

TENTERDEN TOWN COUNCIL

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30th May 2017

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 5th JUNE 2017** following a meeting of the Planning Committee starting 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. Hickmott, (3) R. Isworth, (4) R. Knight, (5) Dr L. Lovelidge (Chair), (6) R. Lusty, (7) J. Nelson & (8) A. Sugden.

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

AGENDA

1. **APOLOGIES FOR ABSENCE.**
2. **DECLARATIONS OF INTEREST.**
3. **MINUTES.** None. First meeting of this committee
4. **MATTERS ARISING.** Not applicable.
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 2017-2018.
8. **SUB-COMMITTEE & WORKING GROUPS.** To appoint members to the following sub-committees.
 - (a) Standing Orders & Financial Regulations.* Current Membership: Cllrs Knowles, Mulholland, Nelson, Mrs Smith & Sugden.
 - (b) Staff & Employment. Current Membership: Cllrs. Mrs Curteis, Dr. Lovelidge, Nelson, Mrs Smith & Sugden.

9. **FINANCIAL REPORTS.** To approve the following financial reports for the 2016-17 year*:
 - (a) Payments List to 31st March 2017
 - (b) Bank reconciliation to 31st March 2017
 - (c) Income and Expenditure for the year
 - (d) Balance sheet as at 31st March
10. **ANNUAL RETURN.** To approve the Annual Governance statement for the year 2016-2017. *
11. **ANNUAL RETURN.** To approve the accounting statements for the year 2016-2017 as agreed with our internal auditor. *
12. **ANNUAL TOWN MEETING FORMAT.** To consider changes to the existing format to encourage public participation. *
13. **STATION ROAD TOILET.** To consider the latest drawings for improvements to the toilets and commissioning of a measured survey for the property. *
14. **COMPUTER EQUIPMENT FOR MAINTENANCE TEAM.** To consider the purchase of a "rugged" tablet. *
15. **MAINTENANCE STAFF AT MAY FAYRE.** To consider providing assistance to the May Fayre committee for manual set-up. *
16. **MAYOR'S SUNDAY CIVIC SERVICE.** To note the order of service for the event. *
17. **CINQUE PORTS JOINT STANDING COMMITTEE.** A report from Cllr. Nelson.
18. **PLANNING COMMITTEE.** To consider whether substitutes are required for this committee. *
19. **CORRESPONDENCE.**
 - (a) Letter from Tenterden Leisure Centre Trust regarding expansions plans and a request for support.
 - (b) Letter of thanks from a resident regarding the Tenterden Regeneration Noticeboard.
 - (c) Letter from a St. Michaels resident supporting a cinema in Tenterden.
 - (d) An informative letter received from two residents regarding the Annual Town Meeting with specific reference to the focus groups and the Museum.
 - (e) A letter on behalf of a group of tennis players regarding vandalism at the tennis courts on Recreation Ground.

- (f) A letter received from Department for Communities and Local Government (DCLG) in response to the Town Council's request for advice regarding the investment of Tent1 monies.

20. **MINOR MATTERS.**

- (a) National Association of Local Councils.

- (i) Information on Star Councils 2017; entries by 28th July 2017.

- (ii) DIS – Issue 906, 21st April 2017.

21. **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.*