

TENTERDEN TOWN COUNCIL – FINANCE & GENERAL PURPOSES COMMITTEE

PARTICIPATORY BUDGETING SUB-COMMITTEE

MINUTES OF A MEETING ON 28th January 2016

Councillors Present: Mrs Curteis, Mrs Ferguson, Dr Lovelidge, Mulholland & Nelson.

The Town Clerk, Phil Burgess was present and took notes.

- 1. Election of Chairman.** Cllr Mulholland was appointed chair.
- 2. Apologies for absence:** Cllr Carter
- 3. Confirmation of terms of reference.** Terms of reference were adopted as with the following recommendations for clarity:
 1. Remove "I suggest" from functions and delegated authority.
 2. Chair to be a permanent position and temporary chair to be elected only in their absence.
 3. Quorum to be half of named councillor members.
- 4. Eligibility Criteria.** Eligible projects should have the following features:
 1. Legally permissible and within the Council's powers to fund. (these powers will be extended under the General Power of Competence when the Town Clerk obtains a CILCA qualification).
 2. A benefit for the community in the parish.
 3. An element of permanence to the project.
 4. Capital costs only would be allowed. No Revenue grants would be given.
 5. Seed funding for businesses (cinema etc) would be considered in the event of a demonstrable benefit to the community.
 - Projects which would generate an income for the council would be welcome.
 - Preference would be given to those projects attracting additional outside funding and those demonstrating a broader benefit to the community.
 - Feedback would be expected from funded projects to enable evaluation.
- 5. Amount Available for Participatory Budgeting.** The receipts from Tent1 were not known at the point of the meeting. The Town Hall office would investigate outside assistance for grant applications and help with additional grant assistance would be offered to applicants. Funds would be earmarked for the refurbishment of the Town Hall and not included in the Participatory Budgeting process. Any appropriate Section 106 funds would be identified and used in place of TTC funding.

6. Projected Timescales.

- Generate publicity material and arrange public meetings – 4 months
- Submission of Business plans and ideas by applicants for funding – 6 months
- Refining proposals with help from ABC and TTC - 4 months
- Finalisation - 2 months
- Presentation of proposals - 2 months
- Public Voting - 1 month (PB guidance suggests this should be open to 10 years old and over. Proof of residence would be required)
- Council decision – 1 month

A total of 20 months to inception of projects.

The timescale for completion of individual projects should be set and monitored by the task group. Conditions would be imposed where appropriate.

7. Publicity & Public Meeting. A facilitator would be required for the public meeting and the sub-committee recommended that expertise should be bought in for this purpose. Suggested sources of information on this point were ACRE, Marsh Millions project, KCC and Ashford BC. Two public meetings should be held on different days and at different times (more than 2 weeks apart to avoid holidays).

The process should be included on the web site on the new projects button and should appear on the newsletter. St Michaels bites would also publicise the process and Cllr Ferguson would push it out on social media. The new TIC PCs could display promotional information. These PCs will be available for Town Hall publicity on a Powerpoint display as well as tourism publicity. Posters would be prepared by the Town Hall to publicise the meetings.

8. Appointment of Councillors to Task Group. The three councillor members would be elected at the next meeting of the Town Council. At that meeting suggestions would be sought for non-councillor members. Additional non-councillor members would be sought at the public meetings. Nominees would not be accepted if they were promoting a specific project.

9. Recommendations to Council. As detailed in items 3-7 above. A budget of £1500 plus £1000 for community involvement has already been agreed. This may be insufficient for the purpose and if that is the case it will be referred back to council.

10. AOB.

11. Next Meeting. Thursday 25th February at 6pm.

Meeting Closed at 7.03 p.m.