

## Finance & General Purposes Committee 3<sup>rd</sup> April 2017

### Town Council Funding

#### Agenda Item 8

Agenda Item 8A - Section 106 These represent the contributions paid by developers towards community facilities. I have attached a breakdown from the S106 officer at Ashford Borough Council. Some of these items, although of benefit to the town, will not form part of our project funding and I have only summarised the pertinent contributions below including those that may be used by outside bodies in *italics*.

Tilden Gill			
<i>Allotments</i>	<i>£32,400</i>		
Children & Young Persons Play		£131,200	
<i>Abbots Way Green Area</i>	<i>£75,900</i>		
Outdoor Sports (Rec Grd) Football/Skate		£191,500	
<i>Youth Services</i>	<i>£ 5,187</i>		
Totals	<i>£113,487</i>	£322,700	£436,187

Tent 1a			
<i>Car Parks</i>	<i>£10,000</i>		
<i>Bridewell Lane Car Park</i>	<i>£38,500</i>		
<i>Youth Services</i>	<i>£12,967</i>		
<i>Allotments</i>	<i>£81,000</i>		
Outdoor Sports		£478,750	
Strategic Parks		£ 11,750	
<i>Cycle Way (Sandy Lane/Six Fields)</i>	<i>£14,557</i>		
Totals	<i>£157,024</i>	£490,500	£647,524

Land Sale Receipts	<u>£3,549,422</u>
Overall Project Funding Available	£4,362,622*

\*This figure would be augmented by S106 contributions from any further developments and outside grant funding available. An amount (at least £500,000) is likely to be retained for long term projects.

#### Agenda Item 8b – Expressions of Interest (Participatory Budgeting)

The following applications have been made for funding under the Participatory Budgeting scheme:

Organisation	Project	Amount
St Mildreds	Re-ordering	Unspecified
St Michaels Church	Footpath	£5,000
Day Centre	Vehicle for Community Meals Service	£31,500
Cricket Club	Relaying of Wickets and Pitch Drainage	£39,390
Museum	Arts & Culture Project	£20,000
Methodist Church	Repairs to church and Pipe Organ	Unspecified
Leisure Centre	Extension and improvement of facilities	£50-70,000*
Scout Group	Work on the hut	Unspecified
St Michaels V.H.	Modernisation of the Hall	Unspecified
TODS	Lift at Town Hall	Unspecified**

\*A loan may be considered in place of or in addition to grant funding

\*\*Likely to be considered as part of Town Hall re-ordering

**Total of known amounts £165,890**

**Proposals: Information item only**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	To be assessed when projects finalised

Info from Michael Scaplehorn

Phil sorry for the delay so we have the following.

13/01452/AS – 41 Flat care home with communal/community facilities – no S106 contribution as it is all extra care affordable. *Little Hill*  
16/00795/AS – Library contribution only - £1,728.57 *McCarthy Stone Tesco*

14/01420/AS  
Tilden Gill  
Up to 100 Dwellings

Obligation	Per Dwelling (£)	Total	Restriction
Allotments	£324	£32,400	Civil Parish of Tenterden
Children's Young Play	£1,312	£131,200	Children and Young People's Play
Green Space	£759	£75,900	Abbots Way
Outdoor Sports	£1,915	£191,500	Tent Recreation Ground (Football/Skate Park)
Health Care	Varied	Varied	Ivy Court Surgery
Adult Social	£78	£7,758	Changing Places/work at Tenterden Day Centre
Community Learning	£34.45	£3,445.00	Additional Classes
Libraries	£213.40	£21,340.00	Tent Library
Youth	£51.87	£5,187.00	Tenterden Youth Project

