

TENTERDEN TOWN COUNCIL



MINUTES OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD AT TENTERDEN TOWN HALL ON 25th JULY 2016

Councillors Present:

Mrs. J. Curteis, H. Edwards, Mrs. S. Ferguson, Miss N. Gooch, Mrs. E. Hannett, M. Hickmott, R. Isworth, C. Knowles, Dr. L. Lovelidge, R. Lusty, K. Mulholland, J. Nelson (Chairman), Mrs P. Smith and A. Sugden.

Officers Present:

Town Clerk Mr. P. Burgess and Administrative Assistant Mrs. C. Gilbert.

Others Present:

Cllr. Carter (not a member of this committee).

3530 **APOLOGIES FOR ABSENCE:** Cllr. Thorpe.

3531 **DECLARATIONS OF INTEREST.** None.

3532 **MINUTES.** Minute 3528 was amended to include the phrase "subject to contract", and the minutes of the meetings held on 13th June 2016 and 4th July 2016 were duly signed as correct records.

3533 **MATTERS ARISING.** None.

3534 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

3535 **COUNCILLORS' QUESTIONS.**

(a) Tenterden Netball Club. Cllr. Mrs. Ferguson reported that Tenterden Netball Club hoped to be included in the consultation for new community facilities in the town.

3536 **SUB-COMMITTEE REPORTS.**

(a) Emergency Planning. The draft plan had been returned to the steering group with the necessary changes; a meeting would now be called to finalise it.

(b) May Fayre. Cllr. Mrs. Smith requested that a meeting be held to consider moving the May Fayre to the late May Bank Holiday.

(c) Participatory Budgeting. See minute 3540 below.

(d) Standing Orders, Financial Regulations & Donations. No report.

(e) Website. It was reported that the Town Council and the Chamber of Commerce would each be responsible for the development of their own websites. A consultant would be appointed to project manage the redevelopment of the Town Council's site.

- (f) Youth Policy. No report.

3537 **FINANCIAL REPORTS.**

- (a) Income and Expenditure. The income and expenditure report to 31st May 2016 was **APPROVED**.
- (b) Bank Reconciliation. The bank reconciliation report to 31st May 2016 was **APPROVED**.
- (c) Payments List. The payments list to 31st May 2016 was **APPROVED**.

3538 **MAYOR'S SUNDAY**. It was **RESOLVED** that the 2017 Annual Civic Service would be held on Sunday 9th July 2017.

3539 **INTERNAL AUDIT.**

- (a) It was **RESOLVED** that Mr. D. Buckettt would be re-appointed as internal auditor for 2016-2017.
- (b) The scope of the internal audit was **RESOLVED**.

3540 **TOWN PROJECTS – PUBLIC CONSULTATION.**

- (a) Project Management. The chairman gave a report on a presentation on the subject of Project Management, which had been given at the KALC conference on 7th July 2016, and this was **NOTED**.
- (b) Appointment of a Consultant. Following a report on the interview process, consideration was given to proposals from two consultancy firms. It was **AGREED** that the Lipton Group would be engaged to undertake the consultation at a cost of £45,000.00.

3541 **TOWN EVENTS**. Cllr. Mrs. Smith proposed putting a cap on the amount of money given by the Town Council to town events, in light of the fact that the Town Council was not a "grant-giving" body. The Standing Orders, Financial Regulations and Donations Sub-Committee was delegated to discuss the matter and bring a recommendation back to the committee.

3542 **INVESTMENT OF TENT 1 RECEIPTS**. On the advice of an independent financial adviser, it was **AGREED** that the receipts arising from the sale of the Town Council's land as part of the Tent 1 development would be invested as follows:

- (a) £1 million would be invested in CCLA Investment Management Limited, but this would be deferred 2 or 3 months, or longer if so advised.
- (b) £2.5 million would be immediately spread over four one-year bonds with stable well-known providers.
- (c) Apart from working funds in the current account, all other funds [plus the 1 million in (a) above] would be transferred to the deposit account. When advised that the CCLA investment was appropriate it would be transferred from that account.

3543 **MOWING EQUIPMENT.** Following a recommendation by the Highways and Amenities Committee (Highways & Amenities minute 3039 refers) it was **AGREED** that a new John Deere mower would be purchased, at a cost of £18,010.04 (plus £1,250.00 trade in for the old mower).

3544 **MINOR MATTERS.** The following matters were **NOTED**:

- (a) Public Works Loan Board. Details of consultation over the future of the Public Works Loan Board.
- (b) Kent Association of Local Councils. Legal topic notes on Councils as Landowners and the copying of planning documents.
- (c) Payroll Services. HM Revenue & Customs consultation on payroll services.
- (d) Electoral Review of Ashford. Notification of a review.
- (e) Post Office Ltd. Notification of the closure of St. Michaels Post Office for refurbishment from 30th July until 5th August 2016.
- (f) Homelessness Review. Notification of a review of Ashford Borough Council's homelessness policy.
- (g) Commonwealth Day. Information regarding Commonwealth Day; 13th March 2017.
- (h) National Association of Local Councils. Details of the annual conference to be held on 20th October 2016.
- (i) Landscape Institute. Guidance on local green infrastructure.
- (j) Ashford Borough Council Building Design Awards. Information on the ABC building design awards scheme.
- (k) Kent County Council Waste Disposal Strategy. Invitation to participate in a consultation.

3545 **ANY OTHER BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

The meeting opened at 8.10pm and closed at 8.53pm.

The foregoing Minutes and Reports were confirmed and signed at a meeting of the Finance & General Purposes Committee on the 5th day of September 2016.

Chairman..... (05.09.2016)