

## TENTERDEN TOWN COUNCIL



### **MINUTES OF THE INTERNAL COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 3<sup>RD</sup> APRIL 2018**

**Councillors Present:** H. Edwards, M. Freeman, M. Hickmott, R. Isworth (Vice-Chair), Dr. L. Lovelidge (Chair), J. Nelson and A. Sugden. Substitute: Mrs. S. Ferguson.

**Officers Present:** Town Clerk Mr. P Burgess, Deputy Town Clerk Mrs. C. Gilbert and Administrative Assistant Ms. S. Ratcliffe.

**Others Present:** Cllrs. M. Carter, C. Knowles, K. Mulholland and Mrs. P Smith (not members of this committee), Cllr. P. Clokie (ABC) and three members of the public.

0225 **APOLOGIES FOR ABSENCE.** Cllr. R. Lusty (Member) and Cllrs. J. Crawford, Miss N. Gooch, and Mrs. J. Curteis (Non-Members).

0226 **DECLARATIONS OF INTEREST.** None.

0227 **MINUTES.** The minutes of the meeting held on 12<sup>th</sup> March 2018 were agreed and signed as a correct record.

0228 **MATTERS ARISING.** None

0229 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0230 **COUNCILLORS' QUESTIONS.** Cllr. Mrs. Ferguson reported on the increase in defibrillator thefts and requested that all Council owned defibrillators were in the vision of the CCTV.

0231 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

- (a) Town Hall Focus Group. Nothing to report. The next meeting is due to take place on 5<sup>th</sup> April 2018.
- (b) Recreation Ground Focus Group. The third session would be taking place on 17<sup>th</sup> April 2018. Cllr. Carter was concerned that Ground Control's draft costings for the re-ordering of the recreation ground were underestimated and did not include the new buildings and other works that may need to take place. Cllr. Sugden advised that the Focus Group were aware of the budget limit and it was important to let the Focus Group work their way through this stage and identify any potential issues themselves.
- (c) Public Engagement Sub-Committee. No recent meetings.
- (d) Standing Orders & Financial Regulations. No recent meetings.

0232 **TOWN HALL – HIRE OF ASSEMBLY ROOM.** It was **RESOLVED** to adopt the following changes to the terms and conditions of hire and pricing structure for the Assembly Room:

*Room Charges:*

- (a) impose a minimum hire period of 4 hours for events that require security;
- (b) increase Private Hire charges from the £15 rate to the commercial rate of £25;
- (c) restrict the £15 charge to not-for profit organisations such as TODS;
- (d) introduce a free of charge (room only) facility for registered local charities *or* those events contributing all proceeds after running costs to a charity (Tuesdays for instance). These organisations would still be subject to the deposit held against damage/mess.

*Security:*

- (e) increase the individual charge for alcohol events from £12 to £15 per guard;
- (f) re-charge security fees for all users (even charities) unless there is Town Council involvement.

*Additional Safeguards:*

- (g) introduce the discretionary ability to refuse a booking;
- (h) consider a reduction in the event timings to require parties to finish at 11.00pm and vacate by 11.30pm.

0233 **'MEET YOUR COUNCILLOR' SESSIONS.** It was **RESOLVED** to hold these sessions bi-monthly on the third Saturday of the month and the events would be published in the Council's Meeting Schedule.

0234 **WEBSITE ISSUES.** Cllr. Nelson had responded to a member of the public's concerns around Tenterden websites. Cllr. Nelson's response was **NOTED**.

0235 **RECREATION GROUND DOG SHOW.** It was **RESOLVED** to allow free usage of the Recreation Ground for the Tenterden Social Hub's Dog Show. Cllrs. Edwards and Isworth abstained from voting due to declaring an interest.

0236 **MAYOR'S CHARITY.** It was **RESOLVED** that a correcting journal would be made to transfer the outstanding amount of £1,536.97 to donations or directly from reserves to cover an accounting error in the year 2016-17.

0237 **REMEMBRANCE SUNDAY.** Information on national events for the centenary was **NOTED**.

0238 **SAFEGUARDING.** It was **RESOLVED** that all Town Council staff should undertake the necessary safeguarding training and a policy should be derived from the templates and published on the Council's website. Cllr. P. Clokie (ABC) advised that ABC Councillors were also undertaking the training.

0239 **MAYORAL SELECTION.**

- (a) Cllr. Hickmott had requested a review of the mayoral selection process. Cllr. Hickmott had been approached by two members of the public asking whether a public vote would take place. Cllr. Hickmott felt that the current system was unfair and selection should be by seniority.
- (b) Cllr. Knowles advised that Councillors were best suited to decide who should be Mayor. Prospective Mayors should be given the opportunity to learn the ropes, chair a committee, etc. and Councillors should vote on who would do the job the best.

- (c) Cllr. Dr. Lovelidge advised that it was too late to make any changes this year.
- (d) Cllr. Mulholland proposed that some of the issues could be taken to the Public Engagement Sub-Committee for comments. The Town Clerk advised that the Local Government Act 1972 was clear on the process and had been unchallenged in the last 50 years. To involve the public, a ballot would have to take place for the whole electorate which would cost in the region of £10,000.
- (e) Cllr. Edwards advised that Councillors will decide who in their opinion was best suited to the role, although succession would be desirable. The system of 'Mayor Elect' could be brought back, which was a good system used in the past.

It was **RESOLVED** that the Public Engagement Sub-Committee could discuss the mayoral selection process and a meeting will be arranged for the Committee Structure Sub-Committee to revisit the process.

**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.*

0240 **LEASE ISSUES.** Confidential document 598M refers.

**End of closed session.**

0241 **CORRESPONDENCE.**

- (a) Public Notice Boards for Regeneration Project. A request had been made via Cllr. Isworth for the three Regeneration Project noticeboards in the Town to contain up to date information regarding each focus group. This had been agreed some time ago but had not happened. The Committee discussed the various issues around what information should be put on the noticeboards as currently all information was easily accessible via the Town Council website, which were mainly minutes. Cllr. Mrs. Ferguson suggested each Focus Group producing a colourful poster with brief information.

0242 **MINOR MATTERS.** None

0243 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

**The meeting opened at 9:56pm and closed at 10:30pm.**

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 23<sup>rd</sup> day of April 2018.

Chairman \_\_\_\_\_ (23.04.2018)