

TENTERDEN TOWN COUNCIL

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10th May 2016

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 16th MAY 2016** 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 2016-2017.
 - (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 2016-2017.
 - (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 and of the Town Council meeting held on the 27th April 2015 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. **FINANCE & GENERAL PURPOSES COMMITTEE.**
 - (a) To appoint the following members to the committee for the year 2016-2017: Cllrs. Mrs. Curteis, Edwards, Mrs. Ferguson, Miss Gooch, Mrs. Hannett, Hickmott, Isworth, Knowles, Dr. Lovelidge, Lusty, Mulholland, Nelson, Mrs. Smith, Sugden and Thorpe.
 - (b) To appoint a Chairman.

9. **HIGHWAYS & AMENITIES COMMITTEE.**

- (a) To appoint the following members to the committee for the year 2016-2017: Cllrs. Carter, Mrs. Curteis, Mrs. Ferguson, Miss Gooch, Mrs. Hannett, Hickmott, Isworth, Dr. Lovelidge, Mulholland, Nelson, Mrs. Smith, Sugden and Thorpe.
- (b) To appoint a Chairman.

10. **PLANNING COMMITTEE.**

- (a) To appoint the following members to the committee for the year 2016-2017: Cllrs. Carter, Mrs. Curteis, Edwards, Miss Gooch, Isworth, Dr. Lovelidge, Lusty, Mulholland, Nelson, Mrs. Smith and Sugden.
- (b) To appoint a Chairman.

11. **PUBLIC BUILDINGS COMMITTEE.**

- (a) To appoint the following members to the committee for the year 2016-2017: Cllrs. Carter, Mrs. Curteis, Mrs. Ferguson, Miss Gooch, Isworth, Knowles, Dr. Lovelidge, Mulholland, Nelson, Mrs. Smith and Sugden.
- (b) To appoint a Chairman.

12. **TOURISM & BUSINESS COMMITTEE.**

- (a) To appoint the following members to the committee for the year 2016-2017: Cllrs. Carter, Mrs. Ferguson, Dr. Lovelidge, Mulholland, Nelson, Mrs. Smith and Sugden.
- (b) To appoint a Chairman.

13. **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.*

Finance & General Purposes; 25th April 2016.

Committee recommendations:

Minute 3500 - Investment of Tent 1 Sale Receipts. To invest money received from the sale of the Town Council's land as part of the Tent 1 development as follows;

- (a) £2.3million to CCLA for medium to long-term investment.
 - (b) £1.2million in 1 year bonds (with the position to be reviewed on maturity).
 - (c) £300,000.00 in quick access deposit accounts.
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Highways & Amenities; 11th April 2016.

Committee recommendations:

Minute 2985 - Cycle Stands.

- (a) To commit to ensuring that any new cycle stands installed in the civil parish were of the "Sheffield hoop" style and are in prominent positions.
- (b) To seek to increase the number of cycle stands in the High Street broadly in line with the needs of the TN30 Cycling Club but also to serve likely future demand.
- (c) To install cycle stands where appropriate in St. Michaels close to the shops and on St. Michaels Recreation Ground.
- (d) To replace existing stands with Sheffield loop stands where necessary.
- (e) To budget £1,000.00 per year for installing and replacing cycle stands.

Minute 2988 - Highways Alterations.

- (a) Payment of £2,900.00 for a feasibility study to investigate potential solutions to problems at the green area and road surface in front of the Vine Inn.
- (b) Payment of £750.00 to for a traffic survey to investigate possible extension of the 30 mile per hour limit zone farther along Rolvenden Road.
- (c) To invite the Tenterden & District Chamber of Commerce to contribute £2,900.00 for a feasibility study to investigate the widening of the footway between Station Road and West Cross to facilitate its use for markets etc.
- (d) Payment of £750.00 for a traffic survey to support a request to extend the 30mph limit zone at Ashford Road to cover the existing location of the Vehicle Activated Sign located there.

Planning; 11th & 25th April 2016.

Committee recommendations:

Minute 6428 - Meeting Schedule. To hold Planning Committee meetings at 7.00pm, before all other committee meetings (except on weeks where a Town Council meeting was to be held – on these occasions planning would come after Town Council but before all other committees).

Public Buildings; 25th April 2016.

Committee recommendations;

Minute 2737 - Sink Hole at the Town Hall. To accept a quote of £240.00 per day per man should for further exploratory work, including investigating the drainage system using cameras.

Tourism & Business; 18th April 2016.

14. **DELEGATION ARRANGEMENTS.** To review the authority delegated to the following standing committees;
 - (a) Finance & General Purposes Committee,
 - (b) Highways & Amenities Committee,
 - (c) Planning Committee,
 - (d) Public Buildings Committee,
 - (e) Tourism & Business Committee,

15. **TERMS OF REFERENCE.** To review the terms of reference of the following standing committees;
 - (a) Finance & General Purposes,
 - (b) Highways & Amenities,
 - (c) Planning,
 - (d) Public Buildings,
 - (e) Tourism & Business,

16. **APPOINTMENT OF NEW STANDING COMMITTEES.** None.

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

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 2016-2017, and to make suitable arrangements for reporting back to the Council;
 - (a) Ashford & District Volunteer Bureau,
 - (b) Citizens' Advice Bureau,
 - (c) Confederation of Cinque Ports,
 - (d) Homewood School and Sixth Form Centre,
 - (e) Kent Association of Local Councils,
 - (f) Kent Police Authority Community Consultative Meetings,
 - (g) Little Explorers Children's Centre,
 - (h) Parish Forum (ABC),
 - (i) St. Michaels Village Community Group,
 - (j) Tenterden & District Chamber of Commerce,
 - (k) Tenterden & District Day Centre,
 - (l) Tenterden & District Museum,
 - (m) Tenterden & District Residents' Association,
 - (n) Tenterden & District Twinning Association,
 - (o) Tenterden Dementia Friendly Community,
 - (p) Tenterden Savers,
 - (q) Tenterden Youth Forum,
 - (r) Tenterden Youth Project Group,
 - (s) Tentertainment.

20. **APPOINTED TRUSTEES TO CHARITY TRUSTS.** To appoint Councillors to serve as trustees to the following trusts for the year 2015-2016;
 - (a) Dr. Curteis Charity Trust,
 - (b) Tenterden Church Schools Charity Trust,
 - (c) Tenterden Leisure Centre Trust Ltd.,
 - (d) William Judge Trust.

21. **TOWN COUNCIL ASSETS.** To review the Asset Register.

22. **INSURANCE COVER.** To confirm arrangements for insurance cover.
23. **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; £1482.00.
 - (c) Office of the Information Commissioner. Data protection; £35.00.
 - (d) Kent County Playing Fields Association. £20.00.
 - (e) Society of Local Council Clerks. Training & advice, Town Clerk; £235.00.
24. **COMPLAINTS PROCEDURE.** To review the Town Council’s complaints procedure.
25. **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.
26. **DEALINGS WITH THE PRESS/MEDIA.** To review the Town Council’s policy for dealing with the media.
27. **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 2016 annual meeting of the Town Council.*
28. **SERGEANT-AT-MACE.** To confirm the appointment of the Sergeant-at-Mace for the year 2016-2017.
29. **TOWN CRIER.** To confirm the appointment of an honorary Town Crier for the year 2016-2017.
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.