

# TENTERDEN TOWN COUNCIL

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

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## INTERNAL MATTERS COMMITTEE DELEGATED AUTHORITY

- a. To advise the Council as to its financial and economic policies and deal with the allocation and control of financial resources.
- b. To consider the recommendations of other committees so far as they would materially affect resources not approved in the annual budget.
- c. To deal with irrecoverable or doubtful debts.
- d. Management of the Council's loan debt.
- e. To deal with insurance and pensions.
- f. Payment of accounts.
- g. To deal with personnel matters generally, and in particular:
  - Recruitment and appointment procedures.
  - Staff welfare.
  - Terms and conditions of service.
  - Discipline.
  - Matters arising under legislation relating to contracts of employment and industrial relations.
  - To maintain an overall view of staffing requirements and the allocation of resources and to deal with all matters pertaining to staff, subject to all new posts on the Council's establishment being approved by the Council.
  - To maintain, review and advise upon the required level of staff resources and their deployment.
- h. To review, and where necessary, to improve management methods to ensure that they are effective in meeting the objectives of the Council.
- i. To recommend Standing Orders and Financial Regulations of the Council and to review them from time to time.
- j. The assessment, provision, maintenance, improvement and management of Council-owned parks, open spaces, playgrounds and sports facilities (both indoor and outdoor).
- k. To determine and undertake maintenance of Council-owned amenity areas.
- l. To manage, maintain and control the Town Hall, the Pebbles, the Pavilion, Storage buildings, public toilets and the kiosk on Tenterden Recreation Ground.