

TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: www.tenterdentowncouncil.gov.uk
Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk
Facsimile: 01580 765647

7th May 2019

ANNUAL MEETING OF THE TOWN COUNCIL

Notice is hereby given that the Annual Meeting of the Town Council will be held in the Assembly Room at the Town Hall on **MONDAY 13th MAY 2019** at **7:00pm**.

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

Phil Burgess, Town Clerk

AGENDA

1. **TOWN MAYOR.**
 - (a) To elect the Town Mayor for the year 2019-2020. *
 - (b) To receive the Town Mayor's declaration of acceptance of office.
2. **APOLOGIES FOR ABSENCE.**
3. **DECLARATIONS OF INTEREST ON ITEMS TO BE CONSIDERED AT THIS MEETING.**
4. **DEPUTY TOWN MAYOR.**
 - (a) To elect the Deputy Town Mayor for the year 2019-2020. *
 - (b) To receive the Deputy Town Mayor's declaration of acceptance of office.
5. **ACCEPTANCE OF OFFICE.** To deliver acceptance of office forms for all Councillors to the Town Clerk.
6. **SERGEANT-AT-MACE.** To confirm the appointment of the Sergeant-at-Mace for the year 2019-20.
7. **TOWN CRIER.** To confirm the appointment of an honorary Town Crier for the year 2019-20.
8. **MAYOR'S CHAPLAIN.** To confirm the appointment of a Mayor's Chaplain for the year 2019-20.
9. **MAYOR'S CADET.** To confirm the appointment of a Mayor's Cadet for the year 2019-20.
10. **MINUTES.** To consider and, if approved, confirm and sign the Minutes of the Town Council meeting and the special Town Council meeting held on the 11th March 2019 as correct records.

*Refer to order paper for items 1-4, thereafter background paper.

†Information available in the Town Clerk's Office and/or website

11. **MATTERS ARISING.**

12. **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.

At this point the meeting will be adjourned and members of the public are invited to join Councillors, their partners and invited guests for refreshments.

13. **INTERNAL AND EXTERNAL COMMITTEES.** Selection of councillors for these committees. *(see voting guide).*

(a) Eight councillors for each committee will be drawn by lot.

(b) To appoint 3 substitutes for the internal committee.

(c) To appoint 3 substitutes for the external committee.

(d) To appoint a Chairman for the internal committee.

(e) To appoint a Chairman for the external committee.

14. **PLANNING COMMITTEE.** *(see voting guide)*

(a) To appoint the members to the committee for the year 2019-20.

(b) To appoint a Chairman.

15. **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; 11th March 2019 and 8th April 2019.

External Committee; 11th March 2019 and 8th April 2019.

Planning; 11th March 2019, 8th April 2019 and 29th April 2019.

16. **DELEGATION ARRANGEMENTS.** To review the terms of reference and delegated authority for the following standing committees; *

(a) Planning Committee.

(b) Internal Committee.

(c) External Committee.

17. **STANDING ORDERS AND FINANCIAL REGULATIONS.** To adopt Standing Orders and Financial Regulations. †

