

TENTERDEN TOWN COUNCIL



MINUTES AND REPORTS OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD AT TENTERDEN TOWN HALL ON 15TH MAY 2017

Councillors Present:

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

Officers Present:

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

Others Present:

Sergeant-at-Mace Mr. M. Winter, The Reverend Canon L. Hammond, Cllr. M. Hill (KCC) and 15 members of the public.

Reverend Hammond said prayers.

3064 **THE TOWN MAYOR 2017-2018.** Cllr. Mrs. Smith asked for nominations for the role of Town Mayor for 2017-2018. Cllr. Mrs. Smith had nominated Cllr. Nelson, and this was seconded by Cllr. Mulholland. There being no other nominees, the appointment of Cllr. Nelson was **RESOLVED** by a show of hands. The Sergeant led the Town Mayor, Deputy Town Mayor 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 his declaration of acceptance of office, and Cllr. Mrs. Smith led Councillors and guests in a toast to the Town Mayor.

3065 **APOLOGIES FOR ABSENCE.** None.

3066 **DECLARATIONS OF INTEREST.** Cllrs. Mrs. Curteis, Mulholland and Mrs. Smith declared an interest in Agenda Item 28; St. Michaels Village Hall (see Minute 3091).

3067 **DEPUTY TOWN MAYOR.** The Town Mayor called for nominations for the role of Deputy Town Mayor for 2017-2018. Cllr. Hickmott nominated Cllr. Mrs. Curteis who was seconded by Cllr. Lusty; Cllr. Nelson nominated Cllr. Mrs. Ferguson who was seconded by Cllr. Isworth; Cllr. Mrs. Smith nominated Cllr. Miss. Gooch who was seconded by Cllr. Sugden; and Cllr. Dr. Lovelidge nominated Cllr. Mulholland who was seconded by Cllr. Knowles. With no other nominations having been received, a written ballot was requested and **AGREED**. Cllr. Mrs. Curteis received 2 votes, Cllr. Mrs. Ferguson received 7 votes, Cllr. Miss. Gooch received 3 votes and Cllr. Mulholland received 4 votes. As Cllr. Mrs. Curteis received the fewest votes, she stood down and a second written ballot was conducted. On the second round of voting, Cllr. Mrs. Ferguson received 7 votes, Cllr. Miss. Gooch received 4 votes and Cllr. Mulholland received 5 votes. As Cllr. Miss. Gooch received the fewest votes, she stood down and a third written ballot was conducted. On the third round of voting, Cllr. Mrs. Ferguson received 9 votes and Cllr. Mulholland received 7 votes.

The Town Mayor declared Cllr. Mrs. Ferguson to be the successful candidate. The Sergeant-at-Mace led Cllr. Mrs. Ferguson from the room. Upon their return Cllr. Mrs. Ferguson duly signed and read aloud her declaration of acceptance of office and took the seat of the Deputy Town Mayor.

3068 **MINUTES.** The minutes of the meeting of the Town Council held on 24th April 2017 were confirmed and signed as a correct record.

3069 **MATTERS ARISING.** None.

3070 **QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS.** None.

3071 **FORMER STANDING COMMITTEES.** The following committees had been discontinued and the Town Mayor asked chairs of those committees to consider the minutes from their last meeting and sign as a correct record. Any matters arising from the minutes would be referred to the relevant new standing committees.

- (a) Finance & General Purposes Committee. Minutes of the meeting held on 3rd April 2017; presented and signed by Cllr. Nelson.
- (b) Highways & Amenities Committee. Minutes of the meeting held on 24th April 2017; presented and signed by Cllr. Mrs. Smith.
- (c) Public Buildings Committee. Minutes of the meeting held on 3rd April 2017; presented and signed by Cllr. Carter.
- (d) Tourism & Business Committee. Minutes of the meeting held on 24th April 2017; presented and signed by Cllr. Carter.

