

AGENDA

GENERAL PURPOSES GROUP MEETING



Date: Monday 25 March 2013

Time: 10.00 am

Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Black, Chittenden, Mrs Hinder
(Chairman), McKay, D Mortimer and
Mrs Stockell

Page No.

1. Apologies for Absence
2. Notification of Substitute Members
3. Notification of Visiting Members
4. Disclosures by Members and Officers
5. Disclosures of Lobbying

Continued Over/:

Issued on 7 March 2013

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact JANET BARNES on 01622 602242**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

6. To consider whether any items should be taken in private because of the possible disclosure of exempt information
7. Minutes of the Meeting held on 30 January 2013 1 - 2
8. Report of the Head of Democratic Services - Nominations to Outside Bodies 3 - 24

MAIDSTONE BOROUGH COUNCIL

GENERAL PURPOSES GROUP

MINUTES OF THE MEETING HELD ON 30 JANUARY 2013

Present: Councillor Mrs Hinder (Chairman), and
Councillors Black, Chittenden, McKay, D Mortimer and
Mrs Stockell

51. APOLOGIES FOR ABSENCE

There were no apologies for absence.

52. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

53. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

54. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

55. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

56. EXEMPT ITEMS

RESOLVED: That the Items on the Agenda be taken in public as proposed.

57. MINUTES

RESOLVED: That the Minutes of the Meeting held on 19 December 2012 be approved as a correct record and signed.

58. CALCULATION OF BUSINESS RATE YIELD 2013 14 NNDR1

The Group considered the report of the Head of Finance and Customer Services regarding the expected yield from business rates in 2013/14.

The Head of Finance and Customer Services informed the Group that the Department for Communities and Local Government ("DCLG"), following publication of the Agenda for this meeting, sent through amendments to the calculations which resulted in amendments to Appendix A. A revised Appendix A was circulated at the meeting.

The Head of Finance and Customer Services responded to Members' queries regarding, inter alia, the provision for appeals, risk management and the legal obligations of the Council.

RESOLVED:

1. That the calculations made for cells 21, 33 and 35 of the return to reflect the expected position for 31 March 2014 and the resulting yield, as set out on the Amended Appendix A to the report of the Head of Finance and Customer Services, be noted.
2. That the NNDR1 return, as set out in the Amended Appendix A to the report of the Head of Finance and Customer Services, be approved for submission to the Department for Communities and Local Government.

59. DURATION OF MEETING

10.00 a.m. to 10.42 a.m.

MAIDSTONE BOROUGH COUNCIL

GENERAL PURPOSES GROUP

25 MARCH 2013

REPORT OF HEAD OF DEMOCRATIC SERVICES

Report prepared by Caroline Matthews

1. NOMINATIONS TO OUTSIDE BODIES

1.1 Issue for Decision

1.1.1 To consider nominations received for Outside Bodies.

1.2 Recommendation of the Head of Democratic Services

1.2.1 That the nominations set out in the report be considered by the Group.

1.3 Reasons for Recommendation

1.3.1 The nominations to Outside Bodies to be made are listed below. Copies of the Nomination Forms received are attached at Appendix A and copies of the Job Specifications are attached at Appendix B.

1.3.2 Cutbush and Corrall Charities

Vacancy: 1 x Trustee

The term of office starts from 1 April 2013 for a period of 4 years

Nominations have been received from Councillor John Barned and Mr Paul Oldham.

Recommended: That the Group make an appointment to the vacancy with the Cutbush and Corrall Charities.

1.3.3 Kent County Playing Fields Association

Vacancy: 1 x Committee Member

The term of office starts immediately until 30th September 2013

A nomination has been received from Councillor John A. Wilson.

Recommended: That the Group make an appointment to the vacancy with the Kent County Playing Fields Association.

1.3.4 Age Uk (Formerly Age Concern)

Vacancy: 1 x Committee Member

The term of office starts immediately until 27th September 2015

A nomination has been received from Councillor Clive English.

Recommended: That the Group make an appointment to the vacancy with Age Uk.

1.3.5 Local Government Association Rural Commission

Vacancy: 1 x Non-Elected, Voting

The term of office starts immediately until 30 May 2013.

A nomination has been received from Councillor Daphne Parvin.

Recommended: That the Group make an appointment to the vacancy with the Local Government Association Rural Commission.

