

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 8TH JANUARY 2018**

Councillors Present: H. Edwards, R. Isworth (Vice-Chair), Dr. L. Lovelidge (Chair), R. Lusty, J. Nelson and A. Sugden. Substitutes: Mrs. S Ferguson and C. Knowles.

Officers Present: Town Clerk Mr. P. Burgess and Deputy Town Clerk Mrs. C. Gilbert.

Others Present: Cllrs. M. Carter, Mrs. J. Curteis, Miss N. Gooch and Mrs. P. Smith (not members of this committee), Cllr. Paul Clokie (ABC) and six members of the public.

0164 **APOLOGIES FOR ABSENCE.** Cllrs. M. Hickmott, R. Knight and K. Mulholland.

0165 **DECLARATIONS OF INTEREST.** None.

0166 **MINUTES.** The minutes of the meeting held on 11th December 2017 were agreed and signed as a correct record.

0167 **MATTERS ARISING.** None.

0168 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0169 **COUNCILLORS' QUESTIONS.**

(a) Cllr. Edwards had received complaints that Ashford Borough Council's Council Tax notices did not include details for paying by BACS. It was agreed that the Town Clerk's office would make enquiries.

(b) Cllr. Mrs. Ferguson reported that the audio recording of meetings was still not working as well as it could and required reviewing. The Town Clerk responded that not all Councillors were close enough to their microphones and needed reminding. Cllr. Dr. Lovelidge suggested purchasing microphones, which are worn by Councillors, that would easily pick up their voices. The Town Hall Focus Group were also looking into the acoustics in the Assembly Room.

0170 **SUB-COMMITTEE & WORKING GROUPS REPORTS.**

(a) Town Hall Focus Group. The next meeting will be held on 24th January 2018.

(b) Recreation Ground Focus Group. The next meeting will be held late January/early February.

0171 **INTERNAL AUDIT.** The comprehensive report from the Internal Auditor was **APPROVED.** Cllr. Carter advised that the Council needed to look carefully at the use of capital receipts and VAT and suggested liaising with the Public Works Loan Board. The Town Clerk reported that he had taken advice as to what VAT can be claimed back for the Town Hall repairs.

- 0172 **GDPR – GENERAL DATA PROTECTION REGULATIONS.** The Town Clerk reported that he had attended a workshop session regarding GDPR. The main change was that the DPO would now be an external, independent role. Policies would need to be formulated to meet the new regulations regarding how long information on individuals/companies can be kept. The Town Clerk was waiting for an update from Kent Association of Local Councils. It was **RESOLVED** to upgrade the office PCs to incorporate the encryption facility up to £219 per licence.
- 0173 **INVESTMENT POLICY.** It was **RESOLVED** to adopt the newly produced Investment Policy. The Committee thanked Mr. J. Crawford for producing the Policy.
- 0174 **CORRESPONDENCE.** None
- 0175 **MINOR MATTERS.** None.
- 0176 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

The meeting opened at 7:25pm and closed at 7:49pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting held on the 19th day of February 2018.

Chairman _____ (19.02.2018)