3072 **INTERNAL AND EXTERNAL COMMITTEES.**

- (a) Selection to Committees. The selection of councillors to the new Internal and External committees took place by two administrative staff picking a councillors name 'from a hat' then picking a coloured token from 'a separate hat'. There were 16 tokens in total, 8 of one colour and 8 of another. The following selections were made:

Internal Committee

Cllr. Edwards	Cllr. Knowles
Cllr. Hickmott	Cllr. Lusty
Cllr. Isworth	Cllr. Nelson
Cllr. Knight	Cllr. Sugden

External Committee

Cllr. Carter	Cllr. Dr. Lovelidge
Cllr. Mrs. Curteis	Cllr. Mulholland
Cllr. Mrs. Ferguson	Cllr. Mrs. Smith
Cllr. Miss. Gooch	Cllr. Thorpe

- (b) Swapping of Committees. The Town Mayor asked if any councillors wished to swap committees and Cllr. Dr. Lovelidge requested swapping to the Internal Committee. Cllr. Knowles agreed to swap with Cllr. Dr. Lovelidge. No other swaps were requested.

- (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. Isworth, Hickmott and Dr. Lovelidge 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. Five councillors expressed an interest for the three slots, therefore, those councillors picked a coloured token from the bag which contained three for the Internal Committee and two for the External Committee. Cllrs. Carter, Mrs. Ferguson and Knowles 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. Sugden proposed Cllr. Dr. Lovelidge and Cllr. Hickmott proposed Cllr. Lusty. Cllr. Lusty did not wish to stand, therefore, Cllr. Dr. Lovelidge 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. Mrs Smith proposed Cllr. Mulholland and Cllr. Knight proposed Cllr. Carter. A written ballot was conducted and Cllr. Carter received 9 votes and Cllr. Mulholland received 7 votes. Therefore, Cllr. Carter was appointed as Chairman of the External Committee.

3073 **PLANNING COMMITTEE.** The following members were appointed to the Committee: Cllrs. Carter, Mrs. Curteis, Edwards, Miss. Gooch, Isworth, Dr. Lovelidge, Lusty, Mulholland and Nelson. Cllr. Lusty was appointed as Chairman.

3074 **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;

Highways & Amenities: 24th April 2017. Presented by Cllr. Mrs. Smith.

Planning: 24th April 2017 & 2nd May 2017 (Special meeting).
Presented by Cllr. Lusty.

Tourism & Business: 24th April 2017.
Presented by Cllr. Carter.

3075 **DELEGATION ARRANGEMENTS.** The existing arrangements for delegation of authority to the Planning Committee were reviewed and **RESOLVED.**

3076 **TERMS OF REFERENCE.** The existing terms of reference for the Planning Committee were reviewed and **RESOLVED.**

3077 **APPOINTMENT OF NEW STANDING COMMITTEES.** The appointment of the new Internal Committee and External Committee was **RESOLVED.**

3078 **STANDING ORDERS AND FINANCIAL REGULATIONS.** The existing standing orders and financial regulations were reviewed and **RESOLVED**.

3079 **ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES.** There were none.

3080 **REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** Members were appointed as Town Council representatives to outside organisations as follows:

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| (a) | Ashford & District Volunteer Bureau: | Cllr. Mulholland. |
| (b) | Ashford Community Safety Partnership: | Cllr. Nelson. |
| (c) | Citizens' Advice Bureau: | Cllr. Mulholland. |
| (d) | Confederation of Cinque Ports: | Cllr. Edwards. |
| (e) | Homewood School and Sixth Form Centre: | Cllr. Isworth |
| (f) | Kent Association of Local Councils: | Cllrs. Mrs. Curteis
and Cllr. Lusty. |
| (g) | Little Explorers Children's Centre: | Cllr. Mrs. Smith. |
| (h) | Parish Forum (ABC): | Cllr. Carter and
Cllr. Nelson. |
| (i) | St. Mildred's Committee | Cllr. Isworth and
Cllr. Lusty |
| (j) | St. Michaels Village Community Group: | Cllr. Mrs. Curteis. |
| (k) | Tenterden & District Chamber of Commerce: | Cllr. Thorpe. |
| (l) | Tenterden & District Day Centre: | Cllr. Miss Gooch. |
| (m) | Tenterden & District Museum: | Cllr. Mrs. Smith. |
| (n) | Tenterden & District Residents' Association: | Cllr. Carter. |
| (o) | Tenterden & District Twinning Association: | Cllr. Edwards and
Cllr. Mulholland. |
| (p) | Tenterden Dementia Friendly Community: | Cllr. Miss Gooch and
Cllr. Dr. Lovelidge. |
| (q) | Tenterden Community Hub: | Cllr. Isworth. |
| (r) | Tenterden Youth Project Group: | Cllr. Mrs. Smith. |
| (s) | Tentertainment: | Cllr. Mrs. Smith. |

