

# TENTERDEN TOWN COUNCIL



## **MINUTES OF THE INTERNAL COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 12<sup>TH</sup> MARCH 2018**

**Councillors Present:** J. Crawford, H. Edwards, R. Isworth (Vice-Chair), Dr. L. Lovelidge (Chair), R. Lusty, J. Nelson and A. Sugden. Substitute: Cllr. M. Carter.

**Officers Present:** Town Clerk Mr. P Burgess, 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, M. Freeman, Miss N. Gooch, C. Knowles, K. Mulholland and Mrs. P Smith (not members of this committee), Cllr. P. Clokie (ABC) and four members of the public.

0208 **APOLOGIES FOR ABSENCE.** Cllr. M. Hickmott.

0209 **DECLARATIONS OF INTEREST.** Cllr. Isworth declared an interest in Agenda Item 9 – Tenterden Social Hub as he is Chairman. Cllr. Mrs. Smith also declared an interest in Agenda Item 9, although she is not a member of this Committee.

0210 **MINUTES.** The minutes of the meeting held on 19<sup>th</sup> February 2018 were agreed and signed as a correct record.

0211 **MATTERS ARISING.** None

0212 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0213 **COUNCILLORS' QUESTIONS.** Cllr. Lusty requested that the next Council Year meeting dates were advertised as soon as possible.

0214 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

- (a) Town Hall Focus Group. Nothing to report. The next meeting is due to take place before the end of March.
- (b) Recreation Ground Focus Group. Cllr. Sugden reported that he had attended, with Ground Control and the Town Clerk, the pre-planning advice meeting at Ashford Borough Council on 23<sup>rd</sup> February 2018. Feedback was quite favourable and once a letter was received from Ms. Magnall at ABC Planning, the next focus group meeting will be arranged.
- (c) Public Engagement Sub-Committee. A meeting took place on 6<sup>th</sup> March 2018 at which the draft questionnaire to residents was discussed. The next step will be to circulate the questionnaire, both physically and on survey monkey and it is hoped that the data will be discussed at the Annual Town Meeting in June.

(d) Standing Orders & Financial Regulations. Following the report of the meeting held on 13<sup>th</sup> February 2018 it was **NOTED** that there is no legal basis for further action against Cllr. Carter for breaches of standing orders. Such alleged breaches are to be treated as a corporate complaint (complaint against the Council). The Chair, on behalf of the Council, stated that:

- (i) unilateral actions by councillors are not binding on the Council as a whole;
- (ii) only members duly authorised to act on the Council's behalf will be allowed to negotiate with outside concerns.

The following items were **RESOLVED**:

- (i) the recommended complaints procedure should be adopted;
- (ii) changes should be made to standing orders to detail the process for selection of councillors for Internal and External Committees.

0215 **CEREMONIAL BEACON ON THE RECREATION GROUND.** Cllr. P. Clokie (ABC) enquired as to whether the beacon would be removable for fairs/events on the Recreation Ground. Cllr. Edwards proposed that the Beacon be moved back to the originally proposed position. It was **RESOLVED** that:

- (a) the beacon will be located as originally proposed: in the north-western corner of the Recreation Ground;
- (b) a planning application would be submitted as soon as possible;
- (c) the quotation from Mark Mealham of £1,150.00 would be accepted which includes the metal base plate that will facilitate moving the beacon should this be necessary later.

The Committee thanked the Lions Club for the donation towards the Beacon and for the work they do.

0216 **TENTERDEN SOCIAL HUB FUNDRAISING BALL.** It was **RESOLVED** that the Tenterden Social Hub will be offered free use of the Assembly Room for their fundraising ball and it was suggested that they may wish to apply for a donation towards the security costs. It was agreed that criteria need to be drawn up for the allocation of free use of the Council's rooms/land for charity events.

0217 **SOCIAL MEDIA POLICY.** It was **RESOLVED** that:

- (a) the suggestions of the social media consultant be followed wherever practical;
- (b) the Canterbury City Council Social Media Policy be forwarded to a specialist lawyer to amend as appropriate to the suit the needs of the Town Council.

0218 **ASSETS ON LOAN TO TENTERDEN MUSEUM.** It was **RESOLVED** that the official loan forms supplied by the Tenterden Museum would be completed to formalise the loan of the items currently held there.

0219 **MAINTENANCE FACILITY – ST MICHAELS RECREATION GROUND.** The discussion was **DEFERRED** to the next meeting pending receipt of the revised plans from Maylands Consulting.

0220 **QUOTATIONS FOR GDPR SERVICES.** It was **RESOLVED** to interview two of the three companies who quoted: Satswana and GDPR-info, which will be carried out by Cllr. Knowles and the Town Clerk.

**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.*

0221 **STAFFING ISSUES.** Confidential document 597M refers.

**End of closed session.**

0222 **CORRESPONDENCE.** None

0223 **MINOR MATTERS.** None

0224 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

**The meeting opened at 8:44pm and closed at 9:45pm.**

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 3<sup>rd</sup> day of April 2018.

Chairman \_\_\_\_\_ (03.04.2018)