

Amendments to standing orders

Proposals

I propose that –

1 Standing Order 1w be deleted

Standing Order 1w requires councillors to stand when speaking at meetings of the town council, unless excused by the mayor. This causes difficulties with using the microphones for the recording and public address system: councillors are currently expected to stand, then hunch over to speak into the microphone, making standing pointless and the posture ridiculous. To avoid this, councillors should remain seated when speaking – and speak into their microphone, which should be turned on. **Change not agreed**

2 Standing Order 13a be amended by adding at the end, “and be inducted into their roles as councillors using the induction process adopted from time to time by the council”

Standing Order 13a already requires new councillors to attend induction training, as offered by KALC. This amendment will also require the council to have – and use – a broader induction procedure for new councillors, so they are able to be effective in their role as soon as possible

3 Standing Order 26a iv be amended by inserting (before the words “must be received”) the words “together with the co-option questionnaire adopted at the time by the council completed by the candidate to the extent he or she wishes” and

4 Standing Order 26a vi be added, reading, “The candidates’ co-option questionnaires must be circulated – in confidence – to councillors at (or before) the co-opting town council meeting.”

These amendments allow for the use of a questionnaire for completion by candidates for co-option, along the lines of the attached draft. While not intended to be prescriptive, the questionnaire is designed (a) to focus candidate’ minds on what benefits they can bring by joining the council and (b) giving voting councillors better background information than relying on their own knowledge (if any) of the candidates and what candidates choose to say about themselves at the co-option meeting.

*In accordance with Standing Order 25b, these proposals – once proposed and seconded at a town council meeting – shall stand adjourned without discussion until the next ordinary meeting of the town council. **Adjourned from 23rd April – to consider 9th July***

Crime and disorder reduction impact: None

Biodiversity conservation impact: None

Suggested source of funds: None needed

Questionnaire for candidates for co-option as councillor

Background: The council wants to co-opt someone who, while being a team player, will have a different background and a different viewpoint to existing councillors (who are mainly male, and middle-class, and not living with disabilities, and are all white) and who, as a new councillor, will be able to challenge assumptions, prejudices and customary practices in a constructive way.

Please therefore complete this questionnaire to the extent you are comfortable doing so (adding extra pages if extra space is needed) and return it to the Town Clerk. Copies will be given to existing councillors to help them decide how to vote, but will then be destroyed (except for the Town Clerk's copy for records) and the contents will otherwise be kept confidential.

Name: _____

Home address: _____

Occupation: _____ Place of work: _____

Date of birth: _____ Gender: _____ Ethnicity: _____

1.	Have you attended town council/standing committee meetings or listened to online recordings of them?	Yes / No
2.	Are you on the mailing list to receive agenda papers and minutes of meetings?	Yes / No
3.	What local groups or organisations are you a member of?	
4.	What do you think that the council does well?	
5.	What do you think the council could do better, and how?	
6.	What new activities should the council start doing?	
7.	What existing activities should the council stop doing?	
8.	Can you commit to attending –	
	(a) Council/standing committee meetings on the second Monday of each month?	Yes / No
	(b) Sub-committee meetings approximately twice a month on a week day – during the working day / in the early evening (<i>delete as appropriate</i>)	Yes / No
	(c) Local organisations' meetings as a council representative approximately every other month on a week day – during the working day / in the early evening (<i>delete as appropriate</i>)	Yes / No
9.	Will you undergo induction training within six months, if you are co-opted as a councillor, and further training as appropriate for any role(s) you take on?	Yes / No

Dated: _____

Signed: _____

Town Council – 9th July 2018

Civic Awards

Agenda Item 14

The last Civic Awards ceremony was held in late 2014. The Mayor has requested that further awards should be considered.

I have attached a 2007 policy which states that a panel to consider the awards should be made up of serving former mayors (of whom we have 4) and the current Mayor.

Consideration should be given to the range of awards to be given and the method of nomination for the awards.

The date of the ceremony will be agreed with the Mayor.

Proposal:

- 1. That the make-up of the selection panel should be agreed.**
- 2. That council should decide which awards to give on this occasion**
- 3. That the administrative team should advertise the awards and solicit nominations**



Phil Burgess
Town Clerk

TENTERDEN TOWN COUNCIL

MINUTES AND REPORT OF MEETING OF

SERVING PAST MAYORS AND TOWN MAYOR HELD ON 2ND JULY 2007

PURSUANT TO MINUTE 1902 OF FINANCE AND GENERAL PURPOSES COMMITTEE

PRESENT: Town Mayor (Cllr J Weller); Cllrs H H O Edwards, M J Hickmott and Mrs J Kirk

Cllr B G H Tranter had provided information but indicated he did not wish to attend

0001 The purpose of the meeting was to formulate a policy for the granting of awards.

0002 It was established there are four types of award at present.

0003 It was agreed to recommend the following criteria be adopted for each type of award

(a) CIVIC AWARD otherwise known as the DISTINGUISHED SERVICE AWARD

For exceptional service or loyalty to the town. For example; length of service in support of the town, whether it be as a member of staff, councillor or any other person. For some specific service or act which has been to the overall benefit of the town.

This award usually takes the form of engraved goblets.

(b) CERTIFICATES OF APPRECIATION

Awarded to retiring councillors at the end of their elected period of office.

[Note Not to apply to councillors who resign before the end of ^{their first} full term.]

This award takes the form of a signed certificate presented at Mayor's Sunday or sent to the recipient.

(c) REPLICA COAT of ARMS

Awarded to corporate bodies or similar organisations which have direct associations with Tenterden, such as the twin town of Avalon, another cinque port or the ship affiliated to the Cinque Ports.

Takes the form of a wooden shield

(d) TOWN MAYOR'S AWARDS

Awarded at the discretion of the Town Mayor in recognition of service to the town which does not meet the criteria set out for any other award.

The costs of (a) and (b) are met from Civic Expenses. The costs of (c) and (d) are met from the Mayor's allowance.

0004 With regard to CIVIC AWARDS it is recommended the names of persons put forward for this award be first considered by a working group of serving Past Mayors together with the Town Mayor. If the recommendation of the working party is not accepted by the Town Council the matter to be referred back to the Working Party for reconsideration and perhaps recognition with a lesser award.