

# TENTERDEN TOWN COUNCIL



## **MINUTES OF THE INTERNAL COMMITTEE** **MEETING HELD AT TENTERDEN TOWN HALL ON 13<sup>TH</sup> AUGUST 2018**

**Councillors Present:** H. Edwards, M. Freeman, R. Isworth (Vice-Chair), Dr. L. Lovelidge (Chair) J. Nelson, Mrs. P. Smith and Mrs. C. Walder. Substitute: Cllr. Mrs. J. Curteis.

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

**Others Present:** Cllrs. M. Carter, J. Crawford, Mrs. S. Ferguson, Miss N. Gooch, C. Knowles, K. Mulholland and A. Sugden (not members of this Committee) and two members of the public.

0283 **APOLOGIES FOR ABSENCE.** Cllr. M. Hickmott.

0284 **DECLARATIONS OF INTEREST.** None.

0285 **MINUTES.** The minutes of the meeting held on 9<sup>th</sup> July 2018 were agreed and signed as a correct record with the following amendment:

Minute 0278 – Community Land Trust. It was **RESOLVED** for the Town Council to receive any grant monies payable to the Community Land Trust and hold until the Trust is formally established and disburses those funds in accordance with the instructions of the working group, subject to any conditions imposed by the grant-making body, and otherwise holds those funds to the order of the grant-making body.

The minutes of the meeting held on 11<sup>th</sup> June 2018 were revised due to an omission of a motion:

Minute 0261 - Civic Regalia. The following was **RESOLVED**:

- (a) a replacement Deputy Mayor's Consort badge would be purchased;
- (b) Cllrs. Mrs. Curteis and Mrs. Smith would assist the Council's administration team in deciding on the design and material of the Honorary Freeman and Past Mayor's Consort badges and report back to Council. It was agreed that Mr. J. Weller would be invited to attend.

0286 **MATTERS ARISING.** None

0287 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0288 **COUNCILLORS' QUESTIONS.** None.

0289 **FINANCIAL REPORTS.** The following financial Reports for the 2018-19 year were **APPROVED**.

- (a) Payments List to 30<sup>th</sup> June 2018.
- (b) Income and Expenditure to 30<sup>th</sup> June 2018.
- (c) Bank Reconciliation at 30<sup>th</sup> June 2018.

Cllr. Carter queried the two payments to Business Stream for waste water and it was agreed that further detail would be provided at the next meeting as to whether these were two separate premises and the period that was covered.

0290 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

- (a) Public Engagement Sub-Committee. Cllr. Nelson reported that Ms. S. Welch had gone through the results of the survey and a list of priorities for the Town Council was discussed at the last meeting. The Deputy Town Clerk reported that the list of priorities and data summaries would be presented at the 10<sup>th</sup> September Internal Committee meeting.
- (b) Town Hall Focus Group. It was **RESOLVED** to accept the quotation from Price Whitehead of £2,850.00, plus VAT and expenses, to produce the architect's brief for the Town Hall reordering. Cllr. Edwards abstained from voting.
- (c) Standing Orders & Financial Regulations. The report of the meeting held on 6<sup>th</sup> August 2018 was tabled. The following recommendations would be taken to the next Town Council meeting to be adjourned.
  - 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."

0291 **GENERAL DATA PROTECT REGULATIONS (GDPR).** It was **RESOLVED** to adopt the approval measures required in the Audit Report produced by GDPR-Info.

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

0292 **SUB-COMMITTEE PROCEDURE.** The background paper produced by Cllr. Nelson was debated. Cllr. Nelson raised his concerns at the potential time delays in administering sub-committees and had suggested that Chairs' take more active roles. Several Councillors were concerned at taking a more administrative role as many also have day jobs. Cllr. Knowles reported that the Town Council seemed keen to undertake additional duties, however, resilience in the current administrative team required assessment when these are considered. Cllr. Knowles suggested that estimates of time impact for the administrative team needed to be included in any proposals. The Town Clerk reported that there were currently 27 sub-committees; attendance by officers would still take place, but assistance with administering in the short term would be helpful.

It was **RESOLVED** to review the list of sub-committees with a view to amalgamating those which are similar and dissolve those which have finished.

0293 **USE OF TOWN CREST.** It was **RESOLVED** to grant retrospective permission to the Ancient Borough for use of the Town Crest on its signage.

0294 **FAIRS ON THE RECREATION GROUND.** It was **RESOLVED** to allow Marsh Vintage Amusements to use the Recreation Ground, subject to the Town Clerk checking with the Showman's Guild as to whether Forrest Fairs had rights to be the only fun fair on the Recreation Ground.

0295 **TOWN MAPPING SOFTWARE.** It was **RESOLVED** to purchase the Pear Mapping Software at a cost of £1,525.00 for the first year and £225.00 for the support contract for subsequent years.

0296 **STATION ROAD TOILETS.** It was **RESOLVED** to accept the revised plans and authorise the Architect to prepare the plans for submission for planning permission at a cost of £2,925.00 plus VAT.

**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.*

0297 **STAFFING ISSUES.** Confidential document 601M refers.

0298 **CORRESPONDENCE.** None.

0299 **MINOR MATTERS.** None

0300 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.**

(a) Cllr. Dr. Lovelidge reported that there is a training session on 27<sup>th</sup> September 2018 regarding participatory appraisals. The Town Clerk reported that it is a similar scenario to how Ground Control and the Lipton Group garner their opinions from members of the public. Cllr. Nelson suggested that only one Councillor should attend as it is £300.00 per attendee.

**The meeting opened at 9.12pm and closed at 9:49pm.**

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 10<sup>th</sup> day of September 2018.

Chairman \_\_\_\_\_ (10.09.2018)