**Refer to order paper for items 1-4, thereafter background paper.*

†Information available in the Town Clerk's Office and/or website

18. **ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES.** To review arrangements, including any charters and agency agreements, with other local authorities and review contributions made to expenditure incurred by other local authorities.
19. **REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** To appoint Councillors as representatives to the following organisations for the year 2019-2020, and to make suitable arrangements for reporting back to the Council; *(see Terms of Reference and voting guide)* *
- (a) Ashford & District Volunteer Bureau,
 - (b) Ashford Community Safety Partnership,
 - (c) Citizens' Advice Bureau (Ashford Advice),
 - (d) Civil Society (to be renamed on launch)
 - (e) Community Land Trust Steering Group,
 - (f) Community engagement Councillor
 - (g) Confederation of Cinque Ports,
 - (h) Cycling Strategy Group,
 - (i) Folk Festival,
 - (j) Homewood School and Sixth Form Centre,
 - (k) Kent Association of Local Councils,
 - (l) Little Explorers Children's Centre,
 - (m) Parish Forum (ABC),
 - (n) St. Mildred's Committee,
 - (o) St Michaels Annual Run,
 - (p) St. Michaels Village Community Group,
 - (q) St Michaels Village Hall Committee,
 - (r) Tenterden & District Chamber of Commerce,
 - (s) Tenterden & District Museum,
 - (t) Tenterden & District Residents' Association,
 - (u) Tenterden & District Twinning Association,
 - (v) Tenterden Community Hub, (formerly Tenterden Savers),
 - (w) Tenterden Dementia Friendly Community,
 - (x) Tenterden Festival,
 - (y) Tenterden Social Hub, (formerly Day Centre),
 - (z) Tenterden Youth Forum and Youth Project Group,
 - (aa) Tributes in the Park,
 - (bb) Weald of Kent Preservation Society.
20. **APPOINTED TRUSTEES TO CHARITY TRUSTS.** To appoint Councillors to serve as trustees to the following trusts for the year 2019-2020; *
- (a) Dr. Curteis Charity Trust,
 - (b) Tenterden Church Schools Charity Trust,
 - (c) Tenterden Leisure Centre Trust Ltd.
21. **RESIDENT FOCUS GROUPS FOR PROJECTS.** To appoint councillor representatives to the following focus groups: *
- (a) Cinema Project
 - (b) Recreation Ground
 - (c) Town Hall

*Refer to order paper for items 1-4, thereafter background paper.

†Information available in the Town Clerk's Office and/or website

22. **GENERAL POWER OF COMPETENCE.** To confirm the council's eligibility for the General Power of Competence, dependent on the clerk having achieved the CILCA qualification and two-thirds of the councillors having been elected.
23. **TOWN COUNCIL ASSETS.** To review the Asset Register. †
24. **INSURANCE COVER.** To confirm arrangements for insurance cover.
25. **SUBSCRIPTIONS.** To review Council and staff subscriptions.
 - (a) Guild of Mace Bearers. – Advice on procedure for civic events, Town Sergeant; £40.00.
 - (b) Kent Association of Local Councils. Procedural advice and training; £1,235.00.
 - (c) Office of the Information Commissioner. Data protection; £35.00.
 - (d) Society of Local Council Clerks. Training & advice, Town Clerk; Principal Membership £265.00. Deputy Town Clerk Membership £235.
 - (e) Confederation of Cinque Ports. Membership as a limb of Rye. £310.00.
 - (f) The National Association of British Markets (NABMA). £358
 - (g) Ashford and Tenterden Tourism Association. £155
 - (h) Survey Monkey. Public consultation tool £340
 - (i) National Community Land Trust (NCLT). £200 Associate membership required for local CLT to claim grant aid. Temporary membership pending CLT being fully established.
 - (j) Association of Local Council Clerks. Town Clerk's subscription to union. £40
26. **COMPLAINTS PROCEDURE.** To review the Town Council's complaints procedure. †
27. **FREEDOM OF INFORMATION.** To review the Town Council's procedure for handling requests made under the Freedom of Information Act 2000 and The General Data Protection Regulations (GDPR) 2018. †
28. **DEALINGS WITH THE PRESS/MEDIA.** To review the Town Council's policy for dealing with the media. †
29. **CASUAL VACANCY.** To note that a casual vacancy has been advertised in the West Ward as insufficient candidates stood for election.

**Refer to order paper for items 1-4, thereafter background paper.*

†Information available in the Town Clerk's Office and/or website

30. **PROJECT UPDATES.** To consider a proposal to use a structured approach to reporting on projects. If adopted this would be introduced prior to the Annual Town Meeting. *
31. **MAYORAL ANNOUNCEMENTS.** Reports & announcements from the Town Mayor.

**Refer to order paper for items 1-4, thereafter background paper.*

†Information available in the Town Clerk's Office and/or website