

TENTERDEN TOWN COUNCIL

INTERNAL COMMITTEE

STANDING ORDERS & FINANCIAL REGULATIONS SUB-COMMITTEE

AGENDA

Date and time of meeting: Tuesday, 13 February 2018, 5.00 pm.

Location of meeting: Councillor's Room at the Town Hall

Membership: Cllrs Knowles, Mulholland, Nelson, Mrs Smith & Sugden

All members of the Town Council are invited to participate in Sub-Committee meetings. Members of the public are welcome to attend.



Phil Burgess, Town Clerk. Mailing date: Thursday, 25 January 2018

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1. **APOLOGIES FOR ABSENCE.**
 2. **APPOINTMENT OF A NOTE-TAKER**
 3. **ELECTION OF CHAIR**
 4. **MINUTES.** To agree that the notes of the meeting held on 9th November are a correct record.
 5. **MATTERS ARISING.**
 6. **COMPLAINTS PROCEDURE.** To consider the adoption of a new comprehensive complaints procedure. *
 7. **PROCEDURAL COMPLAINTS.** To note the report on advice given by a specialist lawyer. *
 8. **SELECTION OF INTERNAL AND EXTERNAL COMMITTEE MEMBERS.** An extension to standing order 8a (dealing with election by ballot) should be made to state: Members for both Internal and External committees, along with substitute members, will be selected by drawing lots. *Note: last year 3 volunteers were taken.*
 9. **ANY OTHER REQUIRED CHANGES TO STANDING ORDERS.**
 10. **ANY OTHER BUSINESS.**
 11. **NEXT MEETING.**