



To the Members of the Borough Council

Dear Sir/Madam

You are hereby summoned to attend a Meeting of the Ashford Borough Council to be held in the Council Chamber, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL on Thursday the 20th April 2017 at 7.00 pm

Yours faithfully

T W Mortimer
Corporate Director (Law and Governance)

Agenda

Page
Nos.

1. Apologies
 2. To consider whether any items should be dealt with in private because of the likely disclosure of Exempt or Confidential Information.
 3. **Declarations of Interest:-** To declare any interests which fall under the following categories, as explained on the attached document: (i)
 - a) Disclosable Pecuniary Interests (DPI)
 - b) Other Significant Interests (OSI)
 - c) Voluntary Announcements of Other Interests
- See Agenda Item 3 for further details
4. To confirm the Minutes of the Council Meeting held on the 16th February 2017
 5. To receive any announcements from the Mayor, Leader or other Members of the Cabinet
 6. To receive any petitions
 7. To receive any questions from, and provide answers to, the public (being resident of the Borough), which in the opinion of the Mayor are relevant to the business of the Meeting
 8. To receive, consider and adopt the recommendations set out in the Minutes of the Meetings of the Cabinet held on the 9th March and the 6th April 2017 (to follow)
 9. To receive, consider and adopt the recommendations set out in the Minutes of the Meeting of the Appointments Committee held on the 9th February, 22nd February and 4th April 2017 (to follow)

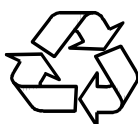
10. To receive, consider and adopt the recommendations set out in the Minutes of the Selection and Constitutional Review Committee held on the 9th March 2017
11. To receive the Minutes of the Appeals Committee held on the 14th March 2017
12. To receive the Minutes of the Audit Committee held on the 21st March 2017
13. To consider Motions of which Notice has been given pursuant to Procedure Rule 11
14. Questions by Members of which Notice has been given pursuant to Procedure Rule 10

NOTE: - If debate on any item included within this Agenda gives rise to the need to exclude the press and public due to the likelihood of Exempt or Confidential information being disclosed the following resolution may be proposed and seconded and if carried, the press and public will be requested to leave the meeting for the duration of the debate.

That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of this item as it is likely that in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to the appropriate paragraphs of Schedule 12A to the Act, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

DS
10th April 2017

Queries concerning this agenda? Please contact Danny Sheppard:
Telephone: 01233 330349 Email: danny.sheppard@ashford.gov.uk
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Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct as adopted by the Council on 19 July 2012, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted). However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency reasons alone, such as:

- a. Membership of outside bodies that have made representations on agenda items, or
- b. Where a Member knows a person involved, but does not have a close association with that person, or
- c. Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: an effect on the financial position of a Member, relative, close associate, employer, etc; OR an application made by a Member, relative, close associate, employer, etc, would both probably constitute either an OSI or in some cases a DPI].

Advice to Members on Declarations of Interest:

- (a) Government Guidance on DPI is available in DCLG’s Guide for Councillors, at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, with revisions adopted on 17.10.13, and a copy can be found in the Constitution at <http://www.ashford.gov.uk/part-5---codes-and-protocols>
- (c) If any Councillor has any doubt about the existence or nature of any DPI or OSI which he/she may have in any item on this agenda, he/she should seek advice from the Corporate Director (Law and Governance) and Monitoring Officer or from other Solicitors in Legal and Democratic Services as early as possible, and in advance of the Meeting.

Ashford Borough Council

Minutes of a Meeting of the Ashford Borough Council held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **16th February 2017**.

Present:

His Worshipful the Mayor, Cllr S J G Koowaree (Chairman);

Cllrs. Adby, Apps, Barrett, Bartlett, Mrs Bell, Bell, Bennett, Bradford, Buchanan, Burgess, Chilton, Clarkson, Clokie, Dehnel, Mrs Dyer, Farrell, Feacey, Galpin, Heyes, Hicks, Krause, Link, Macpherson, Miss Martin, Mrs Martin, Michael, Murphy, Ovenden, Pickering, Shorter, Sims, Waters, Mrs Webb, Wedgbury, White.

Prior to the commencement of the meeting the Reverend Dinnie said prayers.

Apologies:

Cllrs. Mrs Blanford, Mrs Heyes, W Howard, Knowles, Powell, Smith.

Also Present:

Chief Executive, Corporate Director (Law and Governance), Director of Development, Head of Finance, Accountancy Manager, Accountant, Senior Member Services Officer.

304 Exempt or Confidential Items

The Mayor asked whether any items should be dealt with in private because of the likely disclosure of Exempt or Confidential information. There were none.

305 Declarations of Interest

Councillor	Interest	Minute No.
Bartlett	Made a 'Voluntary Announcement' as he lived near to Junction 10 of the M20.	309(b)
Clarkson	Made a 'Voluntary Announcement' as a Director of A Better Choice for Property Ltd.	310
Shorter	Made a 'Voluntary Announcement' as a Director of A Better Choice for Building Consultancy Ltd.	310
Sims	Made a 'Voluntary Announcement' as the Council's appointed representative on the Ashford Leisure Trust.	310

306 Minutes

Resolved:

That the Minutes of the Meeting of the Council held on the 15th December 2016 be approved and confirmed as a correct record.

307 Announcements

(a) Leader of the Council

The Leader said that there had been a number of recent positive developments which he would like to take the opportunity to share with Members. There were certain buzzwords associated with Ashford. The word 'international' remained the town's unique selling point, but the words 'ambition' and 'momentum' were also being increasingly used. There really was strong momentum being created in the Borough with inward investments supporting so many significant projects that were now coming forward. For some Districts, just one or two of these projects would signify real success but in Ashford they were embracing and delivering an astonishing number. He wanted to share some examples with colleagues.

With regard to international signalling, he was pleased to announce that this was right on track with the news that full funding for the project of £10.5m was now in place. Therefore the next generation of Eurostar trains, and any future European rail operators, could continue to stop at Ashford International Station. The news came in the Government's recent Growth Deal announcement made by the DCLG Minister Andrew Percy MP and represented the final tranche of £4.8m of funding. This would maintain Ashford's place at the heart of Europe's transport network and safeguard direct high-speed international services which specifically benefitted Ashford, but also the whole East Kent economy.

Turning to Stagecoach, the Leader advised that Ashford's main bus provider had invested £2.8m in to 30 new Mercedes minibuses for Ashford. The fleet of new high-spec Mercedes minibuses, branded 'Little and Often', was already increasing the frequency of buses to the William Harvey Hospital, the town centre, Kennington and Park Farm. Increasing the frequency on some routes to up to ten buses an hour, it was the only bus service of its kind operating in the whole of the United Kingdom. He therefore welcomed this significant financial investment in Ashford's transport network and it was another successful business investing in the Borough.

The proposed £16m forward funding from the South East Local Enterprise Partnership to enable the deliverability of the new M20 Junction 10A was considered by Cabinet last week, and the recommendation that the Council pay this back through developer contributions would be considered by the Council later at this meeting. This was an important milestone and placed no short, medium or long term financial risk on the Authority.

At Ashford College progress was being made for all to see. He looked forward to welcoming the first students in September and with the protective cover now removed from the facade of the building, all could see this magnificent first new addition to Ashford's skyline.

The Leader said that work on an iconic office building had begun at the Commercial Quarter which symbolised Ashford's enterprising approach towards economic development and growth. Adjacent to Ashford International Station and opposite the Ashford College campus, the first phase of the Commercial Quarter (which would be marketed as CQ38 – 38 minutes to London), was a magnificent start to Ashford's commercial activities.

At Chilmington Green construction work was due to start on site soon and the Council was determined that this development would be a credit to the Borough. It would be a delightful case of real 'place making' because on its own a large housing development meant nothing, but the intention here was to create something outstanding. Not only clean and green but sustainable, and with its Community Management Organisation, having land, property and funding endowed for the benefit of the residents and under their control and management.

Ashford Borough Council had joined forces with KCC Public Health and its service provider, Kent Community Health NHS Foundation Trust, to open 'One You' a health shop located in Ashford Town Centre. The new health shop was part of Public Health England's national campaign and encouraged people to quit smoking, lose weight and be more active. 'One You' was something that health professionals up and down the country were excited about and he had been informed that the focus was very much on Ashford for delivering this project. It was seen as a key part of future healthcare delivered within the community.

Turning to Conningbrook Lakes, the Leader advised that a range of measures to improve the quality of the water at the Country Park were approved by Cabinet Members last week. This investment of up to £150,000 would ensure the ongoing establishment of the lake as a key water facility for the enjoyment of the public and the many clubs who regularly used it. As Members would recall, it was disappointing last summer when they had to cancel some events at Conningbrook Lakes because of the blue/green algae formation. The Council had therefore stepped in and acted swiftly to take essential steps to resolve the situation for the future.

The Leader said that the journey to bring about change to Ashford continued but had already seen significant achievements. They had gone from the worst recycling Local Authority in the United Kingdom to one of the best and in 2014 were named the most improved in the UK; Ashford had become the best and most inviting place in Kent for businesses to invest and locate; in 2014 Ashford was placed in the top 10% of the most desirable places to live; 69% of residents both lived and worked in the Borough – the third highest percentage in Kent; about 124,000 people lived in the Borough but Ashford was the least densely populated District in Kent at just 2.1 people per hectare; in the first quarter of 2016 Ashford outperformed the UK for town centre footfall – up 1.6% at the top of the league with the rest of the UK down on average 0.9%; Ashford's 1.5% unemployment was one of the lowest levels in the country; Ashford was the first Authority in the South East to be declared 'housing business ready' by Government thus recognising its housing delivery which should help in convincing Planning Inspectors of the strength of the Council's Local Plan; Tourism continued to grow and was a significant part of Ashford's economy; Ashford was the first Local Authority to have a formal District Deal with the KCC placing innovation, creativity and quality at the heart of their shared objectives; The Council was setting an example by paying its lowest paid staff the Ashford Living Wage and

its apprentices the Ashford Apprentice Wage; and the Council had taken serious steps to improve the Borough's appearance by taking over the employment and management of the KCC Grounds Maintenance team and all that this entailed.

