

## TENTERDEN TOWN COUNCIL



### **MINUTES OF THE INTERNAL COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 10<sup>TH</sup> JUNE 2019**

**Councillors Present:** Mrs. S. Ferguson, Miss A. Gardner, Dr. L. Lovelidge, Mrs. P. Smith (Chair), A. Sugden and Mrs. C. Walder and Substitutes: J. Crawford and M. Hickmott.

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

**Others Present:** Cllrs. Mrs. J. Curteis, K. Mulholland, J. Nelson, R. Parkin (not members of this Committee) and two members of the public.

0437 **APOLOGIES FOR ABSENCE.** Cllrs. V. Cole, C. Knowles, Borough Cllr. P. Clokie and Town Clerk P. Burgess.

0438 **DECLARATIONS OF INTEREST.** None

0439 **MINUTES.** The minutes of the meeting held on 8<sup>th</sup> April 2019 were agreed and signed as a correct record.

0440 **MATTERS ARISING.** None

0441 **REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None

0442 **COUNCILLORS' QUESTIONS.** None

0443 **VICE-CHAIRMAN.** Cllr. Miss A. Gardner was appointed Vice-Chairman for the 2019-2020 Council year.

0444 **FINANCIAL REPORTS.** The following reports were **APPROVED:**

(a) Payments List (Jan-March 2019).

(b) Income and Expenditure (Year ended March 2019).

Cllr. Mrs. Smith commented that the May Fayre was over budget because staffing costs have been added at £423 and the May Pole was purchased at a cost of £369. She suggested that events need to go back to the Donations sub-committee to be re-assessed.

(c) Bank Reconciliation (at 31<sup>st</sup> March 2019).

Cllr. Mrs. Walder commented that professional and consultant fees came to £13,000 and that across the board there has been a 13% overspend. Cllr. Crawford suggested that a management oversight committee meets once a quarter to highlight and monitor expenditure. It was agreed that a

Financial Oversight Sub-committee would be proposed at the next Internal Committee meeting and a review of the PR Consultant's agreement would also take place.

#### 0445 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

- (a) Archives and Regalia. A report of the meeting held on 24<sup>th</sup> May 2019 was **NOTED**. It was **RESOLVED** to purchase six, four panel display boards for the archive and memorabilia display at a cost of £928.80 including VAT. Cllr. Mrs. Curteis commented that it has been ten years or more since the last archive and memorabilia display and that the display boards once purchased could be used for any exhibitions or meetings that might be held in the future. Cllr. Mrs. Smith commented that Tenterden Museum had offered to display some items but Cllr. Mrs. Curteis said that there were a lot of items to display. It was agreed to **DEFER** the hire of the glass cabinets to the 8<sup>th</sup> July 2019 meeting pending further investigation of alternative suppliers.
- (b) Recreation Ground Focus Group. A report of a meeting held on 1<sup>st</sup> May 2019 was **NOTED**. Cllr. Sugden reported that a full report has been received from the Ground Control, the landscape architects. The Focus Group have nearly agreed the final layout. Proposals will be put forward for the Youth Hub and Skate Park. Cllr. Sugden also reported that there has been a setback with the tennis which will be looked at. The Deputy Town Clerk commented that the Lawn Tennis Association are not giving out grants now but loans.
- (c) Town Hall Focus Group. A report of the meeting held on 22<sup>nd</sup> May 2019 was **NOTED**. Cllr. Crawford advised that the next step is the Public Consultation in September, that the feasibility plan will take up to five weeks and that the start date has been delayed by 18 months due to the Heritage Lottery Fund grant cycle.

0446 **SUB COMMITTEE & WORKING GROUPS.** It was **RESOLVED** to appoint the following members to the following sub-committees.

- (a) Archives and Regalia.  
Cllrs. Mrs. Curteis, Mrs. Ferguson & Mrs. Smith.
- (b) Committee Structure.  
Cllrs. Carter, Crawford, Mrs. Curteis, Mrs Ferguson, Miss Gardner, Knowles, Mulholland, Nelson and Mrs. Smith.
- (c) Project Overview and Section 106.  
Cllrs. Carter, Crawford, Nelson, Parkin, Quinton, Mrs. Smith and Mrs. Walder
- (d) Public Engagement.  
Cllrs. Mrs. Ferguson, Knowles, Mulholland, Nelson, Parkin, Quinton & Sugden.
- (e) Staff & Employment.  
Cllrs. Crawford, Mrs. Curteis, Dr. Lovelidge, Nelson and Mrs. Smith.
- (f) Standing Orders & Financial Regulations.  
Cllrs. Crawford, Knowles, Mulholland, Nelson, Mrs. Smith & Sugden.

- (g) Website.  
Cllrs. Carter, Knowles, Dr. Lovelidge, Mulholland & Sugden.

Cllr. Mrs. Walder commented that there was now a huge number of sub-committees. Cllr. Dr. Lovelidge agreed and suggested that they should be looked at to see if any can be amalgamated.

