

TENTERDEN TOWN COUNCIL



MINUTES AND REPORTS OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD AT TENTERDEN TOWN HALL ON 16th MAY 2016

Councillors Present:

M. Carter, Mrs J. Curteis, H. Edwards, Mrs. S. Ferguson, Miss N. Gooch, Mrs. E. Hannett, M. Hickmott, R. Isworth, 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, Deputy Town Clerk Mr. R. Parham and Administrative Assistant Mrs. C. Gilbert.

Others Present:

Sergeant-at-Mace Mr. M. Winter, The Reverend Canon L. and fourteen members of the public.

Reverend Hammond said prayers.

- 2919 **THE TOWN MAYOR 2016-2017.** Cllr. Mrs. Smith asked for nominations for the role of Town Mayor for 2016-2017. Cllr. Lusty nominated Cllr. Mrs. Smith, and this was seconded by Cllr. Mulholland. There being no other nominees, the reappointment of Cllr. Mrs. Smith 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 her declaration of acceptance of office, and Cllr. Lusty led Councillors and guests in a toast to the Town Mayor.
- 2920 **APOLOGIES FOR ABSENCE.** None.
- 2921 **DECLARATIONS OF INTEREST.** None.
- 2922 **DEPUTY TOWN MAYOR.** The Town Mayor called for nominations for the role of Deputy Town Mayor for 2016-2017. Cllr. Lusty nominated Cllr. Nelson, and this was seconded by Cllr. Mrs. Curteis. There being no other nominees, the reappointment of Cllr. Nelson was **RESOLVED** by a show of hands. Cllr. Nelson duly took his seat and signed and read aloud his declaration of acceptance of office.
- 2923 **MINUTES.** The minutes of the meeting of the Town Council held on 11th April 2016 were confirmed and signed as a correct record.
- 2924 **MATTERS ARISING.** None.

2925 **QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS.**

- (a) Appointment of Members to Standing Committees. Cllr. Carter stated that he felt that the appointment of members to standing committees should not be handled on a "first-come-first-served" basis, but should instead be judged based on attendance records.

2926 **FINANCE & GENERAL PURPOSES COMMITTEE.** The following members were appointed to the committee: Cllrs. Mrs. Curteis, Edwards, Mrs. Ferguson, Miss Gooch, Mrs. Hannett, Hickmott, Isworth, Knowles, Dr. Lovelidge, Lusty, Mulholland, Nelson, Mrs. Smith, Sugden and Thorpe. Cllr. Nelson was appointed as Chairman.

2927 **HIGHWAYS & AMENITIES COMMITTEE.** The following members were appointed to the committee: Cllrs. Carter, Mrs. Curteis, Mrs. Ferguson, Miss Gooch, Mrs. Hannett, Hickmott, Isworth, Dr. Lovelidge, Mulholland, Nelson, Mrs. Smith, Sugden and Thorpe. Cllr. Mrs. Hannett was appointed as Chairman.

2928 **PLANNING COMMITTEE.** The following members were appointed to the committee: Cllrs. Carter, Mrs. Curteis, Edwards, Miss Gooch, Isworth, Dr. Lovelidge, Lusty, Mulholland, Nelson and Mrs. Smith. Cllr. Lusty was appointed as Chairman.

2929 **PUBLIC BUILDINGS COMMITTEE.** The following members were appointed to the committee: Cllrs. Carter, Mrs. Curteis, Mrs. Ferguson, Miss Gooch, Isworth, Knowles, Dr. Lovelidge, Mulholland, Nelson, Mrs. Smith and Sugden. Cllr. Carter was appointed as Chairman.

2930 **TOURISM & BUSINESS COMMITTEE.** The following members were appointed to the committee: Cllrs. Carter, Mulholland, Nelson, Mrs. Smith and Sugden. Cllr. Carter was appointed as Chairman.

2931 **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;

Finance & General Purposes: 25th April 2016.

Presented by Cllr. Nelson.

Minute 3500 - Investment of Tent 1 Sale Receipts. It was **RESOLVED** 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.

Presented by Cllr. Mrs. Hannett.

Minute 2985 - Cycle Stands. The following was **RESOLVED**:

- (a) To commit to ensuring that any new cycle stands installed in the civil parish were of the "Sheffield hoop" style and were 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.
- (e) To budget £1,000.00 per year for installing and replacing cycle stands.