In conclusion the Leader referred to the Council's commercial approach. This commercially and business focussed approach had been interesting the media recently, including Government trade paper the Municipal Journal. The budget that would be considered this evening would enable the Council to continue to deliver improved services that were valued by residents, while remaining the lowest Council taxing Authority in Kent by an increased margin. This was not just about the being the lowest at all costs, but it was because they were able to effectively manage their finances in a prudent way and yet still invest to improve services. They would continue to make bold decisions that would bring about fairly immediate change. These changes would be in the best interests of local residents and tax payers, but more importantly they would continue to encourage inward investment, support tourism and secure meaningful income streams, all in support of creating a vibrant and exciting Ashford which was economically secure for the long term future and was a great place to live with exciting prosperity for all.

The Mayor said he again wanted to echo the sentiments of the Leader. The Borough was a thriving one and he was very proud of that. He had been privileged and honoured to cut the ribbon and open the new bus service that past weekend and it was a unique project. He also agreed on the issue of partnership working and as a KCC Member as well, he was so pleased to see how Ashford Borough Council was working with Kent County Council.

(b) The Mayor

The Mayor said he wanted to make his usual announcement about charity events. His last big event for the year was coming up, a Rat Pack evening and further details would follow shortly. He hoped as many Members as possible would attend and enjoy the event. There would also be a charity concert put on by the Invicta Choir which he was supporting. This would be at St Teresa's Catholic Church on Saturday 18th March at 7pm. The choir were fantastic and he hoped Members would also support that event.

**308 Licensing and Health and Safety Committee –
16th January 2017**

Resolved:

That the Minutes of the Meeting of the Licensing and Health and Safety Committee held on the 16th January 2017 be approved and adopted.

309 Cabinet – 12th January and 9th February 2017

The report of the Corporate Director (Law and Governance), which had been tabled, clarified the procedure for consideration of the Cabinet minutes.

(a) Cabinet – 12th January 2017

Resolved:

- That (i) the Minutes of the Meeting of the Cabinet held on the 12th January 2017 be received and noted with the exception of Minute Nos. 257, 258 and 259.**
- (ii) Minute Nos. 257, 258 and 259 be approved and adopted.**

(b) Cabinet – 9th February 2017

Councillor Bartlett said that with regard to Minute No. 290 - "M20 Junction 10A – Allocation of Capital Spend", he was pleased to read the Cabinet recommendation to support the funding of £16m for Junction 10A. He was also pleased to note that consideration was being given to a programme of resurfacing of the existing road. If this Council's funding could help secure that then it would greatly improve the quality of life of people in the Borough and particularly those badly affected by it in Willesborough. It showed what this Council could achieve when it worked together and with others.

The Mayor said he echoed these comments. This stretch of the M20 went through his Ward and for the last 20 years funding for some sort of Junction at 10A was being sought. It seemed at times that it would never happen, but it now appeared that in two or three years a new fully functioning junction would be open.

Councillor Michael said that whilst Members were talking about silencing and resurfacing of the M20 around Junction 10, it was also worth remembering that the same issues were present at Junction 9 and the residents who lived there, and in particular at Sandyhurst Lane, had been fighting for something to be done there for about ten years now. He asked that this was also mentioned in any discussions on future quietening of the road surface.

Resolved:

That subject to the expiry of the period by which decisions arising from the Meeting of the Cabinet held on the 9th February 2017 may be called in, i.e. 22nd February 2017: -

- (i) the Minutes of the Meeting of the Cabinet held on the 9th February 2017 be received and noted with the exception of Minute Nos. 286, 287 and 290.**
- (ii) Minute Nos. 287 and 290 be approved and adopted.**
- (iii) the recommendations in Minute No. 286 be deferred for consideration as part of the agenda item dealing with the Budget and Council Tax Resolutions 2017/18.**

310 Council Tax 2017/18 Resolutions and General Fund Budget and Minute Number 286

The Mayor drew attention to a revised Annex C to the report which had been tabled.

The Leader of the Council proposed

“That the budget recommendations as set out in Minute No. 286 of the Cabinet and the formal Council Tax resolutions for 2017/18 as amended by Annex C tabled at the meeting, be approved”

This was seconded.

The Leader also advised that in accordance with Procedure Rule 15.4A a recorded vote was required to be taken on the budget recommendations and any amendments moved and seconded during the debate.

The Mayor then invited the Chairman of the Overview and Scrutiny Committee to report on that Committee's scrutiny of the Cabinet's initial budget proposals. Councillor Chilton said he shared the Leader's acclamation of the Borough and its ambitions and he only objected to the word 'momentum' for personal reasons! He advised that Overview and Scrutiny now sat as part of Policy and Performance rather than Member Services and this year the Task Group, which also included Councillors Mrs Martin, Michael, Alex Howard and Burgess, did a sterling job of scrutinising the budget over what were very long and sometimes arduous sessions. He also wanted to thank Councillor Smith who attended those sessions as well as Portfolio Holders, in particular Councillor Shorter for his continuous attendance. He said that for this year Overview and Scrutiny noted that the Council Tax base remained the lowest in Kent and the Council continued to deliver services despite the reductions in Government grant. The risks to the budget had been noted and Overview and Scrutiny was satisfied that robust monitoring was in place to deal with anything unexpected that may arise. They also wanted to commend the new PID initiative that would streamline delivery of services and curtail any unrealistic ambitions from Members, so that staff could continue to work appropriately. There was concern about the level of staff resources and this was highlighted in every budget session, however they were pleased that this year's pay award would give the lowest paid staff the highest percentage increase. Councillor Chilton drew the Council's attention to the recommendations within the report and he was pleased that the Cabinet had accepted all of them. He concluded by advising that a few years ago Overview and Scrutiny had found the draft budget to be not achievable, but he was pleased to say that this year they had found the budget to be achievable and they commended it to the Council.

The Leader said he thanked Councillor Chilton for his comments and he valued the work of Overview and Scrutiny. The Council did have its opposition parties but he considered it was true to say that they all worked well together collectively for the people of the Borough. Of course there would always be times when they disagreed, but he hoped that recent times had shown that a Conservative Administration in Ashford could think about giving the lowest paid the biggest rewards and although they offered the lowest Council Tax in Kent they did not cut or diminish services. In addition to some of the things he had mentioned earlier the Council did have a soul and a heart and a moral compass. There were many examples. One was with the

waste and recycling collection service with Biffa which had a marvellous system of assisted collections for the elderly and infirm, as well as the decision to take Syrian refugees – the number of which was manageable at 250 individuals over five years, but was more per 1000 head of population than any other District in the entire UK. Therefore he wanted to thank the Opposition Group Leaders and Members for the contribution they made to the work of this Council because at the end of the day they all served the people of Ashford.

A recorded vote was then taken on the motion and the Members voted as follows: -

For: Councillors Adby, Apps, Barrett, Bartlett, Mrs Bell, Bell, Bennett, Bradford, Buchanan, Burgess, Chilton, Clarkson, Clokie, Dehnel, Mrs Dyer, Farrell, Feacey, Galpin, Heyes, Hicks, Koowaree, Krause, Link, Macpherson, Miss Martin, Mrs Martin, Michael, Murphy, Ovenden, Pickering, Shorter, Sims, Waters, Mrs Webb, Wedgbury, White.
Votes For 36

Against: None
Votes Against 0

Abstentions: None
Abstentions 0

Resolved:

That (i) the Budget for 2017/18 as recommended by the Cabinet in Minute No. 286 be approved.

(ii) the formal Council Tax resolutions set out below be approved.

1. It be noted that on **8th December 2016** the Cabinet calculated:
 - a) The Council Tax Base 2017/18 for the whole Council area as **44,671.7** [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")] and,
 - b) for dwellings in those parts of its area to which a Parish precept relates as in the attached **Table A**.
2. that the Council Tax requirement for the Council's own purposes for 2017/18 (excluding Parish precepts) is **£6,879,437.18 (Tables F and G)**.
3. That the following amounts be calculated for the year 2017/18 in accordance with Sections 31 to 36 of the Act:

£

- (a) 99,688,422.60 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

- (b) 91,375,059.00 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) 8,313,363.60 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
- (d) 186.10 being the amount at 3(c) above (Item R), all divided by Item T (2 above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).(**Table C**)
- (e) 1,433,926.42 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per the attached **Table B**).
- (f) 154.00 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (2 above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.(**Tables D and E**)

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Table A

Part of the Council's area (i.e. tax base for parished areas – Band D equivalent properties).

PARISH	LOCAL TAX BASE		PARISH	LOCAL TAX BASE
Aldington & Bonnington	594.45		Little Chart	128.76
Appledore	338.65		Mersham and Sevington	740.49
Bethersden	702.48		Molash	108.07
Biddenden	1,095.73		Newenden	101.97
Bilsington	145.62		Orlestone	597.25
Boughton Aluph and Eastwell	1,067.44		Pluckley	475.69
Brabourne	597.06		Rolvenden	681.00
Brook	155.02		Ruckinge	335.44
Challock	452.89		Shadoxhurst	543.13
Charing	1,306.17		Smarden	640.56
Chilham	746.22		Smeeth	360.06
Crundale (PM)	93.16		Stanhope	776.75
Egerton	501.20		Stone	201.76
Godmersham	172.62		Tenterden (TC)	3,533.93
Great Chart with Singleton	2,414.65		Warehorne	174.86
Hastingleigh	114.17		Westwell	324.58
High Halden	716.09		Wittersham	529.40
Hothfield	264.02		Woodchurch	834.75
Kenardington	107.35		Wye with Hinxhill	1,024.70
Kingsnorth	4,434.76			

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Table B

Parish Council Precepts

PARISH	Parish Precept		PARISH	Parish Precept
Aldington & Bonnington	28,515.00		Little Chart	6,000.00
Appledore	26,000.00		Mersham and Sevington	15,046.80
Bethersden	22,760.00		Molash	4,000.00
Biddenden	51,283.00		Newenden	5,020.00
Bilsington	4,230.00		Orlestone	20,390.00
Boughton Aluph and Eastwell	26,280.00		Pluckley	46,200.00
Brabourne	34,000.00		Rolvenden	25,146.62
Brook	7,070.00		Ruckinge	10,000.00
Challock	15,770.00		Shadoxhurst	15,000.00
Charing	87,098.00		Smarden	28,640.00
Chilham	26,498.00		Smeeth	22,376.00
Crundale (PM)	200.00		Stanhope	16,018.00
Egerton	18,331.00		Stone	5,500.00
Godmersham	5,430.00		Tenterden (TC)	335,700.00
Great Chart with Singleton	174,821.00		Warehorne	4,449.00
Hastingleigh	3,010.00		Westwell	15,759.00
High Halden	33,05.004		Wittersham	24,035.00
Hothfield	9,500.00		Woodchurch	22,800.00
Kenardington	4,850.00		Wye with Hinxhill	87,662.00
Kingsnorth	145,484.00			