1.3.6 Maidstone/Beauvais Twinning Association

Vacancy: 4 x Committee Members

The term of office starts from 1st April 2013 for one year

Nominations have been received from Councillors Wendy Hinder, Bryan Vizzard, Richard Ash and Michael Yates.

Recommended: That the Group make appointments to the vacancies with Maidstone/Beauvais Twinning Association.

1.4 Alternative Action and why not Recommended

- 1.4.1 The Group could decide not to appoint to Outside Bodies but this is not recommended as representation within the Community is an important role.

1.5 Impact on Corporate Objectives

- 1.5.1 Appointing to the Outside Bodies in the report will allow Councillors to act as advocates for community issues and represent the Council on

bodies that make a difference to the local community. This supports the corporate priority of corporate and customer excellence and, in particular, the outcome, to ensure vulnerable people are assisted.

1.6 Risk Management

1.6.1 The Committee will need to consider the potential risk to the Council's reputation when making appointments to the bodies listed. A Scrutiny Review of Outside Bodies identified the importance of monitoring appointments and ensuring Members are fully aware of the role required.

1.7 Other Implications

1.7.1

- 1. Financial
- 2. Staffing
- 3. Legal
- 4. Equality Impact Needs Assessment
- 5. Environmental/Sustainable Development
- 6. Community Safety
- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management

1.8 Relevant Documents

1.8.1 Appendices

1.8.2 Appendix A – Nomination Forms received
Appendix B – Job Specifications

1.8.3 Background Documents

None.

IS THIS A KEY DECISION REPORT?

Yes

No

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because:

.....

Wards/Parishes affected:

.....

NOMINATION FORM TO OUTSIDE BODY

NAME:	Councillor John Barned
ADDRESS:	56 Maidstone Road Lenham Kent ME17 2QJ
TELEPHONE NO:	01622 851142/07813 579631
NAME OF ORGANISATION APPLYING FOR:	Cutbush & Corrall
REASON FOR APPLYING:	Interested in housing organisations and as I am now retired I have the time available to spend on this job.
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	<p>Until retiring last year I had spent 24 years in the social housing sector.</p> <p>I have worked for four housing associations and two local authorities.</p> <p>I served 10 years on the board of Golding Homes (formerly Maidstone Housing Trust) who took over Maidstone Borough Council's housing stock in 2004.</p> <p>In those 10 years I served seven years as chair and three years as vice-chair.</p> <p>In my time in housing I have worked at board level through to the grass roots.</p> <p>I am currently chair of Maidstone Borough Council's Housing Consultative Board.</p> <p>I believe my experience in the sector would be of great benefit to this position.</p>

Please attached further sheet if required

Attached: List of Current Vacancies ~~of~~ Outside Bodies & term of office
Job Specification Form
Annual Review Form

NOMINATION FORM TO OUTSIDE BODY

Date 31/1/13.....

NAME:	PAUL EVAN OLDHAM
ADDRESS:	15 HERMITAGE LANE BARMING MAIDSTONE KENT.
TELEPHONE NO:	01 622 726 973
NAME OF ORGANISATION APPLYING FOR:	THE CUTBUSH & CORRALL CHARITY
REASON FOR APPLYING:	I HAVE BEEN CHAIRMAN OF THE TRUSTEES FOR TEN YEARS AND AM A STRONG SUPPORTER OF THE VOLUNTARY HOUSING SECTOR. I AM ALSO INTERESTED IN THE STUDY AND PROSPERITY OF THE HISTORIC INSTITUTIONS OF MAIDSTONE
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	1. EXPERIENCE OF ROLE AND CHALLENGES OF THE CUTBUSH & CORRALL CHARITY, 2. KNOWLEDGE OF MAIDSTONE HOUSING AS FORMER CHAIRMAN OF COUNCIL HOUSING COMMITTEE AND ALMSHOUSES. 3. EXPERIENCE OF TRUST AND NOT FOR PROFIT ORGANISATIONS FROM ROCHESTER BRIDGE TRUST; RELIETIN NEED TRUST; BENTLIF TRUST; SCHOOL, COLLEGE AND UNIVERSITY GOVERNORS. 4. PROFESSIONAL EXPERIENCE OF FINANCIAL