Minute 2988 - Highways Alterations. The following was **RESOLVED**:

- (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.

Presented by Cllr. Lusty.

Minute 6428 - Meeting Schedule. It was **RESOLVED** 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.

Presented by Cllr. Isworth.

Minute 2737 - Sink Hole at the Town Hall. It was **RESOLVED** that a quote of £240.00 per day per man should for further exploratory work, including investigating the drainage system using cameras, would be accepted.

Tourism & Business: 18th April 2016.

Presented by Cllr. Knowles.

2932 **DELEGATION ARRANGEMENTS.** The existing arrangements for delegation of authority to all five standing committees was reviewed and **RESOLVED**.

2933 **TERMS OF REFERENCE.** The existing terms of reference for all five standing committees were reviewed and **RESOLVED**.

2944 **APPOINTMENT OF NEW STANDING COMMITTEES.** No new standing committees were formed.

2945 **STANDING ORDERS AND FINANCIAL REGULATIONS.** The existing standing orders and financial regulations were reviewed and **RESOLVED**.

2946 **ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES.** The existing arrangements with other local authorities were reviewed and **RESOLVED**.

2947 **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) | Citizens' Advice Bureau: | Cllr. Mulholland. |
| (c) | Community Safety Partnership: | Cllr. Nelson. |
| (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. Michaels Village Community Group: | Cllr. Mulholland. |
| (j) | Tenterden & District Chamber of Commerce: | Cllr. Thorpe. |
| (k) | Tenterden & District Day Centre: | Cllr. Miss Gooch. |
| (l) | Tenterden & District Museum: | Cllr. Mrs. Smith. |
| (m) | Tenterden & District Residents' Association: | Cllr. Carter. |
| (n) | Tenterden & District Twinning Association: | Cllr. Edwards and Cllr. Mulholland. |
| (o) | Tenterden Dementia Friendly Community: | Cllr. Miss Gooch and Cllr. Dr. Lovelidge. |
| (p) | Tenterden Folk Festival: | Cllr. Mrs. Curteis. |
| (p) | Tenterden Savers: | Cllr. Isworth. |
| (r) | Tenterden Youth Project Group: | Cllr. Mrs. Smith. |
| (s) | Tentertainment: | Cllr. Mrs. Hannett. |

2948 **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. Mrs. Smith. |
| (b) | Citizens' Advice Bureau: | Cllr. Mrs. Curteis. |
| (c) | Tenterden leisure Centre Trust Ltd: | Cllr. Mrs. Ferguson and Cllr. Nelson. |

2949 **TOWN COUNCIL ASSETS.** The asset register was reviewed and **RESOLVED** to be correct.

2950 **INSURANCE COVER.** The Town Council's arrangements for insurance cover with WPS insurance was reviewed and **RESOLVED** to be appropriate.

2951 **SUBSCRIPTIONS.** The following subscriptions were reviewed and **RESOLVED**:

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| (a) | <u>Guild of Mace Bearers.</u> – Advice on procedure for civic events, Town Sergeant; £40.00. |
| (b) | <u>Kent Association of Local Councils.</u> 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.

- 2952 **COMPLAINTS PROCEDURE**. The Town Council's complaints procedure was reviewed and **RESOLVED** to be correct.
- 2953 **FREEDOM OF INFORMATION**. The Town Council's procedure for handling requests under the Freedom of Information Act 200 and the Data Protection Act 1998 was reviewed and **RESOLVED** to be correct.
- 2954 **TIME AND PLACE OF TOWN COUNCIL MEETINGS**. The schedule for ordinary meetings of the Town Council and its committees up to and including the 2017 annual Town Council meeting had been circulated with the agenda, and was **RESOLVED**.
- 2955 **SERGEANT-AT-MACE**. Mr. M. Winter expressed that he was willing to continue in the role of Sergeant-at-Mace, and his appointment was **RESOLVED**.
- 2956 **TOWN CRIER**. Cllr. Hickmott expressed that he was willing to continue in the role of Town Crier, and his appointment was **RESOLVED**.
- 2957 **MAYORAL ANNOUNCEMENTS**. The Town Mayor thanked members for their support over the previous year, and invited all those in attendance to remain after the meeting for refreshments.

The meeting opened at 7.00pm and closed at 7.55pm

The foregoing Minutes and Report were confirmed and signed at a meeting of the Town Council held on the 4th day of July 2016.

Chairman..... (04.07.2016)