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Table C

BILLING AUTHORITY SHARE OF COUNCIL TAX 2017/18

PARISH	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
Aldington & Bonnington	134.65	157.09	179.53	201.97	246.85	291.73	336.62	403.94
Appledore	153.86	179.50	205.14	230.78	282.06	333.34	384.64	461.56
Bethersden	124.27	144.98	165.69	186.40	227.82	269.24	310.67	372.80
Biddenden	133.87	156.18	178.49	200.80	245.42	290.04	334.67	401.60
Bilsington	122.04	142.37	162.71	183.05	223.73	264.40	305.09	366.10
Boughton Aluph and Eastwell	119.08	138.93	158.77	178.62	218.31	258.00	297.70	357.24
Brabourne	140.64	164.07	187.51	210.95	257.83	304.70	351.59	421.90
Brook	133.08	155.25	177.43	199.61	243.97	288.32	332.69	399.22
Challock	125.88	146.86	167.84	188.82	230.78	272.74	314.70	377.64
Charing	147.12	171.64	196.16	220.68	269.72	318.76	367.80	441.36
Chilham	126.34	147.40	168.45	189.51	231.62	273.73	315.85	379.02
Crundale (PM)	104.10	121.45	138.80	156.15	190.85	225.55	260.25	312.30
Egerton	127.05	148.22	169.40	190.57	232.92	275.26	317.62	381.14
Godmersham	123.64	144.25	164.85	185.46	226.67	267.88	309.10	370.92
Great Chart with Singleton	150.94	176.09	201.25	226.40	276.71	327.02	377.34	452.80
Hastingleigh	120.24	140.28	160.32	180.36	220.44	260.52	300.60	360.72
High Halden	133.44	155.68	177.92	200.16	244.64	289.12	333.60	400.32
Hothfield	126.66	147.76	168.87	189.98	232.20	274.41	316.64	379.96
Kenardington	132.79	154.92	177.05	199.18	243.44	287.70	331.97	398.36
Kingsnorth	124.54	145.30	166.05	186.81	228.32	269.83	311.35	373.62
Little Chart	133.74	156.02	178.31	200.60	245.18	289.75	334.34	401.20
Mersham and Sevington	116.22	135.58	154.95	174.32	213.06	251.79	290.54	348.64
Molash	127.34	148.57	169.79	191.01	233.46	275.90	318.35	382.02
Newenden	135.49	158.07	180.65	203.23	248.39	293.55	338.72	406.46
Orestone	125.43	146.33	167.24	188.14	229.95	271.75	313.57	376.28
Pluckley	167.42	195.32	223.22	251.12	306.92	362.72	418.54	502.24
Rolvenden	127.29	148.50	169.72	190.93	233.36	275.78	318.22	381.86
Ruckinge	122.54	142.97	163.39	183.81	224.65	265.50	306.35	367.62
Shadoxhurst	121.08	141.26	161.44	181.62	221.98	262.34	302.70	363.24
Smarden	132.48	154.55	176.63	198.71	242.87	287.02	331.19	397.42
Smeeth	144.10	168.11	192.13	216.14	264.17	312.20	360.24	432.28
Stanhope	116.42	135.82	155.22	174.62	213.42	252.22	291.04	349.24
Stone	120.84	140.98	161.12	181.26	221.54	261.82	302.10	362.52
Tenterden (TC)	166.00	193.66	221.33	248.99	304.32	359.65	414.99	497.98
Warehorne	119.63	139.57	159.50	179.44	219.31	259.19	299.07	358.88
Westwell	135.04	157.54	180.05	202.55	247.56	292.57	337.59	405.10
Wittersham	132.94	155.09	177.25	199.40	243.71	288.02	332.34	398.80
Woodchurch	120.88	141.02	161.17	181.31	221.60	261.89	302.19	362.62
Wye with Hinxhill	159.70	186.32	212.93	239.55	292.78	346.01	399.25	479.10
Unparished Area	102.67	119.78	136.89	154.00	188.22	222.44	256.67	308.00

Table D

Council Tax Charge per Band

PARISH	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
Aldington & Bonnington	1,074.20	1,253.23	1,432.26	1,611.29	1,969.35	2,327.41	2,685.49	3,222.58
Appledore	1,093.41	1,275.64	1,457.87	1,640.10	2,004.56	2,369.02	2,733.51	3,280.20
Bethersden	1,063.82	1,241.12	1,418.42	1,595.72	1,950.32	2,304.92	2,659.54	3,191.44
Biddenden	1,073.42	1,252.32	1,431.22	1,610.12	1,967.92	2,325.72	2,683.54	3,220.24
Bilsington	1,061.59	1,238.51	1,415.44	1,592.37	1,946.23	2,300.08	2,653.96	3,184.74
Boughton Aluph and Eastwell	1,058.63	1,235.07	1,411.50	1,587.94	1,940.81	2,293.68	2,646.57	3,175.88
Brabourne	1,080.19	1,260.21	1,440.24	1,620.27	1,980.33	2,340.38	2,700.46	3,240.54
Brook	1,072.63	1,251.39	1,430.16	1,608.93	1,966.47	2,324.00	2,681.56	3,217.86
Challock	1,065.43	1,243.00	1,420.57	1,598.14	1,953.28	2,308.42	2,663.57	3,196.28
Charing	1,086.67	1,267.78	1,448.89	1,630.00	1,992.22	2,354.44	2,716.67	3,260.00
Chilham	1,065.89	1,243.54	1,421.18	1,598.83	1,954.12	2,309.41	2,664.72	3,197.66
Crundale (PM)	1,043.65	1,217.59	1,391.53	1,565.47	1,913.35	2,261.23	2,609.12	3,130.94
Egerton	1,066.60	1,244.36	1,422.13	1,599.89	1,955.42	2,310.94	2,666.49	3,199.78
Godmersham	1,063.19	1,240.39	1,417.58	1,594.78	1,949.17	2,303.56	2,657.97	3,189.56
Great Chart with Singleton	1,090.49	1,272.23	1,453.98	1,635.72	1,999.21	2,362.70	2,726.21	3,271.44
Hastingleigh	1,059.79	1,236.42	1,413.05	1,589.68	1,942.94	2,296.20	2,649.47	3,179.36
High Halden	1,072.99	1,251.82	1,430.65	1,609.48	1,967.14	2,324.80	2,682.47	3,218.96
Hothfield	1,066.21	1,243.90	1,421.60	1,599.30	1,954.70	2,310.09	2,665.51	3,198.60
Kenardington	1,072.34	1,251.06	1,429.78	1,608.50	1,965.94	2,323.38	2,680.84	3,217.00
Kingsnorth	1,064.09	1,241.44	1,418.78	1,596.13	1,950.82	2,305.51	2,660.22	3,192.26
Little Chart	1,073.29	1,252.16	1,431.04	1,609.92	1,967.68	2,325.43	2,683.21	3,219.84
Mersham and Sevington	1,055.77	1,231.72	1,407.68	1,583.64	1,935.56	2,287.47	2,639.41	3,167.28
Molash	1,066.89	1,244.71	1,422.52	1,600.33	1,955.95	2,311.58	2,667.22	3,200.66
Newenden	1,075.04	1,254.21	1,433.38	1,612.55	1,970.89	2,329.23	2,687.59	3,225.10
Orlestone	1,064.98	1,242.47	1,419.97	1,597.46	1,952.45	2,307.43	2,662.44	3,194.92
Pluckley	1,106.97	1,291.46	1,475.95	1,660.44	2,029.42	2,398.40	2,767.41	3,320.88
Rolvenden	1,066.84	1,244.64	1,422.45	1,600.25	1,955.86	2,311.46	2,667.09	3,200.50
Ruckinge	1,062.09	1,239.11	1,416.12	1,593.13	1,947.15	2,301.18	2,655.22	3,186.26
Shadoxhurst	1,060.63	1,237.40	1,414.17	1,590.94	1,944.48	2,298.02	2,651.57	3,181.88
Smarden	1,072.03	1,250.69	1,429.36	1,608.03	1,965.37	2,322.70	2,680.06	3,216.06
Smeeth	1,083.65	1,264.25	1,444.86	1,625.46	1,986.67	2,347.88	2,709.11	3,250.92
Stanhope	1,055.96	1,231.96	1,407.95	1,583.94	1,935.92	2,287.90	2,639.91	3,167.88
Stone	1,060.39	1,237.12	1,413.85	1,590.58	1,944.04	2,297.50	2,650.97	3,181.16
Tenterden (TC)	1,105.55	1,289.80	1,474.06	1,658.31	2,026.82	2,395.33	2,763.86	3,316.62
Warehorne	1,059.18	1,235.71	1,412.23	1,588.76	1,941.81	2,294.87	2,647.94	3,177.52
Westwell	1,074.59	1,253.68	1,432.78	1,611.87	1,970.06	2,328.25	2,686.46	3,223.74
Wittersham	1,072.49	1,251.23	1,429.98	1,608.72	1,966.21	2,323.70	2,681.21	3,217.44
Woodchurch	1,060.43	1,237.16	1,413.90	1,590.63	1,944.10	2,297.57	2,651.06	3,181.26
Wye with Hinxhill	1,099.25	1,282.46	1,465.66	1,648.87	2,015.28	2,381.69	2,748.12	3,297.74
Unparished Area	1,042.22	1,215.92	1,389.62	1,563.32	1,910.72	2,258.12	2,605.54	3,126.64

Table E

Breakdown of Council Tax per authority

Precepting Authority	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
Ashford Borough Council	102.67	119.78	136.89	154.00	188.22	222.44	256.67	308.00
Kent County Council	785.88	916.86	1,047.84	1,178.82	1,440.78	1,702.74	1,964.70	2,357.64
Police and Crime Commissioner for Kent	104.77	122.23	139.69	157.15	192.07	226.99	261.92	314.30
Kent and Medway Towns Fire Authority	48.90	57.05	65.20	73.35	89.65	105.95	122.25	146.70

