

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

Tuesday, 3 September 2019

INTERNAL COMMITTEE

Notice is given that a meeting of the **INTERNAL COMMITTEE** will be held in the Assembly Room on **MONDAY, 9TH SEPTEMBER, 2019** following a meeting of the Town Council which starts at **7.00 pm**.

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: V. Cole, Mrs. S. Ferguson, Miss A. Gardner (Vice-Chair), C. Knowles, Dr. L. Lovelidge, Mrs. P. Smith (Chair), A. Sugden and Mrs. K. Walder.
Substitutes in the event of members' absence: Cllrs M. Carter, J. Crawford and 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 12th August 2019 as a correct record.

4. **MATTERS ARISING.**

5. **REPRESENTATION FROM MEMBERS IF 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) Archives & Regalia. Reports of meetings held on 9th and 30th August 2019. *

8. **FINANCIAL REGULATIONS.**

To consider adoption of the recently updated model financial regulations.*

9. **RECREATION GROUND TERMS AND CONDITIONS.**

To consider an amendment to the document to improve safety provisions.*

10. **RECREATION GROUND PROJECT.**

- (a) To consider a fee proposal for skatepark design. *
- (b) To consider quotations for a 3D visualisation of the recreation ground scheme.*
- (c) To consider the Bowls Clubhouse in relation to the recreation ground.

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.

11. **STAFFING MATTERS.**

Confidential document no. 617A refers.

END OF CLOSED SESSION.

12. **CORRESPONDENCE.**

13. **MINOR MATTERS.**

14. **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.*