

# TENTERDEN TOWN COUNCIL – EXTERNAL COMMITTEE

## PARTICIPATORY BUDGETING SUB-COMMITTEE

### MINUTES OF A MEETING ON 11<sup>th</sup> January 2018

**Councillors Present:** Carter, Mrs Curteis, Mrs Ferguson, Mulholland & Nelson. Cllr Sugden (not a member of the sub-committee) & Mr J Crawford (member of the public). The Town Clerk, Phil Burgess was present and took notes.

**1. Chairman.** Cllr Mulholland was appointed chairman

**2. Apologies for absence:** Cllr Lovelidge

**3. Minutes of previous meeting.** Agreed

**4. Factsheet** Copies were circulated at the meeting. Cllr Nelson would forward an electronic copy to the Clerk and certain minor amendments were agreed.

**5. Eligibility Criteria.** Amendments were required to this form to explain the implications of the General Power of Competence and make items 4 and 5 (regarding capital and seed funding) clearer. The eligibility criteria should not be too tight to allow some leeway for the task group to make recommendations. It was accepted that the task group could not be completely unbiased, but no representative would be accepted from a group applying for funding. Successful applicants would be expected to use the funding within a timescale (similar to ABC and KCC grant funding) and payment would be made on production of invoices/receipts. This would be made clear in the offer document.

**6. Application Pack.** This would include the following:

- Fact Sheet
- Poster – designed by Wow Factory
- Eligibility criteria
- Application form.

**7. Task Group Functions.** (see also factsheet)

- Consider applications and put non-rejected cases forward to council for acceptance (this should be a formality at council).
- Determine the format for public voting on the shortlisted applicants and deal with issues where less than the claimed amount is recommended. A token system or similar may be used.
- Publish update posters to inform residents and have these designed by Wow Factory. Our PR consultant Richard Harvey would be called on to assist.

Note – if no applicants are received for the volunteer posts, councillors would need to step in.

**8. Timescales.** A deadline for applications would be set for 31<sup>st</sup> March. The public exhibition by applicants and the public vote would take place in June 2018.

**9. Format of Public meeting 17<sup>th</sup> January.** Cllr Nelson would present the public session and contributions from other councillors would be welcomed. Questions would be taken from the floor and then the meeting would be formally closed. Tea and coffee would be served to allow an opportunity for applicants/volunteers to talk to councillors and staff. Drinks would be served by the admin team.

**10. Shortfall in Funding.** Should the accepted applications exceed the funding allocated, consideration would be given to approaching individual benefactors.

**11. Actions by administrative team prior to public meeting.**

- Order design of poster by Wow Factory
- Arrange A-board advertising from Monday next week
- Prepare application packs

**12. Recommendations to Council.** That St Mildred's Church should be treated separately from the Community chest scheme, but that public opinion on the funding for the re-ordering would still be sought.

**13. AOB.** None

Meeting Closed at 18.10 p.m.