Table F

CALCULATION OF THE BUDGET REQUIREMENT AND COUNCIL TAX AT BAND D		
	£	£
Gross Expenditure - General Fund	64,778,246.18	
Gross Expenditure - HRA	33,476,250.00	
Parish Precepts	<u>1,433,926.42</u>	99,688,422.60
Less Gross Income	(82,964,610.00)	(82,964,610.00)
NET EXPENDITURE		<u>16,723,812.60</u>
Surplus Distribution from Collection Fund	(200,000.00)	
New Homes Bonus	(3,394,889.00)	
Retained Business Rates	(3,666,600.00)	
Government Grant (RSG and S31 grants)	<u>(1,148,960.00)</u>	(8,410,449.00)
BUDGET REQUIREMENT		<u>8,313,363.60</u>
Less Parish Precepts		(1,433,926.42)
Council Tax Requirement		<u><u>6,879,437.18</u></u>
Council Tax Base		44,671.67
Band 'D' Council Tax		154.00
Average including Parishes		186.10

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Table G

REVENUE BUDGET				
SUMMARY				
Actuals 2015/16 £	Budget 2016/17 £	Projected Outturn 2016/17 £	Detail	Estimate 2017/18 £
1,257,747	1,270,720	1,360,180	Corporate & Strategy	1,375,250
1,237,036	1,380,320	1,449,310	Legal & Democratic	1,361,440
2,128,990	1,983,050	1,886,620	Planning & Development	1,937,930
845,169	2,554,620	2,538,580	Financial Services	2,643,320
181,637	291,010	351,990	HR, Communications and Technology	433,210
769,142	915,720	823,770	Housing Services	654,790
393,553	838,400	671,340	Health, Parking & Community Safety	516,490
4,714,705	4,963,150	4,736,900	Environment and Customer Services	4,909,440
(1,375,820)	(1,500,070)	(1,336,680)	Corporate Property & Projects	(1,399,390)
3,095,743	2,713,130	2,839,460	Cultural Services	2,972,040
13,247,902	15,410,050	15,321,470	Service Expenditure	15,404,520
(2,340,864)	(1,475,830)	(2,058,080)	Capital Charges & Net Interest	(2,032,910)
40,190	30,260	30,260	Concurrent Functions Grant	30,260
241,098	241,000	241,000	Levies	250,000
3,632,509	1,316,670	1,991,670	Contribution to Balances	1,319,041
14,820,834	15,522,150	15,526,320	ABC Budget Requirement	14,970,911
			Income	
(2,114,651)	(1,269,920)	(1,269,920)	Government Grant	(615,360)
(2,281,862)	(3,410,410)	(3,410,410)	Retained Business Rates	(3,422,120)
(933,921)	(538,000)	(538,000)	Business Rates S31 Grants	(500,000)
(3,150,387)	(3,782,820)	(3,782,820)	New Homes Bonus	(3,394,891)
41,280	41,500	41,500	Parish CTS Payment	40,900
0	0	0	Collection Fund Surplus	(200,000)
(6,352,539)	(6,562,500)	(6,562,500)	Council Tax	(6,879,440)
28,754	0	4,170	Budget Gap	0

311 Appointments Committee – 21st December 2016

Resolved:

That the Minutes of the Meeting of the Appointments Committee held on the 21st December 2016 be received and noted.

312 Standards Committee – 31st January 2017

Resolved:

That the Minutes of the Meeting of the Standards Committee held on the 31st January 2017 be received and noted.

313 Annual Report of the Council's Monitoring Officer 2016

Resolved:

That the Annual Report of the Council's Monitoring Officer be received and noted.

314 Programme of Meetings 2017/18 and 2018/19

Resolved:

That the Programme of Meetings for 2017/18 and 2018/19 as appended to these Minutes be adopted.

315 Changes to Committee Membership – Appointments Committee

Resolved:

- That**
- (i) Councillors Mrs Dyer and Pickering replace Councillors Powell and Bell respectively as Members of the Appointments Committee.**
 - (ii) Councillor Clokie be appointed as Vice-Chairman of the Appointments Committee for the remainder of this Municipal Year.**

(DS)

MINS:

DATES OF MEETINGS MAY 2017 - MAY 2018

Meetings are usually held at the Civic Centre and start at 7.00pm unless otherwise stated

MAY 2017

M 1 **BANK HOLIDAY**
 Tu 2 Selection & CR
 7.30pm
 W 3
 Th 4 **KCC ELECTIONS**
 F 5
 M 8
 Tu 9
 W 10
 Th 11 Cabinet
 F 12
 M 15
 Tu 16
 W 17 Planning
 Council
 Th 18
 F 19

M 22
 Tu 23 O&S
 W 24
 Th 25
 F 26

M 29 **BANK HOLIDAY**
 Tu 30
 W 31

JUNE 2017

Th 1
 F 2
 M 5
 Tu 6
 W 7
 Th 8 Cabinet
 F 9
 M 12
 Tu 13 Joint Transportation
 W 14
 Th 15 Audit
 F 16
 M 19
 T 20
 W 21 Planning
 Th 22
 F 23
 M 26
 T 27 O&S
 W 28
 Th 29
 F 30

JULY 2017

M 3
 Tu 4
 W 5
 Th 6 JCC 2.30pm
 F 7
 M 10

Tu 11 Audit
 W 12
 Th 13 Cabinet
 F 14
 M 17
 Tu 18
 W 19 Planning
 Council
 Th 20
 F 21

M 24
 T 25 O&S
 W 26
 Th 27
 F 28

M 31

AUGUST 2017

Tu 1
 W 2
 Th 3
 F 4

M 7
 Tu 8
 W 9
 Th 10 Cabinet
 F 11

M 14
 Tu 15
 W 16 Planning
 Th 17
 F 18

M 21
 Tu 22 O&S
 W 23
 Th 24
 F 25

M 28 **BANK HOLIDAY**
 Tu 29
 W 30
 Th 31

SEPTEMBER 2017

F 1

M 4
 Tu 5
 W 6
 Th 7 JCC 2.30pm
 F 8

M 11
 Tu 12 Joint Transportation
 W 13
 Th 14 Cabinet
 F 15

M 18
 Tu 19
 W 20 Planning
 Th 21

F 22
 M 25
 Tu 26 O&S
 W 27
 Th 28 Audit
 F 29

OCTOBER 2017

M 2
 Tu 3
 W 4
 Th 5
 F 6

M 9
 Tu 10
 W 11
 Th 12 Cabinet
 F 13

M 16
 Tu 17
 W 18 Planning
 Council
 Th 19
 F 20

M 23
 Tu 24 O&S
 W 25
 Th 26
 F 27

M 30
 Tu 31

NOVEMBER 2017

W 1
 Th 2 JCC 2.30pm
 F 3

M 6
 Tu 7
 W 8
 Th 9 Cabinet
 F 10

M 13
 Tu 14
 W 15 Planning
 Th 16
 F 17

M 20
 Tu 21
 W 22
 Th 23
 F 24

M 27
 Tu 28 O&S
 W 29
 Th 30

DECEMBER 2017

F 1
M 4
Tu 5 Audit
W 6
Th 7 Cabinet
F 8
M 11
Tu 12 Joint Transportation
W 13 Planning
Th 14 Council
F 15
M 18
Tu 19 O&S
W 20
Th 21
F 22
M 25 **BANK HOLIDAY**
Tu 26 **BANK HOLIDAY**
W 27 **OFFICES CLOSED**
Th 28
F 29

JANUARY 2018

M 1 **BANK HOLIDAY**
Tu 2
W 3
Th 4 JCC 2.30pm
F 5
M 8
Tu 9
W 10
Th 11 Cabinet
F 12
M 15
Tu 16 Licensing & H&S 10am
W 17 Planning
Th 18
F 19
M 22
Tu 23 O&S
W 24
Th 25
F 26
M 29
Tu 30
W 31

FEBRUARY 2018

Th 1
F 2
M 5
Tu 6 Standards
W 7
Th 8 Cabinet
F 9
M 12
Tu 13
W 14 Planning

Th 15 Council (C Tax)
F 16

M 19
Tu 20
W 21
Th 22
F 23
M 26
Tu 27 O&S
W 28

MARCH 2018

Th 1 JCC 2.30pm
F 2
M 5
Tu 6
W 7
Th 8 Cabinet
F 9
M 12
Tu 13 Joint Transportation
W 14 Planning
Th 15
F 16

M 19
Tu 20 Audit
W 21
Th 22
F 23

M 26
Tu 27 O&S
W 28
Th 29
F 30 **GOOD FRIDAY**

APRIL 2018

M 2 **EASTER MONDAY**
Tu 3
W 4
Th 5
F 6
M 9
Tu 10
W 11
Th 12 Cabinet
F 13
M 16
Tu 17
W 18 Planning
Th 19 Council
F 20

