

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 10TH DECEMBER 2018**

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

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: Cllrs. M. Carter, Cllr. J. Crawford, Mrs. J. Curteis, Miss. N. Gooch, K. Mulholland, A. Sugden (not members of this Committee), Cllr. P. Clokie (ABC) and 14 members of the public.

0350 **APOLOGIES FOR ABSENCE.** Cllrs. Mrs. S. Ferguson and J. Nelson.

0351 **DECLARATIONS OF INTEREST.** Cllr M. Freeman declared a link to Agenda Item 19 – Citizens Advice Bureau, however, the link would not disbar him from voting.

0352 **MINUTES.** The minutes of the meeting held on 12th November 2018 were agreed and signed as a correct record.

0353 **MATTERS ARISING.** None

0354 **REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0355 **COUNCILLORS' QUESTIONS.** None.

0356 **PRECEPT.** It was **AGREED** that a precept request of £447,920 would be submitted for the year 2019-2020 for this Committee.

0357 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

- (a) Project Overview & Section 106. A report of a meeting held on 19th November 2018 with reference to the Cinema Funding Bid was **NOTED**. It was **AGREED** that written pre-planning advice from Ashford Borough Council would be arranged through Burrell Foley Fischer at a cost of £4,200.00 plus VAT. Consideration of additional funding has been put on hold.
- (b) Public Engagement. At the last Internal Committee meeting, the recommendations of the Public Engagement Sub-committee were accepted. However, not all the priorities identified from the residents' survey had lead councillors assigned. It was **RESOLVED** that Cllr. Mrs. Smith would be Lead Councillor for Summer Events/Events in General; Cllrs. Crawford and Dr. Lovelidge were assigned as Lead Councillors to TTC Management & Website; and Cllr. Carter was assigned as Lead Councillor to Congestion.

- (c) Website. A report of a meeting held on 29th October 2018 was **NOTED** and it was resolved that the following proposals should be **DEFERRED** to the next council year.
- (i) to approve the CMS Upgrade at a cost of £2,475.00 plus VAT;
 - (ii) to reconsider the website design refresh at a cost of £3,300.00 plus VAT;
 - (iii) to approve the development cost for the hireable venues addition to the Town Council's website at a cost of £880.00 plus VAT.
- 0358 **MAINTENANCE FACILITY**. Planning permission has been approved for the maintenance facility on St Michaels Recreation Ground with conditions. The plans for the facility had been prepared by Maylands and it makes sense for them to handle the construction tender process. It was **RESOLVED** that Maylands surveyors be engaged to handle the tender process and ensure discharge of conditions. The fees involved in the tender process could be covered by the Town Clerk and Chair of the Internal Committee's discretionary budget.
- 0359 **MAYORAL SELECTION**. Cllr. Edwards announced that this agenda item will be taken straight to full Town Council on 14th January 2019 in order for all Councillors to vote on the decision.
- 0360 **TRAINING IN RESPECT OF THE ANNUAL TOWN MEETING (ATM)**. Cllr. Mrs Smith reported that there was a record amount of people this year at the Annual Town Meeting. Cllr. Isworth commented that it was much better this year with Councillors sitting in the audience. It was **RESOLVED** to reject the proposal for suitable training for Councillors.
- 0361 **LIONS TREE ON RECREATION GROUND**. There is a fairly mature tree situated on the recreation ground which was donated by the Lions in association with Tenterden Junior School. The tree is situated between the parallel paths to the pavilion from Recreation Ground Road. This area will be used by the surgery to accommodate portacabins during the building works, in order to maintain continuity of medical services. The Lions organisation has agreed with the School that it could be re-planted within the School grounds. The removal will be organised by the Lions. **NOTED**.
- 0362 **CHRISTMAS EVE 2018**. It was **RESOLVED** that the Tenterden Town Council offices should be closed on Christmas Eve, rather than from 12 noon, and staff would not be required to pay back the three hours.
- 0363 **SPONSORED CHRISTMAS TREES**. The three donated Christmas trees sited at the William Caxton, the Recreation Ground and Fat Ox Green, were authorised last year. At the time a charge of £300 each was made for sponsorship of the trees. The Council met the underground connection charges for the metal sleeve fitting to hold the trees. Baubles and lights were purchased, and the maintenance staff erected the trees and dressed them with lights.

This year a 50% reduction has been made in the charge for the trees as there are no initial capital set-up fee and the baubles and lights are still available. The trees still represent very reasonably-priced publicity. The Council have been unable to make contact with the William Caxton pub to arrange sponsorship; therefore, the tree has been installed and illuminated at Council expense. A resident has raised the issue of the sponsorship money and whether it should go to charity. It was **RESOLVED** that this should be **DEFERRED** until we obtain detailed costings and sponsors' views.

0364 **CORRESPONDENCE.** None.

0365 **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.*

0366 **PROJECT OVERVIEW.** Confidential document 603M refers.

0367 **STAFFING ISSUES.** Confidential document 606M refers.

0368 **ASHFORD CITIZENS ADVICE LEASE.** Confidential document 604M refers.

End of closed session.

0369 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

The meeting opened at 9.20pm and closed at 10.02pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 14th day of January 2019.

Chairman _____ (14.01.2019)