Please attached further sheet if required AND INVESTMENT MANAGEMENT

Attached: List of Current Vacancies on Outside Bodies & term of office
Job Specification Form
Annual Review Form

NOMINATION FORM TO OUTSIDE BODY

Date 20 December 2012

NAME:	Cllr JOHN A Wilson
ADDRESS:	Coalbrookdale Lower Road East Farleigh Maidstone Kent. ME15 0JS
TELEPHONE NO:	0796 796 7960
NAME OF ORGANISATION APPLYING FOR:	Kent County Playing Fields Association
REASON FOR APPLYING:	My interest in sport and the wellbeing of young people
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	My experience and knowledge gained as MBC Cabinet Member for Communities and Leisure

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office
Job Specification Form **9**
Annual Review Form

NOMINATION FORM TO OUTSIDE BODY

Date 4th January 2013.

NAME:	Clive English
ADDRESS:	26 Bridgeside Mews, Tovil, Maidstone, Kent. ME15 6TB.
TELEPHONE NO:	01622 686559
NAME OF ORGANISATION APPLYING FOR:	Age Concern(now Age UK)
REASON FOR APPLYING:	As Deputy Mayor I have recently had several opportunities to see at first hand the valuable work they are doing in our local communities. I hope to be able to offer some support for these efforts.
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	I have considerable experience in Committee work and have particular expertise in HR and Governance issues, Finance and Strategic Planning, and Risk Assessment and Management.

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office
Job Specification Form
Annual Review Form

01622673209

FOR THE ATTENTION OF JILL LUCAS

NOMINATION FORM TO OUTSIDE BODYDate 11.1.13

NAME:	DAPHNE S. PARVIN
ADDRESS:	HQ MEADOW WALK MAIDSTONE ME 15 7RY
TELEPHONE NO:	01622 673209
NAME OF ORGANISATION APPLYING FOR:	LOCAL GOVERNMENT ASS RURAL COMMISSION, NON ELECTED VOTING
REASON FOR APPLYING:	I HAVE A KEEN INTEREST IN ALL ASPECTS OF THE COUNTRY SIDE AND HAVE ATTENDED THE ANNUAL CONFERENCE (AS AN OBSERVER) FOR THE PAST TWO YEARS. REALIZE THE IMPORTANCE OF CONSERVATION
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	HAVING BEEN A COUNCILLOR OF RURAL WARDS FOR THE LAST 22 YEARS, CHAIRING THE AREA OF OUTSTANDING NATURAL BEAUTY ADVISORY GROUP (M.B.C) FOR MANY YEARS, AND BEING A MEMBER OF THE EXECUTIVE OF KENT A.O.N.B. I KNOW ONLY TOO WELL THE PROTECTION NEEDED.

NOMINATION FORM TO OUTSIDE BODY

Date ...22nd January 2013.....

NAME:	Cllr Wendy Hinder
ADDRESS:	8 The Spinney Walderslade Chatham Kent ME5 9JP
TELEPHONE NO:	01634861579 0771170524
NAME OF ORGANISATION APPLYING FOR:	Maidstone -Beauvais Twinning Association
REASON FOR APPLYING:	I have been a member of the Association for 8 years and would like to continue to give my help and support. The Association is going through a period of great change and severe lack of funding. I wish to continue to offer my help in order for this Association to continue.
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	I have been part of the working group to raise awareness of the Association and endeavouring to forge greater links between the two towns. I am now working with other members and MBC in addressing the problems that have manifested themselves due to the current dire shortage of funds available to the group. I am currently helping to access funding from other sources. It would be a sad loss for Maidstone if this Association folded and I want to continue to help find means to keep it alive.

--	--

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office
Job Specification Form
Annual Review Form

NOMINATION FORM TO OUTSIDE BODY

Date 20th Jan 12..

