

TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: www.tenterdentowncouncil.gov.uk
Telephone: 01580 762271




Email: townhall@tenterdentowncouncil.gov.uk
Facsimile: 01580 765647

5th March 2019

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 11TH MARCH 2019** following meetings of 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 & SUBSTITUTING COUNCILLORS.**
2. **DECLARATIONS OF INTEREST.**
3. **MINUTES.** To consider and, if approved, confirm and sign the minutes and reports of the meeting held on 11th February 2019 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 the architect's presentations. Full discussion of tenders will be held in closed session (see Agenda Item 20).
 - (b) Standing Orders Sub-committee. Report of a meeting held on 13th February and recommendations to Council. *
 - (c) Archives and Regalia Sub-committee. Report of a meeting on 15th February 2019. *

8. **FINANCIAL ISSUES.**

- (a) **STATEMENT OF INTERNAL CONTROLS.** To note the 2018-19 statement. *
 - (b) **INTERIM AUDIT RESULTS.** To note the findings of the report by our internal auditor and comments regarding the RBL use of rooms.*
9. **MAINTENANCE FACILITY.** To review the four quotations obtained and appoint a Consultant. *
10. **NOTICE BOARDS.** To consider the content of notice boards outside WH Smith and White Stuff. *
11. **STATION RD TOILETS.** To consider whether a hot food takeaway should be included in the proposed Station Rd development. *
12. **FEEDBACK FROM "COFFEE AND CAKE" SESSIONS.** To consider a method of expediting matters raised by residents. *
13. **PRESS RELEASES & REGENERATION PROJECT UPDATES.** To consider other forms of advertising Council updates and press releases. *
14. **COUNCILLOR REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** To consider new terms of reference for this role. *
15. **CHARITY COLLECTIONS ON COUNCIL PROPERTY.** To consider an amendment to the terms and conditions for council lettable spaces regarding "open bucket" collections. *
16. **SPIRIT OF TENTERDEN.** To consider free of charge use of the recreation ground and council cash-handling services for this festival. *
17. **TENTERDEN & DISTRICT CHAMBER OF COMMERCE.** A proposal for use of the Assembly Room for the TDCC Networking meeting and presentation by appointed Town Hall Architects. *

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.*

18. **STAFFING ISSUES.** Confidential document 608A refers.
19. **PROJECT OVERVIEW SUB-COMMITTEE.** Confidential document 609A refers.
20. **TOWN HALL FOCUS GROUP.** Confidential document 610A refers (to be tabled).

End of Closed Session.

21. **CORRESPONDENCE.** None

22. **MINOR MATTERS.** None

23. **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.*