

TENTERDEN TOWN COUNCIL

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9th May 2017

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 15th MAY 2017** 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 2017-2018. *
 - (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 2017-2018. *
 - (b) To receive the Deputy Town Mayor's declaration of acceptance of office.
5. **MINUTES.** To consider and, if approved, confirm and sign the Minutes of the Town Council meeting held on the 24th April 2017 as a correct record.
6. **MATTERS ARISING.**
7. **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.
8. **FORMER STANDING COMMITTEES.** The following committees have now been discontinued. The mayor will ask chairs of those former committees to consider the minutes as follows.

Finance and General Purposes Committee.

If approved by the members of this committee, the chair will confirm and sign the minutes of the meeting held on 3rd April 2017 as a correct record.

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

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

Any matters arising will be referred to the relevant new standing committee.

Highways and Amenities Committee.

If approved by the members of this committee, the chair will confirm and sign the minutes of the meeting held on 24th April 2017 as a correct record.

Any matters arising will be referred to the relevant new standing committee.

Public Buildings Committee.

If approved by the members of this committee, the chair will confirm and sign the minutes of the meeting held on 3rd April 2017 as a correct record.

Any matters arising will be referred to the relevant new standing committee.

Tourism and Business Committee.

If approved by the members of this committee, the chair will confirm and sign the minutes of the meeting held on 24th April 2017 as a correct record.

Any matters arising will be referred to the relevant new standing committee.

9. **INTERNAL AND EXTERNAL COMMITTEES.** Selection of councillors for the new committees. (*see voting guide*).

- (a) Eight councillors for each committee will be drawn by lot.
- (b) Requests will be taken from councillors who wish to swap committees.
- (c) To appoint substitutes for the internal committee.
- (d) To appoint substitutes for the external committee.
- (e) To appoint a Chairman for the internal committee.
- (f) To appoint a Chairman for the external committee.

10. **PLANNING COMMITTEE.**

- (a) To appoint the following members to the committee for the year 2017-2018: Cllrs. Carter, Mrs. Curteis, Edwards, Miss Gooch, Isworth, Dr. Lovelidge, Lusty, Mulholland & Nelson.
- (b) To appoint a Chairman.

11. **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.*

Highways & Amenities; 24th April 2017.

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

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

Planning;

**24th April 2017 & 2nd May 2017
(Special).**

Tourism & Business;

24th April 2017.

12. **DELEGATION ARRANGEMENTS.** To review the authority delegated to the following standing committees;
(a) Planning Committee. †
13. **TERMS OF REFERENCE.** To review the terms of reference of the following standing committees;
(a) Planning Committee. †
14. **APPOINTMENT OF NEW STANDING COMMITTEES.**
(a) Internal Committee. †
(b) External Committee. †
15. **STANDING ORDERS AND FINANCIAL REGULATIONS.** To adopt Standing Orders and Financial Regulations.
16. **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.
17. **REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** To appoint Councillors as representatives to the following organisations for the year 2017-2018, and to make suitable arrangements for reporting back to the Council; *
(a) Ashford & District Volunteer Bureau,
(b) Ashford Community Safety Partnership,
(c) Citizens' Advice Bureau,
(d) Confederation of Cinque Ports,
(e) Homewood School and Sixth Form Centre,
(f) Kent Association of Local Councils,
(g) Kent Police Authority Community Consultative Meetings,
(h) Little Explorers Children's Centre,
(i) Parish Forum (ABC),
(j) St. Mildred's Committee,
(k) St. Michaels Village Community Group,
(l) Tenterden & District Chamber of Commerce,
(m) Tenterden & District Day Centre,
(n) Tenterden & District Museum,
(o) Tenterden & District Residents' Association,
(p) Tenterden & District Twinning Association,
(q) Tenterden Dementia Friendly Community,
(r) Tenterden Savers,
(s) Tenterden Youth Forum,
(t) Tenterden Youth Project Group,
(u) Tentertainment.

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18. **APPOINTED TRUSTEES TO CHARITY TRUSTS.** To appoint Councillors to serve as trustees to the following trusts for the year 2017-2018; *
 - (a) Dr. Curteis Charity Trust,
 - (b) Tenterden Church Schools Charity Trust,
 - (c) Tenterden Leisure Centre Trust Ltd.,
 - (d) William Judge Trust.

19. **TOWN COUNCIL ASSETS.** To review the Asset Register. †

20. **INSURANCE COVER.** To confirm arrangements for insurance cover.

21. **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.

 - (e) Society of Local Council Clerks. Training & advice, Town Clerk; £250.00.

22. **COMPLAINTS PROCEDURE.** To review the Town Council’s complaints procedure. †

23. **FREEDOM OF INFORMATION.** To review the Town Council’s procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. †

24. **DEALINGS WITH THE PRESS/MEDIA.** To review the Town Council’s policy for dealing with the media. †

25. **TIME & PLACE OF TOWN COUNCIL MEETINGS.** To determine the time and place of ordinary meetings of the Town Council and standing committee meetings up to and including the 2018 annual meeting of the Town Council. *

26. **SERGEANT-AT-MACE.** To confirm the appointment of the Sergeant-at-Mace for the year 2017-2018.

27. **TOWN CRIER.** To confirm the appointment of an honorary Town Crier for the year 2017-2018.

28. **ST MICHAELS VILLAGE HALL.** To consider a recommendation of the standing orders, financial regulations and donations sub-committee that a loan should be offered to St Michaels Village Hall to facilitate roof replacement. *

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29. **APPOINTMENT OF ARCHITECT.** Tenders have been sought for community -led design and focus group facilitation for the recreation ground. To consider delegation of the selection of the best tender to two councillors and the clerk.
30. **MAYORAL ANNOUNCEMENTS.** Reports & announcements from the Town Mayor.

Attendees are invited to join Councillors, their partners and invited guests for refreshments after the meeting.

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