

TENTERDEN TOWN COUNCIL



MINUTES AND REPORTS OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD AT TENTERDEN TOWN HALL ON 14TH MAY 2018

Councillors Present:

M. Carter, M. Crawford, Mrs J. Curteis, H. Edwards, Mrs. S. Ferguson, M. Freeman, Miss N. Gooch, M. Hickmott, R. Isworth, C. Knowles, Dr. L. Lovelidge, R. Lusty, K. Mulholland, J. Nelson (Town Mayor), Mrs. P. Smith, A. Sugden.

Officers Present:

Town Clerk Mr. P. Burgess, Deputy Town Clerk Mrs. C. Gilbert, Accounts Clerk Mrs. J. McCollum and Administrative Assistant Ms. S. Ratcliffe.

Others Present:

Sergeant-at-Mace Mr. M. Winter, The Reverend M. Roylance, Cllr. M. Hill (KCC), Cllr. P. Clokie, Cllr. J. Link, The Mayor and Mayoress of Ashford, The Mayor of Hawkinge, The Mayor's Cadet and 36 members of the public.

Reverend Roylance said prayers.

Cllr. J. Nelson addressed the Council and members of the public before the start of the formal meeting to present the cheques to his chosen charities: Community First Responders and Tenterden Cricket Club. Cllr. Nelson passed on his thanks for the support provided by the following people during his Mayoral year: The Town Clerk, Deputy Town Clerk, Accounts Clerk and Administrative Assistant; the Maintenance Team, particularly Mr. A. Corcoran who goes above and beyond; Sergeant-at-Mace; Mayor's Cadet; Mayor's Chaplain; all Councillors, particularly Cllr. Mrs. Curteis and Cllr. Mrs. Ferguson.

3177 **THE TOWN MAYOR 2018-2019.** Cllr. J. Nelson asked for nominations for the role of Town Mayor for 2018-2019. Cllr. Nelson had nominated Cllr. Mrs. S. Ferguson, and this was seconded by Cllr. Carter. Cllr. Sugden nominated Cllr. Mrs. Smith and this was seconded by Cllr. Knowles. A vote was then taken. Cllr. Mrs. Smith received 8 votes, Cllr. Mrs. Ferguson received 7 votes and there was one abstention. The appointment of Cllr. Mrs. Smith was **RESOLVED** by the Council. The Sergeant led the Town Mayor, Cllr. Mrs. Smith and Town Clerk from the room, signifying the close of the mayoral year. On returning to the room the Town Mayor took the chair, and duly signed and read aloud her declaration of acceptance of office, and Cllr. Nelson led Councillors and guests in a toast to the Town Mayor.

3178 **APOLOGIES FOR ABSENCE.** The Reverend Canon L. Hammond

3179 **DECLARATIONS OF INTEREST.** None.

3180 **DEPUTY TOWN MAYOR.** The Town Mayor called for nominations for the role of Deputy Town Mayor for 2018-2019. Cllr. Crawford nominated Cllr. Dr. Lovelidge who was seconded by Cllr. Sugden; Cllr. Isworth nominated Cllr. Mrs. Curteis who was seconded by Cllr. Carter. With no other nominations having been received,

a written ballot was requested. Cllr. Dr. Lovelidge received 7 votes; Cllr. Mrs. Curteis received 9 votes. It was **RESOLVED** that Cllr. Mrs. Curteis was the successful candidate. Senior Councillor H. Edwards helped the newly-elected Deputy Town Mayor on with her robe, chain and badge of office. Cllr. Mrs. Curteis then duly signed and read aloud her declaration of acceptance of office and took the seat of the Deputy Town Mayor.

- 3181 **SERGEANT-AT-MACE.** Mr. M. Winter expressed that he was willing to continue in the role of Sergeant-at-Mace, and his appointment for 2018-19 was **RESOLVED.**
- 3182 **TOWN CRIER.** Cllr. Hickmott expressed that he was willing to continue in the role of Town Crier, and his appointment was **RESOLVED.**
- 3183 **MAYOR'S CHAPLAIN.** It was **RESOLVED** that Reverend Canon L. Hammond should continue in his role as Mayor's Chaplain in 2018-19.
- 3184 **MAYOR'S CADET.** It was **RESOLVED** that Cadet S. Goodsell should continue in her role as Mayor's Cadet in 2018-19.
- 3185 **MINUTES.** The minutes of the meeting of the Town Council and the Special Town Council held on 23rd April 2018 were confirmed and signed as correct records.
- 3186 **MATTERS ARISING.** None.
- 3187 **QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS.** None.

