

T E N T E R D E N T O W N C O U N C I L



MINUTES OF THE INTERNAL COMMITTEE MEETING HELD AT ASSEMBLY ROOM ON MONDAY, 9 SEPTEMBER 2019

Councillors Present: V. Cole, Mrs. S. Ferguson, Dr. L. Lovelidge, Mrs. P. Smith (Chair), A. Sugden and Mrs. K. Walder, J. Crawford (Substitute)

Officers Present: P. Burgess (Town Clerk), Mrs. C. Gilbert (Deputy Town Clerk) and Mrs. L. Owers (Administrative Assistant)

Others Present: Cllrs. Mrs. J. Curteis (Mayor), J. Nelson, R. Quinton and Cllr. J. Link and 10 members of the public.

503 **APOLOGIES FOR ABSENCE.**

Cllrs. M. Carter, Miss A. Gardner, M. Hickmott, C. Knowles and K. Mulholland.

504 **DECLARATIONS OF INTEREST.**

None.

505 **MINUTES.**

The minutes of the meeting held on 12th August 2019 were agreed and signed as a correct record.

506 **MATTERS ARISING.**

None.

507 **REPRESENTATION FROM MEMBERS OF THE PUBLIC.**

None.

508 **COUNCILLORS' QUESTIONS.**

None.

509 **SUB-COMMITTEE & WORKING GROUP REPORTS.**

- (a) Archives & Regalia. A report of a meeting held on 9th June 2019 was **NOTED**. The Archives and Regalia Exhibition is being held on 27th to 29th September and Cllr. Curteis requested that if Councillors were willing to help it would be gratefully received.

510 **FINANCIAL REGULATIONS.**

The Town Clerk reported that the financial regulations have been recently updated and the Standing Orders Sub-committee had recommended that the Town Council adopt the Model Regulations. It was noted that under the new regulations, the tender threshold has been reduced to £25,000. The Committee discussed the 'De Minimis Limit' which was currently £1,500 and it

was agreed that this should be increased to £3,000.00.

It was **RESOLVED** that the Model Financial Regulations should be adopted and the De Minimis Limit increased to £3,000.00.

511 **RECREATION GROUND TERMS AND CONDITIONS.**

It was **RESOLVED** that the amendments to Item 16 in the Recreation Ground Terms and Conditions should be adopted as follows: The organisers must contact the Safety Advisory Group at Ashford Borough Council for advice on Health & Safety and Environmental matters. Evidence must be supplied to the Town Clerk's office at least one month before the day of the event. In the case of fun fairs and circuses, ADIPS certification and insurance certificates must be provided for each ride on arrival. Rides without the appropriate certificate will not be allowed to operate.

512 **RECREATION GROUND PROJECT.**

Mr. Isworth, Chairman of the Recreation Ground re-ordering Focus Group, addressed the Committee. Mr. Isworth reported that the Focus Group had agreed unanimously with the planned re-development plans for the Recreation Ground. Phase 1 – the design/positioning has been agreed for the skatepark, MUGA and tennis courts and the resubmitted plans for the youth hub were approved. Mr. Isworth urged the Committee to put forward the land and finances for Phase 1; it was a very powerful statement of intent for the youth. Phase 2 would include the play park. Mr. Isworth reported his objection to linking the Bowls Club with the Youth Hub.

- (a) Skatepark Design. In order to identify the requirements of the young people for the new skatepark, Ground Control have arranged for them to meet various skatepark designers. During the course of these meetings with the designers, they have all been impressed with the design skills and knowledge of Canvas. Canvas have requested a fee of £5,400 for the first 3 stages of the design process. Should they be successful in the tender process, this fee will not be charged and will be absorbed in the overall maximum budget of £250,000 for the skatepark. I.e. the fee will only be charged if they carry out the design stages and the tender is awarded to a different contractor.

It was **RESOLVED** that the fee of £5,400 should be approved dependent on the result of the tender. The Town Clerk will also seek permission for the sharing of the skatepark images.

- (b) 3D Visualisation Images of the Recreation Ground. Cllr. Mrs. Walder reported that the fees for producing the images was extremely high and Cllr. Mrs. Ferguson commented that the option of producing the images should be made available to all three projects. Mr. Isworth commented that the images were not imperative or essential.

It was agreed to **DEFER** the purchase of the images pending quotations being received for all three projects.

Cllr. Mrs. Walder abstained from voting.

- (c) The Bowls Club Clubhouse. The Town Clerk listed the comments from Ground Control as to why it was not appropriate to attach the Clubhouse to the new Youth Hub. It was **RESOLVED** that the Bowls Club request to extend the Clubhouse should be treated separately from the Recreation Ground project.

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.*

- 513 **STAFFING MATTERS.**
Confidential minute 617M refers.

End of closed session.

- 514 **CORRESPONDENCE.**
None.

- 515 **MINOR MATTERS.**
None.

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

The meeting opened at 8.02 am and closed at 8.30 am

The foregoing Minutes and Report were confirmed and signed at the Internal Committee Meeting held on Monday, 14 October 2019.

Chairman _____ (Monday, 14 October 2019)