

# TENTERDEN TOWN COUNCIL



## MINUTES OF THE INTERNAL COMMITTEE MEETING HELD AT TENTERDEN TOWN HALL ON 11<sup>TH</sup> MARCH 2019

**Councillors Present:** H. Edwards, M. Freeman, R. Isworth (Vice-Chair), Dr. L. Lovelidge (Chair), J. Nelson and Substitutes: M. Carter and Mrs. J. Curteis.

**Officers Present:** Town Clerk Mr. P. Burgess and Deputy Town Clerk Mrs. C. Gilbert.

**Others Present:** Mrs. S. Ferguson, Miss. N. Gooch, Mrs. P. Smith and A. Sugden (not members of this Committee) and eight members of the public.

0401 **APOLOGIES FOR ABSENCE.** Cllrs. M. Hickmott and Mrs. C. Walder. Cllrs. J. Crawford, C. Knowles and K. Mulholland (not members of this Committee).

0402 **DECLARATIONS OF INTEREST.** None

0403 **MINUTES.** The minutes of the meeting held on 11<sup>th</sup> February 2019 were agreed and signed as a correct record.

0404 **MATTERS ARISING.** None

0405 **REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0406 **COUNCILLORS' QUESTIONS.** None.

0407 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

(a) Town Hall Focus Group. The Town Clerk reported that five architects had been interviewed and the Group had narrowed it down to one. The finances of the arrangement would need to be discussed and this would be held in closed session later during this meeting. Details would be released once the unsuccessful candidates had been notified.

(b) Standing Orders & Financial Regulation Sub-committee. The report of a meeting held on 13<sup>th</sup> February 2019 was **NOTED**. Cllr. Nelson reported that the main focus was a financial review. It was **RESOLVED** to adopt the following recommendations regarding finances:

- (i) CCLA properties fund to remain as is;
- (ii) Unity Bank to be considered for the current account as it is dedicated to parish councils;
- (iii) reduce Santander to £80,000 to take advantage of government insurance against bank liquidation and split balance of funds between Nationwide and CCLA deposits;
- (iv) split out revenue reserves, Section 106 and capital amounts into different nominal codes;

- (v) adoption of the Model Financial Regulations with effect from 1<sup>st</sup> April 2019.
- (c) Archives & Regalia Sub-committee. The report of a meeting held on 15<sup>th</sup> February 2019 was **NOTED**. The Sub-committee had recommended purchasing a lanyard with clip bar brooch for the Deputy Mayor's Badge as the replacement Deputy Mayor's Escort's badge would potentially look superior in comparison. It was **RESOLVED** to purchase the lanyard with clip and bar brooch at a cost of £156.12 plus P&P and VAT.

#### 0408 FINANCIAL ISSUES.

- (a) Statement of Internal Controls. The 2018-19 Statement of Internal Controls was **NOTED**.
- (b) Interim Audit Results. The Interim Audit results from the Internal Auditor were **NOTED**. The Committee noted the Auditor's comments regarding free use of rooms by the Royal British Legion (RBL) leading up to, including and after Remembrance Sunday. Cllr. Nelson suggested that the Committee notes the cost to the Council and a meeting should be arranged with RBL to address the issues raised. Cllr. Nelson commented that RBL would find it difficult to source an alternative free venue.

0409 **MAINTENANCE FACILITY**. It was **AGREED** to appoint 'Consultant B' to take forward the plans for the Maintenance Facility. The Consultant would, to name a few, prepare the specification of works; send out tender documentation; and carry out site supervision during construction. The fixed fee ceiling would be £10,500.00.

0410 **NOTICE BOARDS**. Cllr. Mrs. Smith suggested using the noticeboards outside White Stuff and WH Smith to advertise events that were currently running, the market/s and larger Council events. Cllr. Mrs. Ferguson suggested leaving the decision open as to what is put on the boards so as not to become too restrictive. Events with eye catching photographs would be an advantage. It was **RESOLVED** to leave the content non-restrictive, however, the boards needed to be changed regularly.

0411 **STATION ROAD TOILETS**. Following public representation at the Planning Committee meeting tonight, it was **RESOLVED** that the planning application would be revised or withdrawn. It was agreed that the hot food takeaway was not appropriate, and the Planning Committee would be recommending to Ashford Borough Council a restriction on future A5 use at the premises.