14/00757/AS

Tent1

250 Dwellings

Obligation	Per Dwelling (£)	Total	Restrictions
CPZ Contribution	N/A	£10,000	Traffic/Parking Regulations
Quality Monitoring	N/A	£90,000	Quality Monitoring on site
Parking Contribution	N/A	£38,500	Bridewell Lane Car Park
Monitoring Fee	N/A	£30,000	\$106 Officer
Youth Services	51.87	£12,967.50	Additional Youth Services
Allotments	324	£81,000	Tenterden - 1 mile of
Outdoor Sports	1915	£478,750	Tenterden - 1 mile of
Strategic Parks	47	11750	Tenterden Rec centre
Health Care	Varied	Varied	Ivy Court
CS10	Varied	Varied	
Adult Social	77.58	19,395	Changing Places Project
Community	34.45	8612.5	Additional Classes
Cycleway	58.23	14,557.50	Sandy Lane/Six Fields Path
Libraries	213.14	53,335.00	Additional Facilities/Books/Projects
Secondary School	2359.8 per House & 589.5 per 2 bed flat	TBC	
Voluntary Sector	£83	£20,750	Projects in 1 mile of boundary

Right so I believe this is the breakdown, if you have any questions or notice any glaring errors please let me know.

## TENTERDEN TOWN COUNCIL

Finance & General Purposes Committee - background for agenda item 9 on 3<sup>rd</sup> April 2017

### PDF SOFTWARE

#### *Background*

At present, background papers are scanned in order to combine them into one .PDF document for publication to the website. This process, whilst reasonably fast, is prone to errors (duplicated pages etc.) and the resultant files are large (in terms of memory) and cannot be "searched", as they are essentially scanned as images.

The same issues apply to "filing" scanned documents in the office for storage.

The Adobe Acrobat Pro DC (industry standard) software would enable us to combine (and edit) .PDF files on screen, giving us searchable text and very much smaller file sizes. Optical Character Recognition would allow scanned documents to be searched in the same way as documents prepared in the office, and this facility has proved useful in our filing undertaken last year by an outside company.

The software can be purchased on a monthly subscription (for a minimum duration of one year) for £11.11 per computer per month.

#### *Proposal*

That the Town Council subscribe to one licence initially at a cost of £11.11 (+VAT) per month. If it proves necessary, in time additional licence/s could be purchased.

**Crime and disorder reduction impact:** None

**Biodiversity conservation impact:** None

**Impact on budget:** £133.32 p/a as long as the licence is maintained, to be allocated from the IT budget.

Finance and General Purposes Committee – 3<sup>rd</sup> April 2017

Risk Assessment Annual Review

Agenda Item 10

Risk assessments should be reviewed on an annual basis to ensure that the controls in place still meet the requirements of the council. The attached assessments have been checked and only minor amendments made.

**Proposal: That the risk assessments should be agreed as attached.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder : None  
Impact on Bio-diversity : None  
Budgetary Impact : None

TENTERDEN TOWN COUNCIL



FINANCE RISK ASSESSMENT 2016/17

Risk Description	Risk Status	Internal Audit Checks & Safeguards	Checks / Recommendations
<b>INCOME</b>			
Receipt of Cash & Cheques	Medium	<ol style="list-style-type: none"> <li>All Income recorded in duplicate receipt book.</li> <li>Six-monthly audit of selected transactions.</li> <li>All invoicing/cash received recorded in accounts package.</li> <li>Lettings have detailed and numbered documentation for comparison with diary.</li> </ol>	<ol style="list-style-type: none"> <li>Weekly banking confirms takings.</li> <li>Independent internal auditor.</li> </ol>
<b>EXPENDITURE</b>			
Budgeting	Medium	<ol style="list-style-type: none"> <li>Budgets prepared annually via committees.</li> <li>Approval by full Council prior to precept request to Ashford B.C.</li> <li>Relevant budget reports presented to each committee.</li> </ol>	
Purchases	High	<ol style="list-style-type: none"> <li>Standing Orders set out procedures and delegated powers.</li> <li>Where delegated powers used, decision recorded separately.</li> <li>All payments listed &amp; checked by R.F.O. prior to F&amp;G.P. meeting.</li> <li>Suppliers' orders recorded and checked against invoice.</li> <li>Payroll maintained on Sage. Time sheets kept for monitoring.</li> <li>Cheques signed by Town Clerk or Senior Administrative Assistant and two Councillors.</li> <li>Invoices signed by Town Clerk and two Councillors.</li> </ol>	
<b>ACCOUNTING</b>			
Maintenance of Records	Medium	<ol style="list-style-type: none"> <li>Accounting maintained on a weekly basis using an accounting package.</li> <li>Budget and period end reports produced quarterly as a minimum.</li> <li>All bank accounts and cash recorded monthly.</li> <li>Six-monthly internal audit.</li> <li>Contingency cash reserves maintained.</li> </ol>	





