

**TENTERDEN TOWN COUNCIL
INTERNAL COMMITTEE**

Standing Orders & Financial Regulations Sub-Committee

Notes of a meeting held at the Town Hall at 5.00pm on 13th February 2018.

<i>No</i>	<i>Item</i>	<i>Action</i>
1	Present: Cllrs. Mulholland, Nelson & Sugden. The Town Clerk was also present and took notes	
2	Apologies. Cllrs Knowles and Mrs Smith.	
3	Declarations of interest. None.	
4	Chairman. Justin Nelson was appointed chair.	
5	Minutes of the meeting held on 9 th Nov 2017 were approved.	
6	Matters arising. As below	
7	Internal Complaints. The Clerk had been referred to a legal specialist by KALC and a report on that issue is attached. In essence, there is no circumstance where a local council can impose a sanction on a councillor for a contravention of standing orders. Any complaints are to be treated as complaints against the council.	
8	Complaints Procedure. A comprehensive "model" complaints procedure (attached) had been supplied by the specialist lawyer and the committee agreed to adopt the procedure with non-substantive changes to suit the structure of TTC (such as changing chairman to Mayor or chair of staffing sub-committee, and amending the example at 6.3). The comments and suggestions form was thought to be a useful inclusion but the extra equal opportunities form did not perform a statistically viable function.	
9	Standing Orders amendments. The current standing orders would be amended as follows: Items 8a and b would be moved to 8b and c respectively. The new 8b to be preceded by the words: "In all cases other than election to the internal and external committees as in 8a above". New item 8a: Selection of members for both internal and external committees shall be drawn by lot. Half the elected councillors will be allocated to each committee. 3 substitutes will be selected to serve on the opposite committee in the event of absence. Volunteers will be invited for these positions. Should more than 3 councillors volunteer, lots will again be drawn to select substitutes from those volunteers.	
10	Any other business. None	
11	Date of next meeting. As required	