

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

7th August 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 13th AUGUST 2018** following meetings of the Planning and External 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 (Vice-Chair), (5) Dr L. Lovelidge (Chair), (6) J. Nelson & (7) Mrs P. Smith & (8) Mrs C. Walder.
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 9th July 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. **FINANCIAL REPORTS.** To approve the following reports. *
 - (a) Payments List (April to June 2018).
 - (b) Income and Expenditure (to 30th June 2018).
 - (c) Bank Reconciliation (at 30th June 2018).
8. **SUB-COMMITTEE & WORKING GROUP REPORTS.**
 - (a) Public Engagement Committee. Update on the results of 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. (deferred from July Meeting). *
- (c) Standing Orders & Financial Regulations. Report of a meeting on 6th August 2018.
9. **GENERAL DATA PROTECTION REGULATIONS (GDPR)**. To consider the following actions following recommendation from a specialist consultant. *Copies of the Audit Report and Policies are available via the 'Agenda Enclosures' online or can be viewed in the Town Clerk's Office.*
- (a) The approval of measures required in the audit report.
- (b) The adoption of new data protection policies:
- Personal Data Breach Notification Policy
 - CCTV Policy & Code of Practice
 - General Privacy Notice – Internal Policy
 - General Privacy Notice – Website Policy
 - Data Retention & Disposal Policy
 - Subject Access Request Policy
 - Data Protection Training Policy
10. **SUB-COMMITTEE PROCEDURE**. To debate membership and administration of sub-committees. *
11. **USE OF TOWN CREST**. To consider a request to use the Town Crest. *
12. **FAIRS ON THE RECREATION GROUND**. To consider an application from a further travelling fun fair to use the recreation ground. *
13. **TOWN MAPPING SOFTWARE**. To consider the purchase of a software package. *
14. **STATION ROAD TOILETS**. To consider the revised plans and authorise the architect to progress these to a Planning Application. *

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.*

15. **STAFFING ISSUES**. Confidential document 601A will be tabled.

End of closed session.

16. **CORRESPONDENCE**. None

17. **MINOR MATTERS**. None.

18. **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.