

TENTERDEN TOWN COUNCIL

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28th March 2017

FINANCE & GENERAL PURPOSES COMMITTEE

Notice is given that a meeting of the **FINANCE & GENERAL PURPOSES** Committee will be held in the Mayor's Parlour at the Town Hall on **MONDAY 3RD APRIL 2017** following a meeting of the Planning Committee starting at **7.00pm**.

All members of this committee are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting.

 Phil Burgess, Town Clerk.

Councillors Serving: (1) Mrs. J. Curteis (2) H. Edwards, (3) Mrs. S. Ferguson, (4) Miss N. Gooch, (5) M. Hickmott, (6) R. Isworth, (7) R. Knight, (8) C. Knowles, (9) Dr. L. Lovelidge, (10) R. Lusty, (11) K. Mulholland, (12) J. Nelson (Chairman), (13) Mrs. P. Smith, (14) A. Sugden and (15) T. Thorpe.

AGENDA

1. **APOLOGIES FOR ABSENCE.**
2. **DECLARATIONS OF INTEREST.**
3. **MINUTES.** To consider and, if approved, confirm and sign the minutes and reports of the meeting held on 20th February 2017 and the special meeting held on 13th March 2017 as correct records.
4. **MATTERS ARISING.**
5. **REPRESENTATION FROM MEMBERS OF THE PUBLIC.**
Members of the public may make personal representations at this meeting by giving written notice of a request to speak and indicating briefly the matter of interest or relevant agenda item to the Town Clerk or Deputy Town Clerk no later than 12 noon on the day of the meeting. Provided always that speakers are resident in a ward of the Council and, give their full name and address prior to speaking, the committee Chairman may (or may choose not to) invite individuals to speak at the relevant point in the meeting. Speeches may not exceed three minutes duration and speakers may not participate in any subsequent debate between committee members. At the Chairman's discretion, only one speech may be made in support of each side of any contentious issue.
6. **COUNCILLORS' QUESTIONS.**
At the Chairman's discretion, Councillors may ask a question about any item relevant to this committee that is not on the agenda. Every question shall be put and answered without discussion. An answer may take the form of a direct oral answer or reference to a Town Council publication. Where a reply cannot be conveniently given at this meeting, an oral or written answer may be circulated at a later date.
7. **SUB-COMMITTEE & WORKING GROUP REPORTS.**
 - (a) Emergency Planning.
 - (b) May Fayre.
 - (c) Participatory Budgeting.
 - (d) Standing Orders, Financial Regulations and Donations.
 - (e) Website.
 - (f) Youth Policy.
 - (g) Committee Structure.

8. **TOWN COUNCIL FUNDING SUMMARY.** Information item on potential contributions and expenditure. *
 - a) Section 106 Contributions. A summary of contributions due from developers for Tent1a and other recent developments. *
 - b) Participatory Budgeting. Details of expressions of interest for Town Council Funding.
9. **SOFTWARE PURCHASE.** To consider the purchase of a manipulation package for "PDF" files. *
10. **RISK ASSESSMENTS.**
 - (a) Financial Risk Assessment. To review the Town Council's Financial Risk Assessment*.
 - (b) General Risk Assessments. To approve risk assessments for tasks undertaken by Town Council staff, as compiled by the Town Clerk [*risk assessments may be viewed in the Town Clerk's office*].
11. **CHANGES TO BANK MANDATES.** To approve the following changes to signing authorities:
 - (a) National Westminster Bank. To authorise Mrs. Gilbert as a signatory in place of the Deputy Clerk who has recently left the council.
 - (b) CCLA. To remove the requirement for the Deputy Clerk to sign. The signing arrangements will require the Town Clerk, Mrs. Gilbert and one of the named councillors to sign.
12. **INVESTMENT STRATEGY.** To consider a strategy for the investment of the outstanding proceeds from the sale of the Town Council's land as part of the Tent 1 development.
13. **FOCUS GROUPS.** Update on the formation of focus groups for the Tenterden Regeneration Project.
14. **ARMS OF TENTERDEN.** To consider a request by Ashford Borough Council to be permitted to use the Arms of Tenterden on a ceremonial beacon in Ashford.
15. **TENTERDEN WATCH.** To consider the wording of proposed publicity material to be published by the Town Council in support of the Tenterden Watch scheme. *

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

16. **LAND ISSUES.**
 - (a) Confidential document 575 refers.
 - (b) Confidential document 576 refers.
 - (c) Confidential document 577 refers.
 - (d) Confidential document 578 refers.

End of closed session.

17. CORRESPONDENCE.

- (a) A letter from Reverend Canon Lindsay Hammond regarding St Mildred's Church and the Lipton Report.

18. MINOR MATTERS.

- (a) Electoral Review of Ashford: Draft Recommendations. Information received from the Local Government Boundary Commission, ABC and KALC regarding the proposed new electoral arrangements for Ashford Borough Council.
- (b) National Association of Local Councils(NALC). News bulletins dated 10th February, 17th February, 24th February, 3rd March and 10th March 2017.
- (c) Notice of Section 137 Expenditure: Limit for 2017-2018. Notification from NALC that the information is available online.
- (d) Government Housing White Paper – "Fixing our broken housing market". Details provided by Kent Association of Local Councils (KALC) regarding the consultation process.
- (e) Neighbourhood Watch. East Division Neighbourhood Watch Newsletter dated February 2017.
- (f) 2017 KALC Membership Survey. Request for Councils to participate in the annual review of KALC services.
- (g) Kent Estates Partnership Board. Information from KALC regarding the establishment of the Kent Estates Partnership Board to identify opportunities where there can be collaboration on estates projects across the county.
- (h) Fly a Flag for the Commonwealth. Information regarding the 2017 event.
- (i) Tesco Bags of Help Funding. Information regarding changes to the qualification criteria.
- (j) KALC Parish News. February 2017 issue.

19. ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.

No decision may lawfully be made under this item but matters which involve no more than an exchange of information may be discussed.

End.

**Attachments and tabled documents can be obtained from the Town Clerk's office or downloaded from www.tenterdentowncouncil.gov.uk.*