M 23
Tu 24 O&S
W 25
Th 26
F 27

M 30

MAY 2018

Tu 1 Selection & CR
W 2
Th 3 JCC 2.30pm
F 4

BANK HOLIDAY

M 7
Tu 8
W 9
Th 10 Cabinet
F 11

M 14
Tu 15
W 16
Th 17 Council
F 18

M 21
Tu 22 O&S
W 23 Planning
Th 24
F 25

BANK HOLIDAY

M 28
Tu 29
W 30
Th 31

KEY

O&S Overview and Scrutiny
JCC Joint Consultative Committee
= School Holidays

C
160217

MAY 2018

Tu 1 Selection & CR
W 2
Th 3 JCC 2.30pm
F 4

M 7 **BANK HOLIDAY**
Tu 8
W 9
Th 10 Cabinet
F 11

M 14
Tu 15
W 16
Th 17 Council
F 18

M 21
Tu 22 O&S
W 23 Planning
Th 24
F 25

M 28 **BANK HOLIDAY**
Tu 29
W 30
Th 31

JUNE 2018

F 1

M 4
Tu 5
W 6
Th 7
F 8

M 11
Tu 12 Joint Transportation
W 13
Th 14 Cabinet
F 15

M 18
Tu 19 Audit
W 20 Planning
Th 21
F 22

M 25
T 26 O&S
W 27
Th 28
F 29

JULY 2018

M 2
Tu 3
W 4
Th 5 JCC 2.30pm
F 6

M 9
Tu 10 Audit
W 11
Th 12 Cabinet
F 13

M 16
Tu 17
W 18 Planning
Th 19 Council
F 20

M 23
Tu 24 O&S
W 25
Th 26
F 27

M 30
T 31

AUGUST 2018

W 1
Th 2
F 3

M 6
Tu 7
W 8
Th 9 Cabinet
F 10

M 13
Tu 14
W 15 Planning
Th 16
F 17

M 20
Tu 21
W 22
Th 23
F 24

M 27 **BANK HOLIDAY**
Tu 28 O&S
W 29
Th 30
F 31

SEPTEMBER 2018

M 3
Tu 4
W 5
Th 6 JCC 2.30pm
F 7

M 10
Tu 11 Joint Transportation
W 12
Th 13 Cabinet
F 14

M 17
Tu 18
W 19 Planning
Th 20
F 21

M 24
Tu 25 O&S
W 26
Th 27 Audit
F 28

OCTOBER 2018

M 1
Tu 2
W 3
Th 4
F 5

M 8
Tu 9
W 10
Th 11 Cabinet
F 12

M 15
Tu 16
W 17 Planning
Th 18 Council
F 19

M 22
Tu 23 O&S
W 24
Th 25
F 26

M 29
Tu 30
W 31

NOVEMBER 2018

Th 1 JCC 2.30pm
F 2

M 5
Tu 6
W 7
Th 8 Cabinet
F 9

M 12
Tu 13
W 14 Planning
Th 15
F 16

M 19
Tu 20
W 21
Th 22
F 23

M 26
Tu 27 O&S
W 28
Th 29
F 30

DECEMBER 2018

M 3
Tu 4 Audit
W 5
Th 6 Cabinet
F 7

M 10
Tu 11 Joint Transportation
W 12 Planning
Th 13 Council
F 14

M 17
Tu 18 O&S
W 19
Th 20
F 21

M 24 OFFICES CLOSED
Tu 25 **CHRISTMAS DAY**
W 26 **BOXING DAY**
Th 27
F 28

M 31

JANUARY 2019

Tu 1 **BANK HOLIDAY**
W 2
Th 3 JCC 2.30pm
F 4

M 7
Tu 8
W 9
Th 10 Cabinet
F 11

M 14
Tu 15 Licensing & H&S 10am
W 16 Planning
Th 17
F 18

M 21
Tu 22 O&S
W 23
Th 24
F 25

M 28
Tu 29
W 30
Th 31

FEBRUARY 2019

F 1

M 4
Tu 5 Standards
W 6
Th 7
F 8

M 11
Tu 12
W 13
Th 14 Cabinet

F 15

M 18
Tu 19
W 20 Planning
Th 21 Council (C Tax)
F 22

M 25
Tu 26 O&S
W 27
Th 28

MARCH 2019

F 1

M 4
Tu 5
W 6
Th 7 JCC 2.30pm
F 8

M 11
Tu 12 Joint Transportation
W 13
Th 14 Cabinet
F 15

M 18
Tu 19 Audit
W 20 Planning
Th 21
F 22

M 25
Tu 26 O&S
W 27
Th 28
F 29

APRIL 2019

M 1
Tu 2
W 3
Th 4
F 5

M 8
Tu 9
W 10
Th 11 Cabinet
F 12

M 15
Tu 16
W 17 Planning
Th 18
F 19 **GOOD FRIDAY**

M 22 **EASTER MONDAY**
Tu 23
W 24
Th 25 Council
F 26

M 29
T 30 O&S

MAY 2019

W 1
Th 2 **ABC Elections**
F 3

M 6 **BANK HOLIDAY**
Tu 7
W 8
Th 9
F 10

M 13
Tu 14
W 15
Th 16
F 17

M 20
Tu 21 Selection & CR
W 22
Th 23
F 24

M 27 **BANK HOLIDAY**
Tu 28
W 29
Th 30 Council
F 31

KEY	
O&S	Overview and Scrutiny
JCC	Joint Consultative Committee

 School Holidays

Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **9th March 2017**.

Present:

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman);

Cllrs. Mrs Bell, Bennett, Mrs Blanford, Bradford, Clokie, Galpin, Knowles, Shorter.

Also Present:

Cllrs. Buchanan, Burgess, Chilton, Heyes, Hicks, Link, Michael, Ovenden, Wedgbury.

Chief Executive, Corporate Director (Law and Governance), Head of Finance, Head of HR, Communications and Technology, Head of Housing, Communications Officer, Senior Member Services Officer.

327 Minutes

Resolved:

That the Minutes of the Meeting of the Cabinet held on the 9th February 2017 be approved and confirmed as a correct record.

328 Renewing Existing Housing Assistance Policy and Adopting Fuel Poverty Strategy

The report advised that the Council was required to set out its policy on grant assistance for home owners and tenants in a Housing Renewal Policy and an updated policy was presented which removed obsolete clauses and clarified the grant funding available. In addition, the Council was required to have a fuel poverty strategy and the report recommended adopting the Kent Wide strategy called "Delivering Affordable Warmth – A Fuel Poverty Strategy for Kent."

The Portfolio Holder endorsed the recommendations in the report and said it was sensible to adopt the Kent Wide Fuel Poverty Strategy.

Resolved:

That (i) the renewed Housing Assistance Policy at Appendix 1 to the report be approved.

- (ii) **the Kent Wide Fuel Poverty Strategy – “A Fuel Poverty Strategy for Kent” at Appendix 2 to the report be adopted.**
- (iii) **an option for Relocation Grants, set at a maximum of £7,000 per case as an alternative to a disabled facilities grant, be included within the Housing Assistance Policy where it provides a more appropriate solution for a disabled applicant.**

329 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 – Statement of Principles

The report sought approval to implement a statement of principles under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 which would allow the Council to address fire safety and prevent incidents of carbon monoxide poisoning within the private rented sector. The Portfolio Holder advised that implementing the statement would allow the Council to issue fixed penalty notices of up to £5,000 for landlords who failed to provide smoke and carbon monoxide alarms within their rented properties in accordance with the Regulations. He advocated the importance of such alarms and urged all colleagues to consider the provision in their own homes.

In response to a question the Head of Housing advised that the Council had regular communications with landlords and the statement of principles would be widely publicised with them. Details of non-compliance and fines issued could be included within the quarterly Housing performance reports.

Resolved:

That the Statement of Principles at Appendix 2 to the report be approved.

330 Permanent Appointment of Chief Executive/Head of Paid Service

The Chief Executive left the Council Chamber during consideration of this report.

The report advised that the Appointments Committee had recommended that the Interim Chief Executive be made an offer of permanent appointment to the role of Chief Executive/Head of Paid Service. This would be considered at the Council meeting on the 20th April 2017. In accordance with Regulations and the Council's Constitution the report invited Cabinet Members to consider the matter.

The Chairman confirmed that on behalf of Cabinet he was happy to report that the Members individually and collectively had no objection to the making of said offer. Indeed the offer had their full support and backing.

Resolved:

That the Cabinet receive and note the recommendation of the Appointments Committee to Council that the current Interim Chief Executive be appointed

permanently to the Chief Executive/Head of Paid Service role and confirm that neither the Leader of the Council nor any Member of the Cabinet has any objection to the making of said offer, indeed the offer had their full support and backing.

331 Ashford Strategic Delivery Board – 27th January 2017

Resolved:

That the Notes of the Meeting of the Ashford Strategic Delivery Board held on the 27th January 2017 be received and noted.

332 Schedule of Key Decisions to be Taken

Resolved:

That the latest Schedule of Key Decisions as set out within the report be received and noted.

Queries concerning these Minutes? Please contact Danny Sheppard:
Telephone: 01233 330349 Email: danny.sheppard@ashford.gov.uk
Agendas, Reports and Minutes are available on: www.ashford.gov.uk/committees

Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **6th April 2017**.

Present:

Cllr. Bell (Vice-Chairman in the Chair);

Cllrs. Mrs Bell, Bennett, Mrs Blanford, Clokie, Galpin, Knowles, Shorter.

Apologies:

Cllrs. Bradford, Clarkson, Link.

Also Present:

Cllrs. Barrett, Buchanan, Burgess, Hicks, Ovenden, Smith.

Chief Executive, Corporate Director (Law and Governance), Director of Development, Head of HR, Communications and Technology, Head of Housing, Accountancy Manager, Communications Officer, Senior Member Services Officer.

367 Declarations of Interest

Councillor	Interest	Minute No.
Smith	Made a Voluntary Announcement as he was a retired Unison member.	369

368 Minutes

Resolved:

That the Minutes of the Meeting of the Cabinet held on the 9th March 2017 be approved and confirmed as a correct record.

369 Pay Policy Statement – Annual Review

The Portfolio Holder introduced the report which advised that the Council was required to publish an Annual Pay Policy Statement by the Localism Act 2011. The report advised that this year's review would ensure the current statement was up to date and reflected the Council's approach to pay. The Council also took this annual review as an opportunity to review the rates of the Ashford Living Wage Allowance (ALWA) and the Ashford Apprentice Wage Allowance (AAWA). The report therefore made recommendations on rates for the 2017/18 allowances.

A Member said he was concerned that the ALWA had been maintained at £8.00 per hour rather than being raised in line with other allowances. Whilst he understood that this was still 50 pence higher than the Statutory National Living Wage (which had risen from £7.20 to £7.50 per hour), he considered that everybody deserved a pay rise, however modest, particularly the lowest paid staff. The Vice-Chairman in the Chair said that whilst the comments were noted, it was important to note that the Council had already committed to its lowest paid staff by paying above the minimum rate and whilst it did only affect a small number of staff, any detour from the agreed mechanism could be a dangerous route to take. It was also noted that at the Joint Consultative Committee, the Employees' Side Representatives had been appreciative of the nature of this year's pay award and there had been broad acceptance of the mechanism applied.