At this point the meeting was adjourned and members of the public were invited to join councillors, their partners and invited guests for refreshments. Following the interval, six members of the public remained.

3188 **INTERNAL AND EXTERNAL COMMITTEES**

- (a) Selection to Committees. The selection of councillors to the new Internal and External committees took place. One of the administrative staff picked a councillors name 'from a hat' then each councillor picked an 'I' or 'E' tile from 'a separate hat'. There were 16 tiles in total, 8 for Internal and 8 for External. The following were agreed after swaps:

Internal Committee

Cllr. Edwards	Cllr. Dr. Lovelidge
Cllr. Freeman	Cllr. Lusty
Cllr. Hickmott	Cllr. Nelson
Cllr. Isworth	Cllr. Mrs. Smith

External Committee

Cllr. Carter	Cllr. Miss. Gooch
Cllr. Crawford	Cllr. Knowles
Cllr. Mrs. Curteis	Cllr. Mulholland
Cllr. Mrs. Ferguson	Cllr. Sugden

- (c) Substitutes from the Internal Committee to the External Committee. The Town Mayor asked councillors on the Internal Committee to indicate if they wished to be a substitute on the External Committee. Cllrs. Hickmott, Dr. Lovelidge and Nelson raised their hands and, as there were no other expressions of interest, the three councillors were appointed.

- (d) Substitutes from the External Committee to the Internal Committee. The Town Mayor asked councillors on the External Committee to indicate if they wished to be a substitute on the Internal Committee. Cllrs. Carter, Mrs. Curteis and Knowles raised their hands and, as there were no other expressions of interest, the three councillors were appointed.
- (e) Appointment of Chairman to Internal Committee. The Town Mayor asked those councillors on the Internal Committee for nominations for the position of Chairman. Cllr. Dr. Lovelidge was nominated and following a vote, by show of hands, was appointed as Chairman of the Internal Committee.
- (f) Appointment of Chairman to External Committee. The Town Mayor asked those councillors on the External Committee for nominations for the position of Chairman. Cllr. Mulholland was nominated and following a vote, by show of hands, was appointed as Chairman of the External Committee.

3189 **PLANNING COMMITTEE.** The following members were appointed to the Committee: Cllrs. Carter, Crawford, Mrs. Curteis, Edwards, Freeman, Miss. Gooch, Hickmott, Isworth, Dr. Lovelidge, Lusty, Mulholland and Nelson. Cllr. Lusty was appointed as Chairman.

3190 **COMMITTEE REPORTS.** Subject to any specific questions or objections, the Minutes and Reports of the under-mentioned Committees were taken as read and, being duly seconded, were approved and **ADOPTED** as part of the proceedings of the Town Council subject to the following recommendations which were voted upon by a show of hands;

Internal Committee: 23th April 2018. Presented by Cllr. Dr. Lovelidge. It was **RESOLVED** to amend Minute 0205b to: "Cllr. Carter expressed his concerns regarding the small size of the skate park and the overall cost including the buildings. He also commented that Highbury Hall might consider looking at other ideas for use of the building. He suggested that once the local plan is issued the projects can all be put together."

Planning: 23th April: 2018
Presented by Cllr. Lusty.

3191 **DELEGATION ARRANGEMENTS.** The existing arrangements for delegation of authority to the Planning Committee, Internal Committee and External Committee were reviewed and **RESOLVED**.

3192 **STANDING ORDERS AND FINANCIAL REGULATIONS.** The existing standing orders and financial regulations were reviewed and **RESOLVED**.

3193 **ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES.** There were none.

3194 **REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** Members were appointed as Town Council representatives to outside organisations as follows:

- (a) Ashford & District Volunteer Bureau: Cllr. Mulholland.
- (b) Ashford Community Safety Partnership: Cllr. Mrs. Curteis.
- (c) Ashford Borough Citizens' Advice: Cllr. Mulholland.
- (d) Community Land Trust Steering Group: Cllrs. Carter & Nelson.

