

TENTERDEN TOWN COUNCIL

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4th June 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 10th JUNE 2019** following a special meeting of Town Council and a meeting of the External 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) V. Cole (2) Mrs S. Ferguson (3) Miss A. Gardner (4) C. Knowles (5) Dr L. Lovelidge, (6) Mrs P. Smith (Chair) (7) A. Sugden & (8) Mrs C. Walder.
Substitutes in the event of members' absence: Cllrs M. Carter, J. Crawford & M. Hickmott.

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 8th April 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. **VICE-CHAIRMAN.** To appoint a Vice-Chairman for 2019-2020.
8. **FINANCIAL REPORTS.** To approve the following reports. *
 - (a) Payments List (Jan-March 2019).
 - (b) Income and Expenditure (Year ended March 2019).
 - (c) Bank Reconciliation (at 31st March 2019).

9. **SUB-COMMITTEE & WORKING GROUP REPORTS.**

- (a) Archives and Regalia. Report of a meeting on 24th May 2019 and a request for funding for the archive & memorabilia display. *
- (b) Recreation Ground Focus Group. Report of a meeting on 1st May 2019.
- (c) Town Hall Focus Group Report of a meeting on 22nd May 2019. *

10. **SUB-COMMITTEE & WORKING GROUPS.** To appoint members to the following sub-committees. Non-councillors can be co-opted at sub-committee level. *Ideal membership level 4-5 for councillor-only committees.*

- (a) Archives and Regalia.
Current Councillor Membership: Cllrs Mrs Curteis, Mrs Ferguson & Mrs Smith.
- (b) Committee Structure.
Current Membership: Cllrs Carter, Mrs Curteis, Mrs Ferguson, Knowles, Mulholland, Nelson & Mrs Smith.
- (c) Project Overview and Section 106
Current Councillor Membership: Cllrs Carter, Crawford, Nelson & Mrs Smith.
- (d) Public Engagement.
Current Councillor Membership: Cllrs Mrs Ferguson, Knowles, Mulholland, Nelson, Quinton & Sugden.
- (e) Staff & Employment.
Current Membership: Cllrs. Mrs Curteis, Dr. Lovelidge, Nelson, Mrs Smith & Sugden.
- (f) Standing Orders & Financial Regulations.
Current Membership: Cllrs Crawford, Knowles, Mulholland, Nelson, Mrs Smith & Sugden.
- (g) Website.
Current Membership: Cllrs. Carter, Knowles, Dr. Lovelidge, Mulholland & Sugden.

11. **STATION RD TOILETS.** To consider the latest plans for the extension. *

12. **PUBLIC EXHIBITION.** To consider setting up a working group and arranging training for this event. *

13. **VAT ADVICE.** To note VAT advice on various aspects of council business and to consider the charges for regalia. *

14. **BANKING.** To consider changing our current account banking provider. *

15. **OUTSIDE ORGANISATIONS.** To consider rulings on regularity and method of reporting. *

16. **FOOTPATH MAP.** To consider relocation of the footpath map or an alternative map, should the external committee decide to place this on Council land. *
17. **EAST CROSS GARDENS.** To re-consider the proposed changes to this area.*
18. **SPIRIT OF TENTERDEN.** To consider a request to attach an advertisement and lighting to the beacon. *
19. **CALENDAR BOOKING FACILITY.** To consider the purchase of comprehensive booking software which links with our accounts system. *
20. **ELECTION MEETINGS WITH PROSPECTIVE COUNCILLORS.** To consider a scheme for the 2023 election. *
21. **TRAINING ON IPADS.** To consider arranging technical training on IPAD operation with our hardware provider. *
22. **MODERN.GOV UPDATE.** From the administrative team.
23. **WASTE FACILITY.** To consider a revised quotation for this facility. *
24. **RECREATION GROUND FOOTBALL PITCH.** To consider a quotation for refurbishment of the goal area. *
25. **BOWLS CLUB PLANS.** To appoint councillors to consider the request for assistance with the clubhouse. *

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.*

26. **PROJECT OVERVIEW.** Confidential document 612A refers.
27. **STAFFING COMMITTEE.** Confidential document 613A (to be tabled).

End of Closed Session.

28. **TOWN HALL/WOOLPACK CAR PARK.** To consider the cost of filling in potholes located in car park. *
29. **CORRESPONDENCE.** None
30. **MINOR MATTERS.** None
31. **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.