Mrs. Ferguson advised that a resident would be happy to run the Family Fun Dog Show at the May Fayre this year; Cllr. Edwards agreed to contact them. Cllr. Mrs. Walder also offered to help with the dog show.

0383 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN**. None.

The meeting opened at 9.20pm and closed at 9.40pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 11th day of February 2019.

Chairman _____ (11.02.2019)