

**TENTERDEN TOWN COUNCIL
INTERNAL COMMITTEE**

Standing Orders & Financial Regulations Sub-Committee

Notes of a meeting held at the Town Hall at 6.00pm on 6th August 2018.

<i>No</i>	<i>Item</i>	<i>Action</i>
1	Present: Cllrs. Knowles, Mulholland, Nelson Smith & Sugden. The Town Clerk was also present and took notes	
2	Apologies. None	
3	Declarations of interest. None.	
4	Chairman. Cllr Nelson was elected chair.	
5	Minutes of the meeting held on 9 th April 2018 were approved.	
6	Matters arising. Cllr Knowles pointed out that the protective marking "official" notation was still not being used on council documentation as per minute 8c. The clerk advised that the non-dissemination disclaimer on e-mails was already in use and that protective markings would be actioned as soon as possible. This requires an official notation on all sensitive documents with the "personal" or "commercial" appended where appropriate. The appropriate links would be forwarded to sub-committee members. PA System – this would be reviewed after reordering of the Town Hall.	
7	Voting on Appointments. Written ballots will be retained. Ballot papers will be anonymised and simply numbered 1-16 and bear the town crest and the purpose and date of the vote, not the name of the member voting. The forms will be scanned after the meeting and stored for reference. They will be released, if need be, under FOI requests but would not, of course, reveal the voter's name. Standing Order 8b will be amended to reflect this.	PB
8	Internal and External Swapping. The facility to swap committee after selection by lot for External and Internal committees should be removed. This was resulting in confusion at the meeting and had resulted this year in almost the same membership. Councillors are reminded that they are able to participate in the debate even when not a member of the committee and that they may stand for sub-committees for either committee. Members felt that the committee structure generally was successful. Standing order 8a would reflect this change.	PB
9	Management Meetings. These meetings will be re-instated. Invitees will include the Mayor and chairs. If a chair is to be absent at the main meeting, the vice-chair will be invited. No amendment to standing orders is required.	PB
10	Mayoral Selection. The proposal to appoint a mayor-elect was rejected as it does not guarantee selection at the annual council meeting (ACM - the only legally binding vote). The model used by Deal Town Council was thought to be appropriate. The ACM is	

	treated as a non-robed meeting devoted purely to business, the first item being mayoral selection as required by law. The new Mayor will preside for the remainder of that meeting. All the usual business of the ACM will be carried out at this stage except the civic ceremony. A second Mayoral Invitation evening, held within a short time of the ACM, will see the investiture of the new mayor and deputy mayor.	
11	Co-option Questionnaire. The questionnaire will be retained in its present format. Following receipt of that form from the candidates, an informal meeting will be arranged with councillors prior to official co-option at the next Town Council meeting. Standing order 26 will be amended accordingly.	PB
12	Further Standing Orders amendments. None	
13	Any other business. None	
14	Date of next meeting. As required	