

TENTERDEN TOWN COUNCIL



MINUTES OF THE INTERNAL COMMITTEE **MEETING HELD AT TENTERDEN TOWN HALL ON 7TH AUGUST 2017**

Councillors Present: H. Edwards, M. Hickmott, R. Isworth (Vice-Chair), J. Nelson and A. Sugden. Substitutes: M. Carter and Mrs. S. Ferguson.

Officers Present: Town Clerk Mr. P. Burgess, Deputy Town Clerk Mrs. C. Gilbert and Administrative Assistant Ms. S. Ratcliffe.

Others Present: Cllrs. Mrs. J. Curteis and K. Mulholland, (not members of this committee), Cllr. Mr. P. Clokie (ABC) and 4 members of the public.

0056 **APOLOGIES FOR ABSENCE.** Cllr. R. Knight, Cllr. Dr. L. Lovelidge (Chair) and R. Lusty. Non-Members: Cllr. T. Thorpe, Cllr. C. Knowles and Cllr. Mrs. P Smith

0057 **DECLARATIONS OF INTEREST.** None.

0058 **MINUTES.** The minutes of the meeting held on 17th July 2017 were agreed and signed as a correct record subject to the substitute being listed as present.

0059 **MATTERS ARISING.** Cllr. Isworth stated that, as agreed at the last meeting, East Cross Garden should be an item on the Agenda.

0060 **PERSONAL REPRESENTATIONS FROM MEMBERS OF THE PUBLIC.** None.

0061 **COUNCILLORS' QUESTIONS.** None.

0062 **SUB-COMMITTEES & WORKING GROUPS.**

- (a) Town Hall Focus Group. A brief report was received and noted. Cllr. Ferguson reported that the Cinema Focus Group would need to overlap with the Town Hall Focus Group. Cllr. Carter confirmed that there would be a natural overlapping of the focus groups as discussions progress.
- (b) Recreation Ground Focus Group. A brief report was received and noted. Cllr. Mulholland advised that a meeting was being held on 9th August 2017 with the nominated architect 'Ground Control'. Cllr. Carter suggested that the architects should take over East Cross Garden and look at the Coombe Lane Cemetery being part of the focus group too. It was agreed that East Cross Garden should be incorporated into the Recreation Ground Focus Group and that Coombe Lane Cemetery would have an architect appointed separately.
- (c) Focus Group Membership. Cllr. Nelson suggested that vacancies for public representation on some of the focus groups should be re-advertised to avoid under-representation.

- 0063 **CCTV REPLACEMENT.** It was **RESOLVED** that the CCTV at Station Road toilets, Recreation Ground toilets and St. Michaels Recreation Ground be replaced as per the quotation of £2,539.88 from MDL Electrical. The Deputy Town Clerk suggested that CCTV should be installed on all sides of the Pavilion as currently only one side was covered. It was agreed that this should be on the next agenda.
- 0064 **ADDITIONAL FEATURES FOR WEB SITE.** It was **RESOLVED** that an 'Ask Claire' section would be added to the website for quick questioning by members of the public, subject to the Deputy Town Clerk receiving appropriate training on how to manage responses.
- 0065 **REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** It was **RESOLVED** to adopt a procedure to request the name of the point of contact at an outside organisation when notifying them of a change of councillor representative.
- 0066 **SECURITY TRAINING FOR STAFF.** It was **RESOLVED** that Mr. L. Jarvis (Site Manager) would receive Security Industry Authority training as a Door Supervisor. Mr. Jarvis would be able to assist the Deputy Town Clerk where more than one Door Supervisor was required and act as a replacement for when she was unavailable. The Town Clerk confirmed that this role would not interfere with Mr. Jarvis' daily work as Site Manager. Cllr. Hickmott asked whether protective clothing should be provided, however it was agreed that each function was risk assessed and this had not so far been regarded as necessary.
- 0067 **PUBLIC ENGAGEMENT.** It was **RESOLVED** that a sub-committee should be formed to investigate how the committee structure could be more inclusive. This should consist of a couple of councillors and members of the public. It was agreed that the Town Clerk would contact all Councillors for expressions of interest before advertising out to the public.
- 0068 **CORRESPONDENCE.** None.
- 0069 **MINOR MATTERS.** None.
- 0070 **ANY OTHER URGENT BUSINESS PREVIOUSLY NOTIFIED TO THE CHAIRMAN.** None.

The meeting opened at 9:10pm and closed at 9:46pm.

The foregoing Minutes and Reports were confirmed and signed at the Internal Meeting of the Town Council held on the 29th day of August 2017.

Chairman _____ (29.08.2017)