

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 29TH JANUARY 2018**

Councillors Present: H. Edwards, M. Hickmott, R. Isworth (Vice-Chair), Dr. L. Lovelidge (Chair), R. Lusty, and J. Nelson. Substitutes: Cllrs. M. Carter and C. Knowles.

Officers Present: Deputy Town Clerk Mrs. C. Gilbert, Accounts Clerk Mrs. J. McCollum and Administrative Assistant Ms. S. Ratcliffe.

Others Present: Cllrs. Mrs. J. Curteis, Mrs. S. Ferguson, K. Mulholland and Mrs. P. Smith (not members of this committee), Ashford Borough Councillor Mr. J. Link and one member of the public.

0177 **APOLOGIES FOR ABSENCE.** Town Clerk Mr. P. Burgess, Cllrs. Miss N. Gooch and A. Sugden. Cllr. A. Sugden arrived at Agenda Item 7(d), but did not join the Committee.

0178 **DECLARATIONS OF INTEREST.** None.

0178 **MINUTES.** The minutes of the meeting held on 8th January 2018 were agreed and signed as a correct record.

0179 **MATTERS ARISING.**

- (a) Cllr. Edwards enquired as to whether there had been any movement regarding paying Council Tax by BACS. Cllr. Edwards understood that the Chief Financial Officer at Ashford Borough Council was considering this option. Cllr. Dr. Lovelidge confirmed that the Town Clerk's office had not received an update.

0180 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0181 **COUNCILLORS' QUESTIONS.** None.

0182 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

- (a) Town Hall Focus Group. The minutes of the meeting held on 24th January 2018 were tabled along with the proposal to investigate the damp issue in the Town Clerk's old office. It was **RESOLVED** that a budget of £2,000 be allowed to identify the damp issue and go towards remedial work. Any additional expense would be referred back to Council.
- (b) Recreation Ground Focus Group. Cllr. Mulholland reported they were at the stage of pre-planning with Ashford Borough Council and a full meeting of the focus group will take place once the advice has been received.

Cllr. Carter raised his concerns that now the focus group projects were moving ahead, it was imperative that figures needed to be in place in order to make informed decisions. It was agreed that this should be on the next Agenda costings investigated. Cllr. Mulholland reported that Ground Control would provide the costings for the Recreation Ground. Cllr. Knowles requested that grants via Sports England and the Lawn Tennis Association be investigated.

- (c) Public Engagement Sub-Committee. The minutes of the meeting held on 15th January 2018 were **NOTED**. The Sub-Committee were proposing to carry out a residents' survey to ask their views on how the Council communicates, what they want to know about the Council and how they receive information, to name but a few questions. It was **RESOLVED** that:
- (a) a budget of £1,000 would be set to cover printing, distribution and inputting of data from the survey;
 - (b) that a subscription should be taken out with Survey Monkey at a cost of £40 per month or annually if it was a more attractive deal.
- (d) Committee Structure Sub-Committee. The recommendations of the Sub-Committee were reviewed and the following was **RESOLVED**:
- (i) Committee meetings would take place once per month, on the 2nd Monday in the month;
 - (ii) the Town Council would meet every other month;
 - (iii) 'Special' meetings would be called if urgent business needed to be discussed.

It was noted that the Planning Committee would not be split to a different night, therefore, meetings should be limited to 45 minutes each in order to finish by 10pm.

0183 **FINANCIAL REPORTS**. The following financial reports were **NOTED**.

- (a) Payments List – October to December 2017.
- (b) Income and Expenditure – to 31st December 2017.
- (c) Bank Reconciliation as at 31st December 2017.

0184 **FOLK FESTIVAL**. It was **RESOLVED** to allow free usage of the Assembly Room for a commemorative fundraising concert in memory of Bob and Kathy Drage of the Folk Festival.

0185 **STAFF ROOM**. It was **RESOLVED** to set a budget of £250 for the redecoration of the Staff Room should it be required.

0186 **IT SYSTEM CHANGES & GDPR**. Cllr. Knowles reported that he agreed with most of the recommendations contained in the background paper, however, rather than obtain the broadband via our IT support, Cllr. Knowles suggested obtaining a price from BT direct in order to compare. Cllr. Knowles also provided a background to the modern.gov system currently being trialled at Ashford Borough Council.

The Committee reviewed the recommendations and the following was **RESOLVED**:

- (a) to move data storage to a Kent IT private cloud for the Council at a cost of £240.00 per month;
- (b) to pay the one-off configuration and migration cost of £1,500.00;
- (c) to compare Business Fast Fibre Broadband prices with BT direct before committing to moving this service to Kent IT;
- (c) to set up a Sub-Committee consisting of Cllrs. Mrs. Ferguson, C. Knowles and J. Nelson to investigate the modern.gov software with a view to adopting the system in time for the next council session starting May 2019.

0187 **'CHANGING PLACES' TOILET FACILITIES.** It was agreed to **DEFER** this item pending further information. Cllr. Mrs. Ferguson reported that 'changing places' was installed at the Gateway in Tenterden, but this had been removed through lack of use when the building was refurbished and Tourist Information came to the Town Hall. It was agreed that the reasons for its lack of use needed to be investigated, which may have been from lack of advertising, and find out what happened to the equipment. Cllr. Mrs. Ferguson also raised the issue that £20,000 would possibly not cover the costs. Cllr. Isworth agreed to liaise with the Tenterden Social Hub on the facilities available there. Cllr. Carter raised his concerns at the facilities being installed at Station Road toilets without supervised access.

0188 **PRESS RELEASES.** It was **RESOLVED** to adopt the following processes with regard to Town Council press releases:

- (a) the Chair of the Committee that has generated the information in the press release should be sent the press release for fact checking by midday for immediate turnaround. If they do not respond within this time, the press release will be considered to be approved;
- (b) any quotes in the press release should be accredited to the councillor that either said it or was involved with the project/sub-committee. Additional comments from the Mayor may be added;
- (c) to ensure Councillors are aware of the information that has been publicised, they should be emailed the press releases on the day that they were released to the public/press.

Cllr. Carter voted against the proposal.

0189 **CORRESPONDENCE.** None

0190 **MINOR MATTERS.**

- (a) Cllr. Edwards requested clarification as to why it was necessary to produce minutes with 'draft' through the middle, which made them hard to read and might create more paperwork. Cllr. Nelson advised that the Council staff were under increasing pressure to produce minutes more quickly and this was to highlight to the public that they were in draft form. It was agreed to replace the emboldened 'draft' with 'Draft until' and then the date of the following meeting.

0191 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

The meeting opened at 8:04pm and closed at 9:07pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 19th day of February 2018.

Chairman _____ (19.02.2018)