Resolved:

- That**
- (i) the Pay Policy Statement be approved.**
 - (ii) the Ashford Living Wage Allowance be maintained at £8.00 for 2017/18.**
 - (iii) the Ashford Apprentice Wage Allowance be maintained at 15 pence per hour over the National Minimum Wage rate applicable to the age of the apprentice.**
 - (iv) the forthcoming legislation that will impact on the Council's Pay Policy be noted.**

370 Major Projects Progress Review

The Portfolio Holder introduced the report and advised that at the mid-way point of the Council's agreed Corporate Plan 2015-2020, it was a good opportunity to take stock of progress on key projects and set the direction for future work. As well as providing an update on the 'Big 8' projects, the report also included updates on other strategic projects within the Delivery Programme which contributed to the Council's four Corporate Plan priorities. Also highlighted in the report were upcoming projects that were expected to be included in the Programme in the second half of the Corporate Plan period. The Portfolio Holder noted that what the Council had already achieved with regard to its major projects was quite remarkable and he wanted to acknowledge and thank the staff involved who had excelled in taking on such a large task. He said this process was a significant investment in Ashford and a catalyst to encourage others to invest in Ashford and was future proofing the health of the Borough.

Other Members said they agreed with the Portfolio Holder's comments and wished to congratulate the Council's Officers for all they had achieved thus far.

In response to a question the Portfolio Holder advised that plans for the Ashford International Model Railway and Exhibition Centre (AIMREC) were still on course. The site at Klondyke had been deemed unviable due to contaminated land, but the Council would be assisting the AIMREC Trustees to identify a suitable site.

Resolved:

- That**
- (i) the current Delivery Programme be endorsed and the current progress of the projects within the Programme be noted.**
 - (ii) the substantial progress made in delivering key projects over the last two years be noted.**
 - (iii) the 'working list' of emerging projects that support the Council's priorities be endorsed and this be the focus for activity over the next two years.**
 - (iv) the earmarking of £200,000 of reserves to support the Lottery bid for improvements to Victoria Park be approved.**

371 Senior Management Team Structure

The report proposed a revised senior management structure for the Council. The proposed structure sought to further enhance cross functional working, improve resilience, increase capacity at senior levels and improve the drive for the Authority to take a more commercial approach in the delivery of public services.

Resolved:

That the new senior management team structure detailed at Appendix 2 to the report be approved.

Recommended:

That the pension costs set out at Appendix 5 to the report be approved and that the pension monies are released in the event that staff at risk cannot be re-deployed.

372 Pluckley Neighbourhood Plan

The Portfolio Holder introduced the report which advised that at the end of last year the Pluckley Neighbourhood Plan was the subject of an independent examination and, subject to a number of amendments, was considered suitable to progress to a local referendum. On 9th March 2017 the amended and final version of the Neighbourhood Plan was subject to a local referendum in the Parish and 88.2% of those who voted did so in favour of the Plan. Following the successful referendum it was now the Local Planning Authority's responsibility to formally 'make' (adopt) the Plan, which would confer full Development Plan status for decision making purposes. This must be agreed by Full Council so the report asked Cabinet to endorse the Plan and recommend Council 'make' it.

Members said it was no mean feat to get to this stage and there had been Neighbourhood Plans rejected in other areas so it was easy to get the process

wrong. The successful outcome was testament to the years of hard work of the Parish Council and this Council's Planning Officers. Indeed Pluckley Parish Council had asked that their thanks for the support of the Planning team be recorded and Members said they echoed those sentiments.

Recommended:

That Full Council 'make' the Pluckley Neighbourhood Plan in accordance with Section 38A(4) of the Planning and Compulsory Purchase Act 2004.

373 Response to the Government's Housing White Paper

The Portfolio Holder introduced the report which comprised the Council's response to the main points arising from the recently published Housing White Paper – 'Fixing Our Broken Housing Market'. It highlighted and addressed those matters which may potentially have significant implications for the Local Plan and housing delivery through the planning system generally. The report also set out comments on main topic issues which would comprise a formal response to the Government and he drew attention to recommendation (ii) which delegated authority to the Portfolio Holder and the Head of Planning Policy and Economic Development to finalise the response to Government by the consultation deadline of 2nd May 2017.

A Member said he wanted to give credit to the Policy Planner who had written the report as he had clearly addressed all of the important issues.

Resolved:

- That**
- (i) the summary of the Housing White Paper be noted and the comments in respect of the key points set out within the report be agreed as the basis of a response back to Government by the consultation deadline of 2nd May 2017.**
 - (ii) delegated authority be granted to the Portfolio Holder for Planning and the Head of Planning Policy and Economic Development to finalise the response to Government.**
 - (iii) it be noted that the Council has formally accepted the offer from Government of a 20% increase in planning application fees.**

374 Local Plan and Planning Policy Task Group – 23rd February 2017

Resolved:

That the Notes of the Meeting of the Local Plan and Planning Policy Task Group held on the 23rd February 2017 be received and noted.

375 Joint Transportation Board – 14th March 2017

Resolved:

That the Minutes of the Meeting of the Joint Transportation Board held on the 14th March 2017 be received and noted.

376 Schedule of Key Decisions to be Taken

Resolved:

That the latest Schedule of Key Decisions as set out within the report be received and noted.

Queries concerning these Minutes? Please contact Danny Sheppard:
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Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room No.1, Civic Centre, Tannery Lane, Ashford on the **9th February 2017**.

Present:

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman)

Cllrs. Clokie, Mrs Dyer, Koowaree

In accordance with Procedure Rule 1.2 (iii) Councillor Mrs Dyer attended as a substitute member for Councillor Powell.

Apologies:

Cllrs. Chilton, Ovenden, Powell.

Also Present:

Cllrs. Mrs Bell, Bennett.

Chief Executive, Director of Development, Head of HR, Communications and Technology, Human Resources Manager, Personnel Adviser, Recruitment, Member Services Manager.

278 Minutes

Resolved:

That the Minutes of the meeting of this Committee held on the 21st December 2016 be approved and confirmed as a correct record.

279 Permanent Appointment of Chief Executive/Head of Paid Service

Further to the temporary secondment of the Director of Operations into the Interim Chief Executive post, the report dealt with the possible permanent appointment of the interim post holder to the post of Chief Executive/Head of Paid Service. The paper also sought approval for the Job Description and remuneration package for the Chief Executive role.

The Chief Executive left the meeting during consideration of this item.

The Chairman advised that if the Committee were minded to agree the recommendations they would be reported to the Cabinet meeting in March and then considered by Full Council on 20th April.

The Head of HR, Communications and Technology agreed to submit a copy of the proposed management restructure to a future meeting of the Committee.

Recommended:

- That**
- (i) the current Interim Chief Executive be appointed into the permanent Chief Executive/Head of Paid Service role.**
 - (ii) the remuneration package and Job Description for the post of Chief Executive be approved.**
 - (iii) it be noted that some structural changes recommended by the Chief Executive would be considered by the Cabinet in April to ensure capacity at senior level.**

280 Exclusion of the Public

Resolved:

That pursuant to Section 100A(4) of the Local Government Act 1972 as amended the public be excluded from the meeting during consideration of the following items as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to the appropriate paragraph of Schedule 12A of the Act.

Minute No.	Agenda Item Heading	Relevant Paragraph of Schedule 12A
281	Appointment of the Head of Planning and Development	1
282	Appointment of the Head of Environmental Services - Shortlisting	1

281 Appointment of the Head of Planning and Development

The report sought approval for the Job Description, person specification, remuneration package and recruitment advertisement for the post of Head of Planning and Development and made recommendations on the recruitment process.

The Director of Development agreed to produce a long list of candidates for the Committee to shortlist on 6th April 2017.

The Committee agreed the proposals set out within the report subject to an increase in the relocation package for the post from £5,000 to £10,000.

Resolved:

- That**
- (i) the Job Description, person specification and job advertisement for the Head of Planning and Development Services be approved, subject to an increase in the relocation package for the post from £5,000 to £10,000.**
 - (ii) the job be advertised in the Planning Magazine and online as well as the Council's website and any other suitable cost-free online sites.**
 - (iii) the remuneration package and conditions of employment as outlined in the report be approved.**
 - (iv) the recruitment process and timetable be approved.**
 - (v) the Chairman of the Appointments Committee together with the Director of Development "sign off" the final recruitment advertisement for publication.**
 - (vi) the shortlisting meeting be held on Thursday 6th April at 4.00 pm in Committee Room 1 (Fougères Room).**

282 Appointment of the Head of Environmental Services

The Committee considered the applications submitted for the post of Head of Environmental Services.

The Committee selected applicant numbers:- 6, 7, 15, 17 and 30 for the purpose of the interview.

Resolved:

- That**
- (i) five candidates, for the post of Head of Environmental Services be interviewed by the Committee; applicant numbers 6, 7, 15, 17 and 30.**
 - (ii) the interviews by the Committee be held on 22nd February 2017 in Committee Room 1, commencing at 8.45am.**

(KRF/AEH)

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Telephone: 01233 330564 Email: keith.fearon@ashford.gov.uk
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Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room No.1, Civic Centre, Tannery Lane, Ashford on the **22nd February 2017.**

Present:

Cllr. Clarkson (Chairman)
Cllr. Clokie (Vice Chairman)

Cllrs. Mrs Dyer, Koowaree, Pickering.

Apologies:

Cllr. Chilton.

Also Present:

Cllr. Mrs Bell

Chief Executive

HR Manager – introduction and conclusion to the meeting only.

316 Exclusion of the Public

Resolved:

That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of the following item, namely Appointment of the Head of Environmental Services, as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to Paragraph 1 of Part 1 of Schedule 12A of the Act where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

317 Appointment of the Head of Environmental Services

The Committee considered the applications of the five candidates short-listed for the above post.

The Chairman commented that the standard of applications had been very high and that this should be communicated to those candidates who were not successful.

Resolved:

That candidate No.6 be offered the post of Head of Environmental Services, subject to:-

- (i) consultation with the Cabinet in accordance with General Procedure Rule – Appendix 3 – Procedural Decisions Relating to Committees – F (4) (b) and the Local Authorities (Standing Orders) (England) Regulations 2001.**
- (ii) the Corporate Director (Law and Governance) confirming that the procedure referred to in (i) above has been completed with no outstanding objections.**

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Appointments Committee

Minutes of a Meeting of the Appointments Committee held in Committee Room 2, Civic Centre, Tannery Lane, Ashford on the **4th April 2017**.

