

TENTERDEN TOWN COUNCIL

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6th November 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 12TH NOVEMBER 2018** following meetings 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. Freeman (3) M. Hickmott, (4) R. Isworth (Vice-Chair), (5) Dr L. Lovelidge (Chair), (6) J. Nelson & (7) Mrs P. Smith & (8) Mrs C. Walder.
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 8th October 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. **FINANCIAL REPORTS.** To approve the following reports. *
 - (a) Payments List (July-September 2018).
 - (b) Income and Expenditure (to 30th September 2018).
 - (c) Bank Reconciliation (at 30th September 2018).
8. **SUB-COMMITTEE & WORKING GROUP REPORTS.**
 - (a) Public Engagement Sub-Committee. A report of a meeting on 2nd October 2018 and Sub-committee proposals. *
 - (b) Website Sub-committee. A report of a meeting on 29th October 2018.*

- (c) Recreation Ground Focus Group. A report following the public exhibition of plans on 20th October 2018. *
9. **PAPERLESS OFFICE.** To consider working towards a paperless office by the acquisition of modern.gov software to streamline office functions. *
 10. **STANDING ORDERS SUB-COMMITTEE.** To consider co-opting Cllr. Crawford to this Sub-committee.
 11. **CORPORATE PLAN.** To consider deferring the first meeting of this Sub-committee until the new Council session in May 2019.
 12. **MAYORAL ENGAGEMENTS.** To consider the budget for engagements for the current and future years. *
 13. **CORRESPONDENCE.** None
 14. **MINOR MATTERS.** None

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.*

15. **STAFFING ISSUES.** Confidential document 602A will be tabled.

End of closed session.

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.*