- 0447 **STATION ROAD TOILETS**. It was **RESOLVED** to instruct the architects to submit the revised planning application for the new design of Station Road toilets. The new design specifically excludes a hot-food takeaway. Cllr. Sugden stated that ABC used to run the toilets and passed them to the Town Council. In the Public Consultation members of the public wanted them to remain and now the Town Council owns the freehold of the building. It was decided that having office space above would bring money in to the precept to finance the toilets. A loan will be sourced with repayments paid from the rent.

Cllr. Mrs. Ferguson requested that for safety reasons the cubicles in the ladies toilets are moved over.

- 0448 **PUBLIC EXHIBITION**. It was **RESOLVED** to set up a working group of councillors and members of the public to receive Participatory Appraisal training at the Town Hall for the Public Exhibition in the autumn.

- 0449 **VAT ADVICE**. Further to the advice received that regalia must be treated as re-sale and as such VAT must be charged, it was **RESOLVED** to invite the recipients of the Past Mayor Escort / Mayoress badges to pay the VAT on top of the net price previously quoted. The cost would be absorbed by the Council should the recipients not offer to pay.

Cllrs. Hickmott, Mrs. Smith and Sugden abstained from voting.

With regard to charging VAT on top of hire charges rather than being inclusive, and also charging VAT for weddings, it was **RESOLVED** to adopt this procedure as proposed.

**Cllrs. Miss. Gardner, Hickmott, Dr. Lovelidge and Mulholland left the meeting.**

- 0450 **BANKING**. It was **RESOLVED** to adopt a phased transfer to Unity Trust Bank.
- 0451 **OUTSIDE ORGANISATIONS**. It was **RESOLVED** to adopt the regular and written reporting mechanism to report on the activities of outside organisations rather than oral presentations. These should occur at least quarterly. Cllr. Mrs. Ferguson requested that St. Mildred's Re-ordering is included in the process.
- 0452 **FOOTPATH MAP**. It was **RESOLVED** to place the three new footpath maps which the External Committee agreed will be purchased, on the Recreation Ground, Station Road toilets and the High Street. It was **NOTED** that planning permission may be required and that the display units will need to be costed.
- 0453 **EAST CROSS GARDENS**. The decision to appoint a small group to decide on materials for the paving and go ahead with the proposed works on East Cross Gardens was **DEFERRED** to the Internal Committee meeting on 8<sup>th</sup> July 2019. Investigation of whether the £35,000 budget was still secured would be required.

0454 **SPIRIT OF TENTERDEN.** It was **RESOLVED** to approve the proposal to attach an advertisement and lighting to the beacon post in the run-up to and during the Spirit of Tenterden.

Cllr. Mrs. Ferguson abstained from voting.

0455 **CALENDAR BOOKING FACILITY.** It was **RESOLVED** that the Council will purchase comprehensive booking software which links with the office accounts system at a cost of £1,168 for the first year followed by an annual support cost of £290.00.

0456 **ELECTION MEETINGS WITH PROSPECTIVE COUNCILLORS.** The consideration of a scheme for the 2023 election was **DEFERRED** to nearer the date.

0457 **TRAINING ON IPADS.** It was **RESOLVED** to arrange an early evening technical training session for councillors on the IPAD's at a cost of £300.00.

0458 **MODERN.GOV UPDATE.** The Deputy Town Clerk stated that there was still a lot of data inputting to be done before we go live and the Office may have to be closed for one or two afternoons to enable this process. Cllr. Mrs. Ferguson suggested that the office could be closed for regular training days as do other businesses.

0459 **WASTE FACILITY.** It was **RESOLVED** to accept the revised quotation of £40,677 plus VAT and order the work now the long-standing access issues have been resolved. Cllr. Crawford asked where the money was coming from and Cllr. Sugden advised that the money has been in reserve for three years.

0460 **RECREATION GROUND FOOTBALL PITCH.** It was **RESOLVED** to accept the quotation of £1,800 for a contractor to repair the football pitch goal mouths.

0461 **BOWLS CLUB PLANS.** It was **RESOLVED** that the Cllrs. Mrs. Curteis and Mrs. Smith will meet with the Bowls Club; there is no need to form a sub-committee.

**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.*

0462 **PROJECT OVERVIEW.** Confidential minute 612M refers.

0463 **STAFFING COMMITTEE.** Confidential minute 613M refers.

**End of closed session.**

0464 **TOWN HALL/WOOLPACK CAR PARK.** It was **RESOLVED** to accept the quotation for repairs to the Town Hall car park at a cost of £2,697.00 plus VAT with £1,000 to be paid by Hush Heath.

0465 **CORRESPONDENCE.** None

0466 **MINOR MATTERS.** None

0467 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.**

- (a) Cllr. Mrs. Smith reminded Councillors and members of the public that the Meet Your Councillors Coffee Morning would be taking place on 15<sup>th</sup> June 2019 from 10.00 am to 12 noon.

**The meeting opened at 8.55pm and closed at 10.48pm.**

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

Chairman \_\_\_\_\_ (08.07.2019)