NAME:	BRYAN VIZZARD
ADDRESS:	1. ST ANDREWS CLOSE BARKING. KENT ME16 9LP
TELEPHONE NO:	07957 442994
NAME OF ORGANISATION APPLYING FOR:	BEAUVAIS TWINNING.
REASON FOR APPLYING:	HAVING BEEN INVOLVED WITH THE ASSOCIATION OVER MANY YEARS AND BEING THE VICE CHAIRMAN I WOULD LIKE TO CONTINUE WITH ITS PROMOTION.
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	WITH THE EXPERIENCE GAINED OVER THE PAST YEARS I WOULD STILL WISH TO BE INVOLVED IN THE PROMOTION OF MAIDSTONE TO BEAUVAIS AND BEAUVAIS TO MAIDSTONE'S RESIDENTS

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office
Job Specification Form
Annual Review Form

NOMINATION FORM TO OUTSIDE BODY

Date 25/1/13

NAME:	Richard Ash RICHARD ASH
ADDRESS:	14 HAMPSON WAY BEARSTED ME14 4AP
TELEPHONE NO:	01622 730151
NAME OF ORGANISATION APPLYING FOR:	BEAUVAIS TWINNING ASSOCIATION
REASON FOR APPLYING:	To increase & maintain links with Beavais. To oversee external funding. To encourage exchange
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	A link between the Association & the Council

Please attached further sheet if required

Attached: List of Current Vacancies on Outside Bodies & term of office
Job Specification Form
Annual Review Form

NOMINATION FORM TO OUTSIDE BODY

Date25th January 2013

NAME:	Michael Ian Yates
ADDRESS:	Inisfree 177 Loose Road Maidstone Kent ME15 7DP
TELEPHONE NO:	01622 675188
NAME OF ORGANISATION APPLYING FOR:	Maidstone Beauvais Twinning Association
REASON FOR APPLYING:	Continue working for the Association on Executive Committee
WHAT BENEFITS COULD YOU BRING TO THE ORGANISATION?:	Sheer Brilliance as Honorary Secretary

Outside Bodies - 'Job Specification' Form

Name of Organisation	The Cutbush & Corrall Charity	
Type of Organisation e.g. charity	Charity (Almshouse)	
Contact Details	Name	Caroline Gambell Administrator
	Address	College Farmhouse 40 College Avenue Maidstone ME15 6YJ
	Telephone number	01622 765612
	Email	Caroline.cutbush@btconnect.com
	Website	Cutbushandcorrall.co.uk
Mission and Objectives of Organisation	Provision of almshouse accommodation for people living in Maidstone over the age of 50 years.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Trustee	
What do you hope to achieve through the relationship?	Promotion of the mission and objectives of the organisation	
How often does the Organisation meet?	Quarterly with other additional meetings.	
Desirable skills and experience from the Council's representative	See attached sheet	
Terms of Reference Attached?	Scheme attached	
Any other information the Organisation wishes to add?		

DESIRABLE SKILLS/EXPERIENCE

- Experience of Housing management in the social housing sector
- Experience of funding of social housing especially with Homes and Community Agency
- Qualified accountant with experience in the social housing sector
- Lawyer with experience in the social housing sector including loans to charities
- Experience in the 'not for profit' sector generally
- Experience with IT and websites
- Experience in marketing, public relations etc
- Experience in Listed buildings e.g. development/renovation/repair
- Experience in giving investments advice.

Outside Bodies - 'Job Specification' Form

Name of Organisation	Kent County Playing Fields Association	
Type of Organisation e.g. charity	Charity	
Contact Details	Name	Paul Peacock
	Address	Cantium Lodge Terrace Road Maidstone Kent ME16 8HU
	Telephone number	01622 753960
	Email	kcpfa@hotmail.co.uk
	Website	www.kentpfa.org.uk
	Mission and Objectives of Organisation	To ensure there are adequate facilities for recreation in every city, town and village in Kent and to encourage the provision, improvement, retention and use of playing fields, children' playgrounds and other recreational centres.
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Observational capacity – not requiring the Council's representative to take part in any decision-making process.	
What do you hope to achieve through the relationship?	Liaison and thereby greater public awareness of the Charity's work.	
How often does the Organisation meet?..?	Committee members meet quarterly and at AGM. Council meetings are once a year for approx. 2 hrs.	
Desirable skills and experience from the Council's representative	An interest in sports and the role social enterprises have in the community. Otherwise none necessary.	
Terms of Reference Attached?	See attached info.	
Any other information the Organisation wishes to add?	Support in our home town of Maidstone is essential in gaining support from other local authorities.	

Kent County Playing Fields Association

"The Kent County Playing Fields Association is a registered Charity No 302907 and is affiliated to the National Playing Fields Association.

