

TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: www.tenterdentowncouncil.gov.uk
Telephone: 01580 762271




Email: townhall@tenterdentowncouncil.gov.uk
Facsimile: 01580 765647

5th June 2018

INTERNAL COMMITTEE

Notice is given that a meeting of the **INTERNAL** Committee will be held in the Assembly Room at the Town Hall on **MONDAY 11TH JUNE 2018** following a special meeting of the Town Council and meetings of the Planning and External Committees which start at **7.00pm**.

All members are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting.

 Phil Burgess, Town Clerk.

Councillors Serving: (1) H. Edwards (2) M. Freeman (3) M. Hickmott, (4) R. Isworth, (5) Dr L. Lovelidge (Chair), (6) J. Nelson & (7) Mrs P. Smith.

Substitutes in the event of members' absence: Cllrs M. Carter, Mrs J. Curteis & C. Knowles.

AGENDA

1. **APOLOGIES FOR ABSENCE.**
2. **DECLARATIONS OF INTEREST.**
3. **MINUTES.** To consider and, if approved, confirm and sign the minutes and reports of the meeting held on 23rd April 2018 as a correct record.
4. **MATTERS ARISING.**
5. **REPRESENTATION FROM MEMBERS OF THE PUBLIC.**
Members of the public may make personal representations at this meeting by giving written notice of a request to speak and indicating briefly the matter of interest or relevant agenda item to the Town Clerk or Deputy Town Clerk no later than 12 noon on the day of the meeting. Provided always that speakers are resident in a ward of the Council and, give their full name and address prior to speaking, the committee Chairman may (or may choose not to) invite individuals to speak at the relevant point in the meeting. Speeches may not exceed three minutes duration and speakers may not participate in any subsequent debate between committee members. At the Chairman's discretion, only one speech may be made in support of each side of any contentious issue.
6. **COUNCILLORS' QUESTIONS.**
At the Chairman's discretion, Councillors may ask a question about any item relevant to this committee that is not on the agenda. Every question shall be put and answered without discussion. An answer may take the form of a direct oral answer or reference to a Town Council publication. Where a reply cannot be conveniently given at this meeting, an oral or written answer may be circulated at a later date. All councillors present will be permitted to contribute to the debate on agenda items but only members of this committee will be permitted to vote.
7. **VICE-CHAIRMAN.** To appoint a Vice-Chairman for 2018-2019.
8. **FINANCIAL REPORTS.** To approve the following reports. *
 - (a) Payments List (January to March 2018).
 - (b) Income and Expenditure (to 31st March 2018).
 - (c) Bank Reconciliation (at 31st March 2018).

9. **SUB-COMMITTEE & WORKING GROUP REPORTS.**

- (a) Public Engagement Committee. An update on the residents' survey.
- (b) Town Hall Focus Group. Report of a meeting on 16th May 2018. *

10. **SUB-COMMITTEE & WORKING GROUPS.** To appoint members to the following sub-committees. Non-councillors can be co-opted at sub-committee level.

- (a) Committee Structure.
Current Membership: Cllrs Carter, Mrs Curteis, Mrs Ferguson, Knowles, Mulholland, Nelson & Mrs Smith.
- (b) Public Engagement.
Current Councillor Membership: Cllrs Crawford, Mrs Ferguson, Knowles, Mulholland, Nelson & Sugden.
- (c) Standing Orders & Financial Regulations.
Current Membership: Cllrs Knowles, Mulholland, Nelson, Mrs Smith & Sugden.
- (d) Staff & Employment.
Current Membership: Cllrs. Mrs Curteis, Dr. Lovelidge, Mrs Smith & Sugden.
- (e) Town Council Website.
Current Membership: Cllrs. Carter, Knowles, Dr. Lovelidge, Mulholland & Sugden.
- (f) Town Council Archives and Regalia. A new working group to arrange an exhibition in the Assembly Room in early 2019. *

11. **MAINTENANCE FACILITY.** To consider the latest plans for the facility at St Michaels prior to submission of a planning application. *

12. **RECREATION GROUND PRICING.** To consider pricing for commercial events on the Recreation Ground. *

13. **MEMORIAL BENCH.** To consider a request for a memorial bench on the Recreation Ground, by the path running parallel to Oaks Rd.

14. **HONORARY TOWN FREEMEN.** To consider a display board in the Assembly Room to accommodate Freeman past and present and future Mayors. *

15. **TRACTOR SHED DOOR.** To note the replacement of the side door to the tractor shed with a steel door. *

16. **SECTION 106.** To consider setting up a sub-committee to determine priorities for funding in response to ABC's requests for preferences on new developments. *

17. **TOWN EVENTS CALENDAR.** To consider an accessible calendar, within the Town Council website for outside organisations to enter their planned events. *

18. **CIVIC REGALIA.** To consider purchase of additional badges for Honorary Freemen & Consorts of past Mayors along with regalia for current Mayor's consorts. *
19. **SOCIAL MEDIA POLICY.** To consider the introduction of a Social Media Policy. *

The Committee will be moved into closed session. *Under the Public Bodies (Admissions to meetings) Act 1960, the public and press will be excluded from the closed session due to the confidential nature of this part of the meeting which involves the discussion of confidential staffing matters and confidential financial negotiations.*

20. **TENT1.** Land sale retention Confidential document 600A refers.

End of closed session.

21. **CORRESPONDENCE.** None

22. **MINOR MATTERS.** None.

23. **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.**

No decision may lawfully be made under this item but matters which involve no more than an exchange of information may be discussed.

End.

**Attachments and tabled documents can be obtained from the Town Clerk's office or downloaded from www.tenterdentowncouncil.gov.uk.*