

TENTERDEN TOWN COUNCIL

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23rd January 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 29TH JANUARY 2018** following a meeting of the Town Council and Planning Committee 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. Hickmott, (3) R. Isworth (Vice-chair), (4) Dr L. Lovelidge (Chair), (5) R. Lusty, (6) J. Nelson & (7) 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.** To consider and, if approved, confirm and sign the minutes and reports of the meeting held on 8th January 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. **SUB-COMMITTEE & WORKING GROUP REPORTS.**
 - (a) Town Hall Focus Group. Report of a meeting on 24th January 2018.
 - (b) Recreation Ground Focus Group. Third workshop session to be held following pre-planning advice.
 - (c) Public Engagement Sub-Committee. Report of a meeting on 15th January 2018 and request for a budget for a residents' survey. *
 - (d) Committee Structure. Report of a meeting on 22nd January 2018. *

8. **FINANCIAL REPORTS. ***

(a) Payments List (October to December 2017).

(b) Income and Expenditure (To 31st December 2017).

(c) Bank Reconciliation (at 31st December 2017).

9. **FOLK FESTIVAL.** To consider a request for free use of the assembly room for a commemorative concert. *

10. **STAFF ROOM.** To consider redecoration of the room. *

11. **IT SYSTEM CHANGES.** To consider suggested IT improvements to comply with the new General Data Protection Regulations. *

12. **"CHANGING PLACES" TOILET FACILITIES.** To consider the installation of facilities within Station Rd. *

13. **PRESS RELEASES.** To consider a formalised procedure for press releases.*

14. **CORRESPONDENCE.** None.

15. **MINOR MATTERS.** None

16. **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.*