Cllr. Carter reported that drug use in Coombe Lane Cemetery is a huge issue. The Town Council needs to establish when the new CCTV will be installed and ensure that it covers the Cemetery. Cllr. Carter suggested cutting the height of the hedging to open up the area. The Town Clerk agreed to follow up the CCTV installation with Ashford Borough Council. Cllr. Carter suggested conducting a site meeting with Ashford Borough Council to ascertain what permissions would be required for works to be carried out.

0412 **FEEDBACK FROM "COFFEE AND CAKE" SESSIONS**. It was **RESOLVED** to implement the report form compiled by Cllr. Nelson to feedback points raised by residents at the Coffee Mornings. It was agreed that blank forms should be made available for the sessions.

- 0413 **PRESS RELEASES & REGENERATION PROJECT UPDATES.** The Committee reviewed the costs of advertising in the Village Directory and Wealden Advertiser. The Town Clerk reported on another option for circulating latest news and that would be via hand delivery of a one/two side A4 leaflet to most residents. Printing would be £140.00 and delivery approximately £250.00. It was **RESOLVED** to produce an in-house two-sided newsletter twice per year (in between the main newsletter) to keep residents up to date with progress.

Cllr. Isworth suggested circulating updates via the Tenterden & District Residents Association who currently delivery to 800 homes.

Cllr. Carter suggested obtaining larger noticeboards/visuals and rather than providing wordy posters, use images as the main coverage. These boards could then be rotated between the locations. There are currently three: outside White Stuff, WH Smith and the Leisure Centre. Cllr. Carter agreed to forward the examples of visual boards to the Town Clerk.

- 0414 **COUNCILLOR REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** Cllr. Carter raised his concerns at being constrained in responding to questions. Cllr. Carter was unsure how it was possible to provide the view of the Town Council when he might not necessarily agree. Cllr. Edwards reported that the Terms of Reference would be useful guidance for Councillors.

It was **RESOLVED** to adopt the draft Terms of Reference and Councillors' Declarations of Acceptance of Office would be amended to the following:

"I undertake to observe the code of conduct which is expected of members of Tenterden Town Council and comply with the terms of reference for council representatives on outside organisations."

Cllr. Carter abstained from voting.

- 0415 **CHARITY COLLECTIONS ON COUNCIL PROPERTY.** It was **RESOLVED** to add the following paragraph to the Terms and Conditions of Hire for all Town Council venues:

Charitable and Event collections

If funds are collected, either to support the costs of the event or for purely charitable purposes, buckets or containers used for the collection should be numbered and either locked or sealed by tape signed by two event officials before distribution.

On return the containers should be unlocked/unsealed and the amounts checked in the presence of a minimum of two event officials. The officials should retain a record of the amounts donated, signed by those two officials.

- 0416 **SPIRIT OF TENTERDEN.** Cllr. Nelson reported that the event as a whole was not-for-profit; the organising committee are testing if the event works this year. The Beer festival element of the event will be making a profit; however, the trader will be paying full price for their pitch. It was **RESOLVED** to allow free usage of the Recreation Ground for the event and the Town Council would act as 'banker' for this year. This event has been treated the same way as other start-up events in the Town.

- 0417 **TENTERDEN & DISTRICT CHAMBER OF COMMERCE (TDCC).** It was **RESOLVED** to allow free usage of the Assembly Room for the TDCC's monthly

networking meeting on 2<sup>nd</sup> July 2019 and the Town Council would contribute £100.00 towards refreshments. The meeting would be opened out to residents and the selected Town Hall architects would be invited to provide a presentation. Security costs for the evening would be covered by the TDCC.

**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.*

0418 **STAFFING ISSUES.** Confidential minute 608M refers.

0419 **PROJECT OVERVIEW SUB-COMMITTEE.** Confidential minute 609M refers.

0420 **TOWN HALL FOCUS GROUP.** Confidential minute 610M refers.

**End of closed session.**

0421 **CORRESPONDENCE.** None.

0422 **MINOR MATTERS.** None.

0423 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

**The meeting opened at 8.45pm and closed at 9.45pm.**

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 8<sup>th</sup> day of April 2019.

Chairman \_\_\_\_\_ (08.04.2019)