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| (e) Community Engagement Councillor: | Cllr. Mrs. Ferguson. |
| (f) Confederation of Cinque Ports: | Cllr. Edwards. |
| (g) Folk Festival: | Cllr. Mrs. Curteis. |
| (h) Homewood School and Sixth Form Centre: | Cllr. Isworth
& Cllr. Carter. |
| (i) Kent Association of Local Councils: | Cllrs. Mrs. Curteis
and Cllr. Lusty. |
| (j) Little Explorers Children's Centre: | Cllr. Mrs. Smith. |
| (k) Open Spaces Group: | Cllr. Crawford
& Cllr. Miss. Gooch. |
| (l) Parish Forum (ABC): | Cllr. Nelson
& Cllr. Dr. Lovelidge. |
| (m) St. Mildred's Committee | Cllr. Isworth
& Cllr. Sugden |
| (n) St. Michaels Village Community Group: | Cllr. Mrs. Curteis. |
| (o) St. Michael's Village Hall Committee: | Cllr. Mulholland. |
| (p) Tenterden Community Hub: | Cllr. Isworth. |
| (q) Tenterden & District Chamber of Commerce: | Cllr. Nelson. |
| (r) Tenterden Dementia Friendly Community: | Cllr. Miss Gooch |
| (s) Tenterden & District Museum: | Cllr. Mrs. Smith. |
| (t) Tenterden & District Residents' Association: | Cllr. Carter. |
| (u) Tenterden & District Twinning Association: | Cllr. Edwards
& Cllr. Mulholland. |
| (v) Tenterden Social Hub: | Cllr. Miss. Gooch. |
| (w) Tenterden Youth Forum: | Cllr. Mrs. Smith. |
| (x) Tenterden Youth Project Group: | Cllr. Mrs. Smith. |

3195 **APPOINTED TRUSTEES TO CHARITY TRUSTS.** Members were appointed to act as trustees on charitable trusts as follows:

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| (a) Dr. Curteis Charity Trust: | Cllr. Mrs. Curteis
& The Town Mayor. |
| (b) Tenterden Church Schools Charity Trust: | Cllr. Mrs. Curteis. |
| (c) Tenterden Leisure Centre Trust Ltd: | Cllr. Mrs. Curteis
& Cllr. Nelson. |
| (d) War Memorial Committee: | The Town Mayor. |

3196 **TOWN COUNCIL ASSETS.** The asset register was reviewed and **RESOLVED** to be correct.

3197 **INSURANCE COVER.** The Town Clerk reported that the insurance cover is reviewed annually and new assets added ad hoc. The Town Council's arrangements for insurance cover with WPS insurance was reviewed and **RESOLVED** to be appropriate.

3198 **SUBSCRIPTIONS.** The following subscriptions were reviewed and **RESOLVED**:

- (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; £235.00.

(e) Confederation of Cinque Ports. Membership as a limb of Rye; £250.

- 3199 **COMPLAINTS PROCEDURE**. The Town Council's complaints procedure was reviewed and **RESOLVED** to be correct.
- 3200 **FREEDOM OF INFORMATION**. The Town Council's procedure for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998 was reviewed and **RESOLVED** to be correct. It was **NOTED** that GDPR comes into force later this month.
- 3201 **DEALINGS WITH THE PRESS/MEDIA**. The Town Council's procedure for dealing with the press/media was reviewed and **RESOLVED** to be correct. It was **NOTED** that a new social media policy has been prepared; this will be submitted to Council for approval.
- 3202 **TIME AND PLACE OF TOWN COUNCIL MEETINGS**. The schedule for ordinary meetings of the Town Council and its committees up to and including the 2019 Annual Town Council meeting had been circulated with the agenda, and was **RESOLVED**.
- 3203 **MAYORAL ANNOUNCEMENTS**. None.

The meeting opened at 7.00pm and closed at 8.54pm

The foregoing Minutes and Report were confirmed and signed at a meeting of the Town Council held on the 9th day of July 2018.

Chairman..... (09.07.2018)