**Finance & General Purposes Committee 3<sup>rd</sup> April 2017**  
**Request for use on Town Council Crest**  
**Agenda Item 14**

Ashford Borough Council (ABC) is proposing to erect a beacon on the North Park Near the civic Centre. A confirmation e-mail and design document are attached.

ABC has formally requested our permission to display the Tenterden Coat of Arms on one of the metal banners attached to the beacon.

**Proposals:** That the council should give permission for the coat of arms to be used.



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None

Dear Phil,

I spoke to Robert about this last Friday as you were on leave, but briefly ABC is about to commission a permanent Civic Beacon – see the detail below – and interestingly Robert tells me Tenterden are about to do likewise.

Although it will be located in Ashford (on North Park by the Civic Centre) the Leader of the Council wishes to include both the Ashford Borough Coat of Arms and also the Tenterden Coat of Arms as the Council serves the whole borough. We would therefore need the Town Council's formal agreement for this, presuming this is both agreeable and acceptable to the town council - so what would be the best way to progress this?

We now have a design and a shortlist of contractors to go out to tender to and are looking to get the beacon manufactured and in place by the end of August. A planning application has been submitted and it is due to go to planning committee in mid-May. The banners, which will be made of metal, will be detachable, so that if there was a significant event like the 800<sup>th</sup> anniversary of the signing of the Magna Carta, then a bespoke banner could be designed and commissioned and used for that event.

*The idea of a permanent Civic Beacon has been suggested, as Ashford, unlike many of the villages in the borough, does not have a beacon which can be lit on occasions of national and historical significance and will it will also support the Council's emerging Heritage Strategy.*

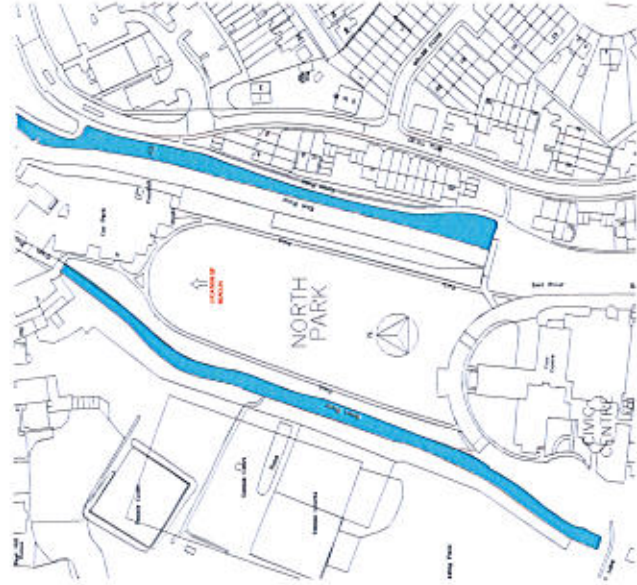
*"It will be located on North Park near the Civic Centre and will be used to commemorate significant national and regional events, i.e. the centenary of the end of WW1 in November 2018, notable royal birthdays and also more historic local events.*

*"The form and materials have been chosen to reflect the town's railway heritage, the body and column of the structure borrowing heavily from the boiler and smoke stack of early locomotives, the fire baskets atop the 'smoke stack' formed using a combination of replica train wheels.*

*"The banners below the fire basket will be interchangeable but generally will display the borough and town crests of Ashford and Tenterden respectively. The Borough Council's motto 'With Stronger Faith' will be incorporated in the design.*

*"A gas beacon has been chosen as it overcomes the risk of embers damaging the surrounding trees and grass and operationally is seen as a much safer operation."*

I'm very happy to discuss further when you are back from leave.



