

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 12TH NOVEMBER 2018**

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

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

Others Present: Cllrs. M. Carter, Mrs. J. Curteis, Mrs. S. Ferguson, C. Knowles, K. Mulholland, A. Sugden (not members of this Committee), Cllr. P. Clokie (ABC) and three members of the public.

0335 **APOLOGIES FOR ABSENCE.** Cllrs. J. Crawford and Miss. N. Gooch (non-members).

0336 **DECLARATIONS OF INTEREST.** None.

0337 **MINUTES.** The minutes of the meeting held on 10th September 2018 were agreed and signed as a correct record.

0338 **MATTERS ARISING.** None

0339 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0340 **COUNCILLORS' QUESTIONS.** None.

0341 **FINANCIAL REPORTS.** The following financial reports were **APPROVED:**

- (a) Payments List (July-September 2018).
- (b) Income and Expenditure (to 30th September 2018).
- (c) Bank Reconciliation (at 30th September 2018).

0342 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

- (a) Public Engagement Sub-Committee. A report of a meeting held on 2nd October 2018 was **NOTED**. Cllr. Nelson introduced the recommendations from the Sub-committee for the Internal Committee to take on board, demonstrate the Council is listening, and then provide progress updates and report back to the public. The following recommendations were **RESOLVED:**

- (i) that the Town Council adopts the Social Media Policy as is and reviews it annually;

- (ii) the process of public engagement in Standing Committee meetings remains the same, however, the Chairman uses their discretion for public participation and adheres to the prescribed time limits;
 - (iii) that the Sub-committee is used as a sounding board for issues;
 - (iv) the Council accepts the survey recommendations and implements suggested actions.
- (b) Website Sub-Committee. A report of the meeting held on 29th October 2018 was **NOTED**.
- (c) Recreation Ground Focus Group. Cllr. Sugden provided a report on behalf of himself and Cllr. Mulholland who are the Council representatives on the focus group. As a follow-on from the Lipton report; the Council felt minded to progress with the wishes of the public and agreed to form focus groups made up from members of the community to progress with implementing the various schemes and projects asked for. Two councillors were chosen to serve on each group to monitor the group and to relay information between what the group discussed and the Council.

The Recreation Ground focus group met with Ground Control who were the architects appointed by the Council to produce design and layouts for the Recreation Ground, taking the lead from the public and feeding to the public their skill and knowledge of outside area recreational design.

The group and the architects finally came up with a design, "a spatial layout plan", which took into account the public's wishes through the group, the Council's original desires and monetary constraints, and the introduction of new and exciting concepts such as a skate park, netball facilities, a MUGA, a LTA approved Tennis facility and a cafeteria; overall considered by the group and the public as a high quality plan of good design.

The plan has been shown to this council and has been shown to the public, a good response has been received however some criticism was received from some quarters, for instance, the provision of a skate park, the provision of new tennis courts, the moving of the existing bowls club, the provision/moving of disabled parking bays all of which have been personal views of members of the public.

A costing plan was provided by Ground Control itemising each service; members of the Council have requested that this be verified by our own Quantity Surveyors to establish if sums indicated are a true figure. This is also the correct method of approach with a project of this size and calibre, this should be in progress.

The next stage is for all the costs to be verified by the Council; the architects and the focus group will meet to make decisions on what the final scheme is to be. The project cost is then taken to the Project Overview and Section 106 Sub-committee and, if agreed, the Council can place orders and commence with the project.

Cllr. Carter commented that the costings have not been fed back to the Focus Group or residents and a Quantity Surveyor should be appointed to work the costings out. Cllrs. Sugden and Mulholland responded that

appointing a Quantity Surveyor had been agreed in previous meetings and it was currently underway.

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 £9,740.

0344 **STANDING ORDERS SUB-COMMITTEE.** It was **RESOLVED** to co-opt Cllr. Crawford as a member of the Sub-committee.

0345 **CORPORATE PLAN.** Cllr. Freeman requested more details of what a Corporate Plan entails. Cllr. Nelson reported that it is a strategic plan for the Council whereby the Council decides what it wants to do, in what order, the timescales, and how to do it. The Council would follow the plan rather than react as and when issues arise. Cllr. Carter proposed that the Corporate Plan should be started rather than delaying further. Cllr. Nelson agreed that work on the bare bones could be carried out and handed over to the new Council in May 2019 to progress.

It was **RESOLVED** to start work on the structure of the Corporate Plan.

0345 **MAYORAL ENGAGEMENTS.**

(a) Current Year 2018/19. It was **RESOLVED** that an additional £1,000 would be added to the 2018/19 Mayoral engagements budget.

(b) Future Years. Cllr. Hickmott would like a review of what events the Mayor and Deputy Mayor go to. Cllr. Hickmott commented that when they go out of the County, he could not see a benefit to Tenterden. Cllr. Mrs. Smith responded that Mayors from other Counties visit Tenterden and it helps to put Tenterden on the map. Cllr. Carter would like to see a list of events attended and how much is spent.

It was **RESOLVED** that the Mayor will decide which functions are attended. Cllr. Freeman abstained from voting.

0346 **CORRESPONDENCE.** None.

0347 **MINOR MATTERS.** None.

The Committee moved into closed session. *Under the Public Bodies (Admissions to meetings) Act 1960, the public and press will be excluded from the closed meeting session due to the confidential nature of this part of the meeting which involves the discussion of confidential staffing matters and confidential financial negotiations.*

0348 **STAFFING ISSUES.** Confidential document 602M refers.

End of closed session.

0349 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

The meeting opened at 10:22pm and closed at 10:46pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 10th day of December 2018.

Chairman _____ (10.12.2018)