Present:

Cllr. Clarkson (Chairman);
Cllr. Clokie (Vice-Chairman);

Cllrs. Mrs Dyer, Pickering.

Apologies:

Cllr. Chilton.

Also Present:

Chief Executive, Director of Development, Director of Law and Governance, Head of HR, Communications and Technology, Human Resources Manager, Personnel Advisor - Recruitment, Member Services and Ombudsman Complaints Officer.

362 Declarations of Interest

Cllr. Clarkson made a Voluntary Announcement as in the past he had worked with one of the consultancy agencies named in the report by the Head of HR, Communications and Technology in relation to recruitment proposals.

363 Minutes

Resolved:

That the Minutes of the Meetings of this Committee held on the 9th February 2017 and 22nd February 2017 be approved and confirmed as a correct record.

364 Exclusion of the Public

Resolved:

That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of the following item, namely the Update on Head of Planning & Development Recruitment and Recruitment of Director of Finance & Economy, Head of Legal & Democratic Services, and Head of Policy, Economic Development & Communications, as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to paragraphs 2 and 3 of Schedule 12A of the Act, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

365 Update on Head of Planning and Development recruitment and recruitment of Director of Finance & Economy, Head of Legal & Democratic Services, Head of Policy, Economic Development & Communications

The Chairman advised that the recent recruitment exercise for the role of Head of Planning and Development had not attracted a sufficiently wide response. Members agreed that the recruitment to this post should be included in the proposals for filling the other vacant posts under discussion.

With regard to the proposed remuneration packages for the vacant posts, Members recognised that it would be important to take advice from recruitment consultants on market remuneration levels for similar posts. Therefore, Members agreed to the proposed remuneration packages, subject to any further advice from appropriate consultants. The Head of HR, Communications and Technology advised that the Council could offer a market supplement, where necessary and justified.

Timings of the proposed dates in the process to select a recruitment consultant were brought forward, with consultants having a two week period to prepare submissions. The following amended dates were agreed:

Table 3: Proposed process to select a consultant to assist	
5 April 2017	Contact a range of suppliers to invite them to a 'market day' on w/c 24 April 2017.
w/c 10 April 2017	Contract advertised on South East Business Portal.
w/c 17 April 2017	Market day to allow prospective consultants to fact find about the council and the roles in order to prepare a proposal for the council to consider.
w/c 1st May 2017	Submission deadline (start of week). Assessment of submissions using advertised shortlist criteria.
w/c 8th May 2017	Highest scoring top three consultants invited to give a presentation to delegated group (end of week).
w/c 15th May 2017	Consultant appointment and kick-off meeting.
	Recruitment commencement and subsequent programme dependent on advice from consultants.

It was agreed that, in principle, there was no reason to have only one consultant for all four posts, and that the posts could be divided between consultants with specific skills and client bases, as appropriate. This would be considered further at the appropriate time.

Members agreed it may be possible to shortlist more than one post per meeting, based on the assumption that the consultants would provide a good shortlist, and that Members were furnished with the necessary paperwork well in advance.

The Head of HR, Communications and Technology advised that the Council would arrange a Market Day at which prospective consultants would be provided with information regarding the context of the vacancies and the Council's aims and aspirations for these posts. This would include a presentation, question and answer session, exhibition stands, access to corporate publications and videos, and an opportunity for 1-1 discussion. Consultants would be advised that the Council wanted this recruitment drive to take place promptly.

One of the Members asked for some minor text changes to be made to the job descriptions on pages 9 and 21 of the agenda.

Members agreed to delegate to the Chief Executive, the Head of HR, Communications and Technology, and nominated Members of the Appointments Committee the selection of the successful consultant(s). It was not considered essential that Directors should be involved at this time.

Resolved:

- I. To note the decision not to provide the Committee with a longlist for the Head of Planning & Development.**
- II. To approve the package, job description and person specification for the Head of Legal & Democratic Services, Head of Policy, Economic Development & Communications, and Director of Finance & Economy, subject to any further advice on remuneration packages from appropriate recruitment consultants. [Subject to Cabinet approval of the proposed senior management structure on 6 April 2017, and Council's appointment of the Chief Executive on 20 April 2017].**
- III. That the Committee approve using a specialist recruitment consultant to manage and advise on the recruitment to the Head of Legal & Democratic Services, Head of Policy, Economic Development & Communications, Director of Finance & Economy and Head of Planning & Development posts.**
- IV. That the Committee delegate to the Chief Executive in consultation with the Head of HR, Communications and Technology, and those Members of the Appointments Committee present at this meeting, the selection of the consultant(s) to ensure as expedient a process as possible.**

366 Senior Management Restructure

Members noted the proposals for the senior management restructure. It was also noted that the Head of Finance would be responsible for IT, and that the post would now be entitled Head of Finance and IT.

Selection & Constitutional Review Committee

Minutes of a Meeting of the Selection & Constitutional Review Committee held in Committee Room No.1 (Fougères Room), Civic Centre, Tannery Lane, Ashford on the **9th March 2017**.

Present:

Cllr. Clarkson (Chairman);

Cllr. Bell (Vice-Chairman);

Cllrs. Mrs Bell, Bennett, Burgess, Galpin, Mrs Martin, Murphy, Ovenden, Shorter.

Also Present:

Cllr. Chilton.

Senior Solicitor (Strategic Development), Senior Member Services Officer.

323 Declarations of Interest

Councillor	Interest	Minute No.
Clarkson	Made a Voluntary Announcement as a Director of the ABC Property Company.	325
Shorter	Made Voluntary Announcements as a Director of Kent Play Clubs and as a Director of the ABC Building Consultancy Company.	325

324 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 8th December 2016 be approved and confirmed as a correct record.

325 Changes to the Responsibility for Functions

The report recommended amendments and additions to the Responsibility for Functions in the Constitution, in order to remove gaps in the delegations and to clarify provisions.

In response to questions from a Member the Senior Solicitor (Strategic Development) ran through the proposed changes and explained how the proposed new wording differed from the existing Constitution. It was clarified that the main

purpose of the report was to simplify and clarify the wording to avoid misinterpretation and ambiguity.

A Member asked about paragraph 4.10 of the report which proposed a change to the delegation to the Head of Corporate Property and Projects on the terms of new leases and said he considered the Cabinet Member should be involved somewhere in the process. It was agreed that the delegation in Part 3, Appendix 5, Paragraph 13.10 of the Constitution be amended to read "To negotiate the terms of new leases and (subject to consultation with the Leader of the Council, Portfolio Holder, Head of Finance and the Corporate Director (Law and Governance)), to authorise completion of such new leases".

Recommended:

That the changes to the Constitution set out in Paragraphs 4.1 – 4.11 of the report be made, subject to the amended wording of Paragraph 4.10 discussed at the meeting and outlined above.

326 Amendments to the Members' Allowances Scheme

The Senior Member Services Officer introduced the report which advised that a recent internal audit of Members' Allowances had identified some minor inconsistencies within the Scheme which would benefit from review and clarification. The report presented minor amendments to the Scheme to reflect those recommendations by Internal Audit.

In response to a query the Committee was advised that the amounts payable at Schedule 1 of the Scheme, and the list of approved organisations/bodies at Schedule 2 Paragraph 1.12, would be updated on the 1st April 2017 to reflect the new totals and current position.

Recommended:

That the minor amendments to the Members' Allowances Scheme (as shown in the track changed version appended to the report) be approved.

DS

Appeals Committee

Minutes of a Meeting of the Appeals Committee held in Committee Room No.1 (Fougères Room), Civic Centre, Tannery Lane, Ashford on the **14th March 2017**.

Present:

Cllr. Wedgbury (Chairman);

Cllrs. Mrs Dyer, MacPherson.

Apology:

Cllr. Apps.

Also Present:

Licensing Officer, Licensing Officer, Legal Advisor, Member Services Officer.

333 Election of Chairman

Resolved:

That Councillor Wedgbury be elected as Chairman for this Meeting of the Appeals Committee.

334 Minutes

Resolved:

That the Minutes of the Meeting of this Committee held on the 15th February 2016 be approved and confirmed as a correct record.

335 Exclusion of the Public

Resolved:

That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of the following item, namely 'Appeal Against Refusal to Grant a Private Hire Drivers Licence' as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to paragraphs 2 and 3 of Schedule 12A of the Act, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

336 Appeal Against Refusal to Grant a Private Hire Drivers Licence

The Councillors and Officers present were introduced. The Chairman welcomed all present and explained the procedure to be followed. The Committee confirmed that they had received and read the agenda papers.

The Member Services Officer advised that the Appellant had arrived for the meeting, however did not wish to attend in person and relayed a statement on their behalf.

The Licensing Officer had submitted a report which outlined the case. He went through the case and explained the decision to refuse to grant the Appellant a Private Hire Drivers licence.

The Licensing Officer then answered questions from Councillors.

The Committee then retired to make its decision.

On the Committee's return, the Legal Advisor read out the 'Decision and Reasoning's Statement' that had been prepared by the Appeals Committee. Copies of this would also be sent to the Appellant after the meeting, along with the minutes and a decision letter.

Resolved:

That the application for a private hire driver's licence be refused.

Audit Committee

Minutes of a Meeting of the Audit Committee held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **21st March 2017**.

Present:

Cllr. Waters (Chairman);
Cllr. Buchanan (Vice-Chairman);
Cllrs. Krause, Link, Shorter, Smith, White.

Also Present:

Chief Executive, Deputy Chief Executive, Head of Audit Partnership, Head of Finance, Deputy Head of Audit Partnership, Audit Manager, Policy and Performance Manager, Accountancy Manager, Senior Policy Performance and Scrutiny Officer, Senior Member Services Officer.

Elizabeth Jackson - Grant Thornton UK.

348 Declarations of Interest

Councillor	Interest	Minute No.
Shorter	Made a Voluntary Announcement as was the Portfolio Holder for three of the reports.	351, 352, 353
Smith	Made a Voluntary Announcement as he drew and received added years for a Local Government Pension	351

349 Minutes

The Chairman said that whilst the Minutes were a true and accurate record of the meeting, he had had some conversations about the need for them to be a little more detailed and include the key action points and he had received a positive response on that.

Resolved:

That the Minutes of the Meeting of this Committee held on the 6th December 2016 be approved and confirmed as a correct record.