3081 **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
and Cllr. Nelson. |
| (b) | Tenterden Church Schools Charity Trust: | Cllr. Mrs. Curteis. |
| (c) | Tenterden Leisure Centre Trust Ltd: | Cllr. Mrs. Ferguson
and Cllr. Nelson. |

3082 **TOWN COUNCIL ASSETS.** The asset register was reviewed and **RESOLVED** to be correct.

3083 **INSURANCE COVER.** The Town Clerk reported that the insurance cover is reviewed annually and new assets added ad hoc. The Town Council's properties were revalued recently, but to date the report had not been received. The Town Council's arrangements for insurance cover with WPS insurance was reviewed and **RESOLVED** to be appropriate.

3084 **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; £250.00.

3085 **COMPLAINTS PROCEDURE**. The Town Council's complaints procedure was reviewed and **RESOLVED** to be correct.

3086 **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.

3087 **DEALINGS WITH THE PRESS/MEDIA**. The Town Council's procedure for dealing with the press/media was reviewed and **RESOLVED** to be correct.

3088 **TIME AND PLACE OF TOWN COUNCIL MEETINGS**. The schedule for ordinary meetings of the Town Council and its committees up to and including the 2018 Annual Town Council meeting had been circulated with the agenda, and was **RESOLVED**.

3089 **SERGEANT-AT-MACE**. Mr. M. Winter expressed that he was willing to continue in the role of Sergeant-at-Mace, and his appointment for 2017-18 was **RESOLVED**. The Town Mayor recorded his thanks to Mr. Winter for his continued support as Sergeant-at-Mace.

3090 **TOWN CRIER**. Cllr. Hickmott expressed that he was willing to continue in the role of Town Crier, and his appointment was **RESOLVED**. Cllr. Hickmott informed the Council that he was available for local events and members of the public/businesses were welcome to contact him direct.

3091 **ST. MICHAELS VILLAGE HALL**. Cllrs. Mrs. Curteis, Mulholland and Mrs. Smith had declared an interest in this item as Trustees of the Village Hall. The Town Mayor reported that the Standing Orders, Financial Regulations & Donations Sub-Committee had met on 4th May 2017 and recommended a £40,000 loan to the St. Michaels Village Hall Committee. It would be interest free for the first year then at 0.25% interest for the remainder of the term. The loan would go towards the replacement of the village hall roof. The Council **RESOLVED** the unsecured loan of £40,000 to the St. Michaels Village Hall Committee.

3092 **APPOINTMENT OF ARCHITECT**. The Town Clerk reported that the position of Landscape Architect and Facilitator for the recreation ground reordering focus group had been put out to tender and there had been several expressions of interest. The Town Clerk proposed that he plus two Councillors conduct the selection process and it was **RESOLVED** that Cllrs. Sugden and Mulholland should be involved in addition to the Town Clerk. Cllr. Knight proposed that Cllr. Carter be included in the selection process given his relevant experience and the Council **RESOLVED** that he be included.

3093 **MAYORAL ANNOUNCEMENTS**.

- (a) The Town Mayor congratulated the Town Clerk on achieving his Certificate in Local Government Administration Qualification which now means the Town Council can adopt the General Power of Competence under the Localism Act and a resolution would need to be passed at the next Town Council meeting. This also meant that the Town Council could apply for the Local Council Award.
- (b) The Town Mayor provided an update with regard to the regeneration project focus groups. The councillors assigned to each focus group had been provided with the list of people who had registered and each would be contacted soon. The Town Mayor stressed the importance of arranging the first focus group meetings as soon as possible.
- (c) The new Good Councillors Guide was available and could be downloaded from the Kent Association of Local Council's website. It was agreed that the Town Clerk's office would order 10 hard copies for councillors.
- (d) The twice yearly Tenterden litter pick would be taking place on Sunday, 4th June 2017 from 11.00 am to 1.00 pm and leaflets would be available shortly.

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 26th day of June 2017.

Chairman..... (26.06.2017)