LOCATION PLAN, SCALE 1/1250



SLIM LIGHTING, THE INSPIRATION FOR THE STATION'S DESIGN, IS THE RESULT OF THE TOWN'S HISTORY OF CRAFTSMANSHIP.



THE TOWN'S CRAFTSMANSHIP IS CELEBRATED IN THE STATION'S DESIGN, WHICH REFLECTS THE TOWN'S HERITAGE.

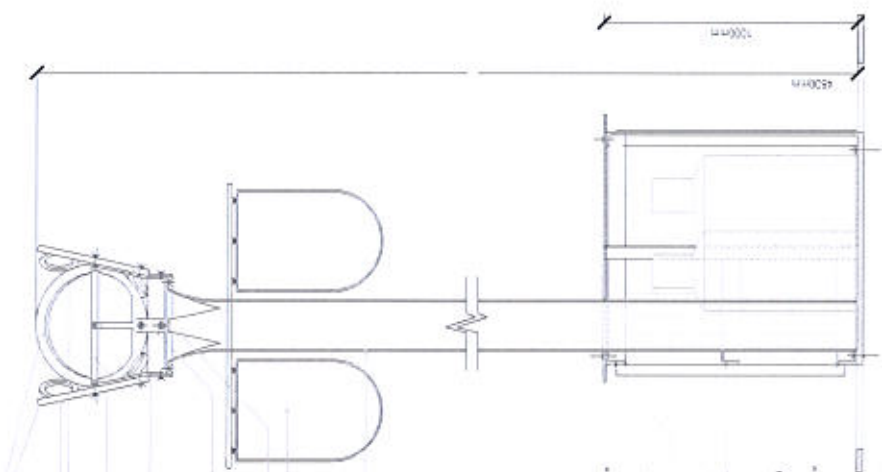


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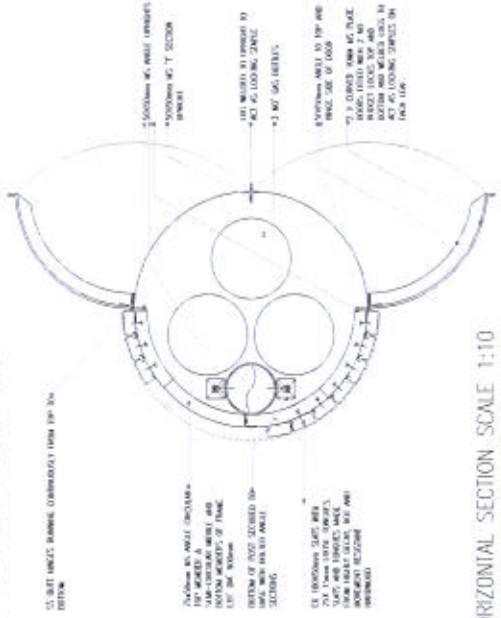
NOTE: STATION TO BE WORKSHOP ASSEMBLED & INSTALLED ON SITE. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

PROJECT TEAM: [Logos for various firms]



ELEVATIONS, SCALE 1:20



VERTICAL SECTION, SCALE 1:10

HORIZONTAL SECTION, SCALE 1:10

1. 18" x 18" x 1/2" STAINLESS STEEL WHEELS

2. 1/2" x 1/2" x 1/2" STAINLESS STEEL WHEELS

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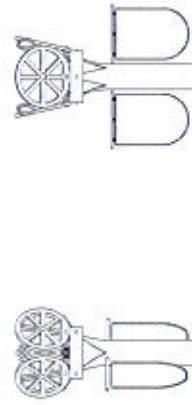
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PLAN VIEW OF BASKET, SCALE 1/10



PLAN SCALE 1:20



HORIZONTAL SECTION, SCALE 1:10