350 Certification of Grant Claims

Elizabeth Jackson introduced the report which advised of the findings of Grant Thornton audit of the Council's Housing Benefit Subsidy Claim. She advised that the Council's claim was one of the few that was unqualified and without error and congratulated the staff involved.

The Chairman echoed those sentiments and said that team should be given a lot of praise for achieving an unqualified opinion for the second year in a row and on behalf of the Committee he asked for their thanks to be passed on.

Resolved:

That the findings be received and noted.

351 Presentation of Financial Statements

The Principal Accountant introduced the report which advised that the Council was required to follow statutory guidance for the publication of its accounts. Each year the guidance was reviewed and updated and this report looked at the impact of those updates on the Council's accounts for 2016/17. In addition the report reviewed the lessons learnt from the accounts process in 2015/16.

She also advised that the Council had completed a review of its accounting policies that would be used for the publication of the statement of accounts and these were presented at Appendix A to the report.

The Committee was reminded that, as with last year, they were looking to close the draft accounts by the end of May (this year 22nd May). The statement of accounts would have a substantial makeover this year. The most significant change to take into account was that the presentation of the Consolidated Income and Expenditure Statement would now be aligned with the operational structure of the authority, rather than the nationally imposed service expenditure analysis. Income and expenditure would be shown for each Head of Service based on the restructure of the Council's budget monitoring.

Resolved:

That (i) the report be received and noted.

(ii) the accounting policies for the 2016/17 Accounts, contained at Appendix A to the report, be approved.

352 Strategic Risk Management – Update Report

The Policy and Performance Manager introduced the report and gave a complementary PowerPoint presentation in order to give the Committee a better understanding of the Council's approach to identifying and managing Strategic Risk. The report was an update of the report considered by the Committee last September. It dealt with the seven Strategic Risks identified for the Council following the new approach agreed in 2015 and the slide show outlined the new presentational approach of the Strategic Risk Register, now it was part of the information held on the Council's new Programme, Governance and Risk Management software system Covalent. She outlined proposed amendments to two of the risk titles and descriptors to better reflect the risk factors. Attention was drawn to the comments of the Owner (Head of Finance) of the Resource Limitations (finance and funding) risk which stated that there were external risks surrounding Brexit and US fiscal policy and these would need to be monitored.

The Portfolio Holder thanked Officers for the report and said bringing all of the risk elements (strategic and operational) together in one schedule would be sensible. He considered it would be vital to keep the schedules under constant review to ensure

that they were up to date and that the risks were being mitigated, otherwise the schedules would be pointless.

The Committee praised the new format of the report and the schedules including the use of plain English and said that this made them a lot clearer and easy to understand. The Chairman said that this was a key point. He was keen to make what was often quite dry content as interactive and interesting as possible. This included the covering report which had been sent out with the agenda to assist the reader of the various reports and he would encourage all Officers presenting reports (including those from External Audit) to use more interactive presentations to get the salient information across. He was therefore pleased to note the comments of Members and thanked Officers for their efforts so far.

The Chairman raised Member capacity and training which had been listed as a control under the 'Organisational Skills and Capacity to Deliver' Risk. He considered that if Member training was not substantially embedded within the organisation it would become a risk rather than a control. As a new Councillor coming in, he was not sure that Member training was completely adequate and there was an element of 'being thrown in at the deep end'. This was a challenge for Officers but he considered that the development of a training matrix for Councillors was vital along with some sort of complementary crib sheet of skills and capabilities. He said this was something he would like to progress in conjunction with the Member Training Panel. Another Member said he concurred with the points made but said there was always a role for the 'uneducated Councillor' to perhaps ask the questions that everyone else was afraid to ask, and this was also useful for Officers.

On the subject of succession planning and resourcing under the 'Organisational Skills and Capacity to Deliver' Risk, the Chief Executive gave an update on current plans to restructure the senior management team of the Council. In February 2016 the then Chief Executive had left ABC and she was given the role on an interim basis for up to two years whilst discussions continued on a county and regional basis about potential devolution and mergers. Following several months of discussion, in January 2017 it became clear that a merged Council in East Kent was not appropriate for Ashford and the Council decided not to progress. It had now been recommended to appoint her as Chief Executive on a permanent basis (subject to ratification by the Full Council on the 20th April 2017) and it was now appropriate to look to bring some stability back to the senior management structure on a permanent basis. She had therefore brought forward a structure including three Directors and 10 Heads of Service and this was currently going through the due process with the aim to implement from May. There were four vacant senior posts in the structure, including the new Director of Finance and Economy, and these would go through the Member Appointments Committee process and be open for both external and internal candidates. On a related point she said it was important to note that the Covalent and Project Initiation Document (PID) systems that Management Team were now using were all based on analysing resources and capability to deliver so this was clearly on their radar.

The Policy and Performance Manager gave an update on the appointment of a Data Protection Officer for the Council. Following an unsuccessful attempt to recruit in November, they had slightly altered the job description and she was now happy to report that a full time appointment had been made and that individual would be starting work at the end of April. She said she would introduce him to Committee Members after his start date

The Chairman said that he agreed with the statement in the report that it was important for Committee Members to see the overall picture for some of the Risks but asked how that would be best achieved. He considered it would be useful for one of the individual risk owners to attend each Committee meeting by rotation and give an update on one of the particular topics. This would give the Committee a chance to have some genuine close interaction with Senior Risk Owners as well as being able to pro-actively challenge and test. If not, it would be quite difficult for those senior staff to feel engaged with the Committee and vice versa. The Committee agreed this would be a good approach and it would also be useful to invite the relevant Portfolio Holder to those meetings. It would also add to the previous conversation on education and training as it would give Committee Members a better understanding of how things are done and monitored.

There was one risk on the current register which fell into the high impact scale – ‘Key Project Failure’. The Chairman said that it was clear that the Council were currently undertaking some demanding and risky projects and with new projects likely to replace completed projects, and with the potential impact already at its highest level, it would be important to make sure this was properly managed to ensure capacity and financial resource. The Portfolio Holder said that the aforementioned Project Management and PID systems were the key as no new projects would be progressed until they had gone through those processes. He had great confidence in those mechanisms to measure and manage project risk going forward.

Resolved:

- That**
- (i) the use of the new system and consequent presentational style (using Covalent) be noted.**
 - (ii) the amendments to some of the risk titles and risk descriptors to better reflect the risk factors be endorsed.**
 - (iii) the updated risk factors, adequacy of the key controls and the mechanisms for monitoring and mitigation (as outlined at Appendix 1 of the report) be agreed.**
 - (iv) it be noted that Officers would continue to work and keep up the momentum to improve the risk management arrangements in 2017/18 by working more closely with the Internal Audit Partnership, thereby benefiting from their insight and experience.**
 - (v) individual risk owners (and Portfolio Holders) be invited to attend each Committee meeting by rotation and give an update on one of the particular Risk Register areas.**
 - (vi) that the Committee work with the Member Training Panel on identifying a training matrix and skillset for Councillors.**

353 Annual Governance Statement – Progress on Remedying Exceptions

The report updated on the progress made towards the areas of review highlighted by the 2015/16 Annual Governance Statement. The Senior Policy, Performance and Scrutiny Officer advised that of the two issues identified at the start of the year, one had been signed off as complete in September and the second, work to revise the Council's strategic risk management procedures was ongoing and on track as discussed earlier at this meeting.

The Portfolio Holder said that whilst it was worth noting he was Portfolio Holder for the overall process, if the process was to be successful each Portfolio Holder was expected to provide up to date and timely data in their own areas, so there was collective responsibility across the Cabinet and Management Team.

Resolved:

That the progress made towards the areas of review highlighted by the Annual Governance Statement as detailed in the report be noted.

354 Internal Audit and Assurance Plan 2017/18

The Audit Manager introduced the report which set out the proposed plan for Mid Kent Audit's work at Ashford Borough Council during 2017/18. It also provided an overview of the range of areas for potential future examination by Internal Audit. It was based on the outcomes of risk assessments and consultation and considered the resources available to the partnership.

The Chairman asked about Ashford Borough Council's allocation of time and costs in comparison to the other Authorities in the partnership, and how those figures were arrived at. The Head of Audit Partnership advised that ABC supplied 23% of the budget therefore was allocated 23% of the time. This was in accordance with the Collaboration Agreement between the four Authorities agreed in 2015. It should also be noted that whilst there had been a 7% (25 day) increase in time for 2017/18, there was no increase in cost as this had been achieved through increased productivity. Ahead of the review of the agreement in 2019, the Chairman asked if any consideration could be given towards reviewing the allocation of costs based on actual time spent if, for example, ABC's issues were more straight forward and did not place as much burden on the Auditors. If ABC was performing well should that not be reflected? The Portfolio Holder said he would express some caution on this point as the value of the re-assurance that Internal Audit provided that the Authority was fit for purpose should not be underestimated.

Members said that they found the presentation of the report extremely clear and useful, particularly Appendix A which showed the broad range of topics that had been covered by Internal Audit.

Resolved:

- That**
- (i) the Audit and Assurance Plan for 2017/18 be approved.**
 - (ii) the longer term issues recorded by Mid Kent Audit be noted.**

- (iii) the view of the Head of Audit Partnership that the plan sets out sufficient resource to complete a work programme leading to a Head of Audit Opinion on the Council's internal controls, risk management and governance be endorsed.
- (iv) the Head of Audit Partnership's assurance that the plan is compiled independently and without inappropriate influence from management be noted.

355 External Audit Plan

The report set out the planned work to be completed over the coming year by the Council's External Auditors and discussed some of the factors facing the Council that the audits would look to cover in their work programme.

The Chairman said he would be interested in some more detail of External Audit's findings from their review of the implementation of the Council's succession plans and their opinion following that work. Elizabeth Jackson advised that they would be looking to see that the Council had arrangements in place to fulfil this, rather than making detailed comments on the appropriateness of those arrangements. The Chairman said it would be important for the Council to comply with the timescales they had set for succession planning.

Resolved:

That the Audit Plan be received and noted.

356 Report Tracker and Future Meetings

Resolved:

That subject to the additions made at the meeting the report be received and noted.

Post Meeting Note: The date of the next meeting of the Audit Committee has been moved back a week to Thursday 22nd June 2017.

DS