

TENTERDEN TOWN COUNCIL

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4th September 2018

MEETING OF THE TOWN COUNCIL

Notice is given that a meeting of the Town Council will be held in the Assembly Room at the Town Hall on **MONDAY 10th SEPTEMBER 2018** at **7.00pm**.

All Councillors are summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out hereunder. For this meeting robes will be worn.

Phil Burgess, Town Clerk.

Councillors Serving:

(1) M. Carter, (2) J. Crawford, (3) Mrs. J. Curteis (Deputy Town Mayor), (4) H. Edwards, (5) Mrs. S. Ferguson, (6) M. Freeman, (7) Miss N. Gooch, (8) M. Hickmott, (9) R. Isworth, (10) C. Knowles, (11) Dr. L. Lovelidge, (12) K. Mulholland, (13) J. Nelson, (14) Mrs. P. Smith (Town Mayor), (15) A. Sugden and (16) Mrs. C. Walder

AGENDA

1. **APOLOGIES FOR ABSENCE.**
2. **DECLARATIONS OF INTEREST.**
3. **MINUTES.** To consider and, if approved, confirm and sign the minutes of the Town Council meeting held on 9th July 2018, and the special meeting held on 13th August 2018, as correct records.
4. **MATTERS ARISING.**
 - (a) Minute 3193 - Highbury Lane. Following an enquiry regarding the state of repairs at this location, a KCC Drainage engineer reported that they had had a quote for £22,000 for repairs in 2016. The project was revisited this year with more gullies damaged and the bill had risen to £47,000. As this amount was not in the KCC budget, the surface was made safe and will be regularly inspected. He accepts that it looks awful. This will be reviewed at the end of the year and if surplus budget exists they will replace.
5. **QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS.**
Residents may speak as of right on any matter for no more than 3 minutes subject to stating their full name and address before speaking.
6. **COMMITTEE REPORTS.** To receive, and if approved, adopt the decisions, recommendations and reports of the committees as described hereunder;
*Subject to any specific questions or objections, the Minutes and Reports of the under-mentioned Committees will be taken as *read and, if duly seconded at this meeting, the **delegated decisions** within those minutes will be approved and adopted as part of the proceedings of this section of the Town Council meeting. The following committee recommendations listed below shall now be voted on by a show of hands; *if circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting.*
Internal Committee; 9th July 2018 and 13th August 2018.

Minutes 0290(c) – Standing Orders & Financial Regulations. To adjourn the matter of changes recommended by the Internal Committee on 13th August 2018 until the next meeting of Town Council as required under Standing Order 25b:

- i) An addition to standing order 8b will be made as follows: "Voting slips will bear the name of the committee and the subject of the vote but will be anonymised. The voter will not be identifiable. Voting slips will be retained."

- ii) Standing order 8a will be changed after the first line "...drawn by lot", to read "Selection by lot will be final, no swapping between committees will be permitted".
- iii) No changes to standing orders are required for the civic change to the Annual Council meeting.
- iv) Standing Order 26d will include an amended requirement for the co-option questionnaire to be received by the Town Clerk by noon on the *Monday* prior to the co-opting meeting. Insert additional line "Between this time and the meeting itself, an informal meeting will be arranged for councillors to meet the candidates."

Minute 0291 - General Data Protect Regulations (GDPR). It was agreed to adopt the following policies and keep under review:

- Personal Data Breach Notification Policy
- CCTV Policy & Code of Practice
- General Privacy Notice – Internal Policy
- General Privacy Notice – Website Policy
- Data Retention & Disposal Policy
- Subject Access Request Policy
- Data Protection Training Policy

External Committee; 9th July 2018.

Planning; 9th July 2018, 23rd July 2018, 11th June 2018 and 13th August 2018.

7. **OUTSIDE ORGANISATIONS.** To appoint councillors to the following organisations:
 - (a) Tenterden Volunteer Centre
 - (b) KALC (to replace former Cllr. Lusty)
 - (c) Community Safety Partnership
8. **PLANNING DELEGATED AUTHORITY AND TERMS OF REFERENCE.** To approve a new version of the above for the Planning Committee. *
9. **COMMUNITY WARDEN.** Report.
10. **KENT POLICE.** Report.
11. **REPORTS FROM APPOINTED TRUSTEES AND FROM COUNCIL REPRESENTATIVES ON OTHER ORGANISATIONS.**
12. **CIVIC AWARDS.** To consider an awards ceremony for worthy recipients. *
13. **MAYORAL ANNOUNCEMENTS.**

End.