

TENTERDEN TOWN COUNCIL

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1st August 2017

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 7th AUGUST 2017** 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. Hickmott, (3) R. Isworth (Vice-chair), (4) R. Knight, (5) Dr L. Lovelidge (Chair), (6) R. Lusty, (7) J. Nelson & (8) A. Sugden.

Substitutes in the event of members' absence: Cllrs M. Carter, Mrs S. Ferguson & 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 17th July 2017 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. A report of the meeting on 12th July 2017.
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 - (b) Recreation Ground Focus Group. An update on the recent architect selection process. *
8. **CCTV REPLACEMENT.** To consider replacement/upgrade of CCTV facilities at the 3 toilets. *
9. **ADDITIONAL FEATURES FOR WEB SITE.** To consider improved information facilities for our web site. *

10. **REPRESENTATIVES ON OUTSIDE ORGANISATIONS.** To consider an additional procedure to request the name of the point of contact at the organisation when notifying them of a change of councillor representative.
11. **SECURITY TRAINING FOR STAFF.** To consider SIA training for an additional staff member. *
12. **PUBLIC ENGAGEMENT.** To consider forming a sub-committee to investigate how the committee structure could be more inclusive. *
13. **CORRESPONDENCE.** None
14. **MINOR MATTERS.** None
15. **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.*