

TENTERDEN TOWN COUNCIL

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4th December 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 10TH DECEMBER 2018** following 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 (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 12th November 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. **PRECEPT** To agree the 2019-20 precept budget for this committee at £447,920. *
8. **SUB-COMMITTEE & WORKING GROUP REPORTS.**
 - (a) Project Overview & Section 106. A report of a meeting held on 19th November 2018. Consideration of the recommendations by that Sub-committee regarding the cinema project. *
 - (b) Public Engagement. To consider allocating lead councillors to tasks following acceptance of the findings of this group. *
 - (c) Website. To consider the recommendations of the sub-committee held on 29th October 2018 (overlooked at the last meeting). *

9. **MAINTENANCE FACILITY.** To note the successful planning application attached and to consider putting the work to tender. *
10. **MAYORAL SELECTION.** To revisit the recommendation of the Standing Order Sub-committee regarding this process. *
11. **TRAINING IN RESPECT OF THE ANNUAL TOWN MEETING (ATM).** To consider in-house training on better processes for the ATM. *
12. **LIONS TREE ON RECREATION GROUND.** To note the impending removal of the tree to the grounds of the Junior School. *
13. **CHRISTMAS EVE 2018.** To consider special arrangements for 24th December 2018. *
14. **SPONSORED CHRISTMAS TREES.** To consider future policy regarding the three sponsored Christmas trees.
15. **CORRESPONDENCE.** None
16. **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.*

17. **PROJECT OVERVIEW.** Confidential document 603A refers.
18. **STAFFING ISSUES.** Confidential document 606A refers
19. **ASHFORD CITIZENS ADVICE LEASE.** Confidential document 604A refers.

End of closed session.

20. **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.*