

# 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

14<sup>th</sup> November 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 20<sup>TH</sup> NOVEMBER 2017** following a meeting of the Planning Committee which starts 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 30<sup>th</sup> October 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. Next Meeting due 22<sup>nd</sup> November.
  - (b) Recreation Ground Focus Group. Report of the workshop session on 15<sup>th</sup> November and update from the Landscape Architects.
  - (c) Standing Orders & Financial Regulations. Report of a meeting on 9<sup>th</sup> November. \*
  - (d) Public Engagement. Report of a meeting on 9<sup>th</sup> November. \*
8. **WASTE FACILITY.** To consider the shortlisted tenders for this project. \*
9. **ST MICHAELS RECREATION GROUND.** To consider removal of the hedge between the recreation ground and road. \*

10. **MAINTENANCE FACILITY.** To consider revised plans for the facility at St. Michaels recreation ground. \*
11. **MATURITY OF 1 YEAR SAVINGS.** To consider renewal of one of the council's savings accounts. \*
12. **TOWN CLERK'S OFFICE.** To consider a move to a different office to avoid serious damp problems. \*

**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.*

13. **STAFFING ISSUES.** Confidential document 594 refers (to be tabled).

**End of closed session.**

14. **CORRESPONDENCE.**

(a) Letter of gratitude from Dr. R. Crawford, Honorary Freeman. \*

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).*