

# TENTERDEN TOWN COUNCIL

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

Website: [www.tenterdentowncouncil.gov.uk](http://www.tenterdentowncouncil.gov.uk)  
Telephone: 01580 762271




Email: [townhall@tenterdentowncouncil.gov.uk](mailto:townhall@tenterdentowncouncil.gov.uk)  
Facsimile: 01580 765647

3<sup>rd</sup> July 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 9<sup>th</sup> JULY 2018** following meetings of the Town Council and Planning 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, (5) Dr L. Lovelidge (Chair), (6) J. Nelson & (7) Mrs P. Smith.

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 11<sup>th</sup> June 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. **SUB-COMMITTEE & WORKING GROUP REPORTS.**
  - (a) Public Engagement Committee. Report of a meeting on 26<sup>th</sup> June 2018 and an update on the residents' survey.
  - (b) Town Hall Focus Group. To consider a quotation from Price Whitehead relating to the architects brief and overseeing of the tender process. \*
8. **MILLENNIUM GARDEN.** To consider implementation of the recommendations from a recent wildlife report. \*
9. **MAYORAL PORTRAIT.** To consider the gift of a portrait of former Mayor Cllr. Nelson. \*

10. **CORPORATE PLAN.** To consider forming a sub-committee to set medium-term objectives and monitor progress. \*
11. **INTERNAL AUDIT.** To note the findings and report of our internal auditor and approve the suggested increase in petty cash holding. \*
12. **COMMUNITY LAND TRUST.** To consider allowing the CLT group to lodge grant funding with the Council. \*
13. **REGENERATION PROJECTS.** To consider a proposal to log progress in each project and publicise this in a user-friendly format. \*
14. **CORRESPONDENCE.** None
15. **MINOR MATTERS.** None.
16. **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](http://www.tenterdentowncouncil.gov.uk).*