The Object of the Association is to ensure there are adequate facilities for recreation in every city, town and village in Kent and to fulfil this object, to encourage the provision, improvement, retention and use of playing fields, children's playgrounds and other recreational centres. The Charity supports both the Maidstone Dream project and the Maidstone Sports Achievement Awards each year as well individuals and other voluntary organisations within the Maidstone area particularly, as well as the rest of Kent".

Outside Bodies - 'Job Specification' Form

Name of Organisation	Age Concern Maidstone	
Type of Organisation e.g. charity	Charity	
Contact Details	Name	Paul Coles
	Address	11 Mill Street, Maidstone, Kent, ME15 6XW
	Telephone number	01622 753 618
	Email	paulcoles@ageconcernmaidstone.org.uk
	Website	www.ageconcernmaidstone.org.uk
Mission and Objectives of Organisation	<p>Vision</p> <p>We exist to promote the welfare of the older residents in the Borough of Maidstone</p> <p>We believe:</p> <ul style="list-style-type: none"> • That older people are entitled to the help that they need to improve their own sense of well being, to promote independence and to have control of their own lives: • That 'Ageist' or negative attitudes can lead to low expectations by older people or carers about what can be achieved: • That older people should remain free to choose the services they require. • In working with partners to achieve our vision. <p>Our objectives are:</p> <ul style="list-style-type: none"> • To provide a wide variety of services aimed at improving the quality of life for elderly people at a price they can afford. • To work in partnership with others to this end and seek to educate and influence key decision makers on issues relating to older 	

	<p>people.</p> <ul style="list-style-type: none"> • To support older people in their homes to promote their independence and offer temporary access to services where appropriate. • To provide companionship for our clients at our day centres which offer a range of specialised services. When clients need more specialist care than we can provide, we refer them on to other agencies working to secure the support they need.
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Advisor to Directors
What do you hope to achieve through the relationship?	We see the relationship as a partnership between Maidstone Borough Council and ourselves to improve the lives of older people with the Council representative being key to meeting our objective of educating and informing the Council on key issues relating to older people.
How often does the Organisation meet?	Once a month
Desirable skills and experience from the Council's representative	An interest in our work and the needs of older people within the Borough. Knowledge of the local community. Governance. General Strategic planning. Finance and customer care skills would be desirable.
Terms of Reference Attached?	
Any other information the Organisation wishes to add?	Age Concern Maidstone is a local charity that is part of the Age Concern federation. We currently run 10 projects for older people and currently have over 1,500 clients on our books

Outside Bodies - 'Job Specification' Form

Name of Organisation	LOCAL GOVERNMENT ASSOCIATION	
Type of Organisation e.g. charity	UNINCORPORATED ASSOCIATION	
Contact Details	Name	MARION STRIBLING
	Address	LOCAL GOVERNMENT HOUSE SMITH SQUARE LONDON SW1P 3HZ
	Telephone number	020 7666 3040
	Email	Memberservices@lga.gov.uk
	Website	lga.gov.uk
Mission and Objectives of Organisation	See constitution at lga.gov.uk	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	represent the council at meetings.	
What do you hope to achieve through the relationship?	mutual benefit for the LGA and member authority.	
How often does the Organisation meet?	General Assembly - 1 per year Commissions - 2 per year each.	
Desirable skills and experience from the Council's representative	Few Commissions - an interest in rural/urban affairs.	
Terms of Reference Attached?	See lga.gov.uk	
Any other information the Organisation wishes to add?		

Outside Bodies - 'Job Specification' Form

Name of Organisation	Maidstone Beauvais Twinning Association	
Type of Organisation e.g. charity		
Contact Details	Name	Glenda Gillofinch
	Address	251 D Royley Rd. M/stone. ME14 2AS
	Telephone number	01622 755625
	Email	—
	Website	—
Mission and Objectives of Organisation	To increase and maintain links with Beauvais	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	To sustain the above and oversee audited accounts	
What do you hope to achieve through the relationship?	To encourage and fund exchanges with Sport Groups, Schools and any other M/stone based association.	
How often does the Organisation meet?	Regular committee meetings and events for members. We offer help and advice for any visitors to our Twin Town Beauvais.	
Desirable skills and experience from the Council's representative	To be able to interact with all age groups.	
Terms of Reference Attached?		
Any other information the Organisation wishes to add?		