



7th May 2024

You are hereby summoned to the **Annual Meeting of the Sevenoaks Town Council** to be held in the **Council Chamber, Town Council Offices**, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 13th May 2024 at 7.00 pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/-5PhjbusYc8?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Zoom joining instructions will then be provided. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

TOWN CLERK

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

PUBLIC QUESTION TIME

To enable any members of the public present to draw the attention of the Town Council to any matter.

PRESENTATIONS

Prior to the commencement of the meeting, the Mayor will address the Council and make the following presentations:

- a) Cheque to be awarded to the Mayor's Charities, Sevenoaks Welcomes Refugees and Sevenoaks Larder, supported during her term of office.
- b) Mayor's Award: James Ball.
- c) Presentation to the outgoing Mayor's Cadet, POC Scarlet Burgess.
- d) KALC Award to Caroline Berry, Sevenoaks Area Youth Trust (SAYT).

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

AGENDA

| | | |
|-----------|---|-----------------------|
| 1 | <u>ELECTION OF MAYOR</u> To elect the Mayor for the ensuing Civic year. | - |
| 2 | <u>DECLARATION OF ACCEPTANCE OF OFFICE BY MAYOR</u> To receive the Mayor's declaration of acceptance of office. | - |
| 3 | <u>ELECTION OF DEPUTY MAYOR</u> To elect the Deputy Mayor for the ensuing Civic year. | - |
| 4 | <u>DECLARATION OF ACCEPTANCE OF OFFICE BY DEPUTY MAYOR</u> To receive the Deputy Mayor's declaration of acceptance of office. | - |
| 5 | <u>APOLOGIES FOR ABSENCE</u> To receive and note apologies. | - |
| 6 | <u>ELECTION OF LEADER OF SEVENOAKS TOWN COUNCIL</u> To elect the Leader of the Town Council for the ensuing Civic year. | - |
| 7 | <u>ELECTION OF DEPUTY LEADER OF SEVENOAKS TOWN COUNCIL</u> To elect the Deputy Leader of the Town Council for the ensuing Civic year. | - |
| 8 | <u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011). | - |
| 9 | <u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting. | - |
| 10 | <u>COUNCIL MINUTES</u> To receive, adopt and sign the minutes of the meeting of the Town Council held on 22 nd April 2024. | Attached |
| 11 | <u>PLANNING COMMITTEE MINUTES</u> To receive and adopt the minutes of the Planning Committee meeting held on 29 th April 2024. | Previously circulated |
| 12 | <u>FINANCE AND GENERAL PURPOSES COMMITTEE MINUTES</u> To receive and adopt the minutes of the Finance and General Purposes Committee held on 22 nd April 2024 . | Previously circulated |

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| <p>13</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> | <p><u>APPOINTMENT OF STANDING COMMITTEES/WORKING GROUPS AND APPOINTMENT OF CHAIRS, VICE-CHAIRS AND MEMBERS OF STANDING COMMITTEES/WORKING GROUPS</u></p> <p>To consider and approve the proposal that Sevenoaks Town Council operates and governs under a revised Committee and Working Group system.</p> <p>To appoint Standing Committees and their Working Groups for the ensuing Civic year:</p> <p><u>FINANCE & DELIVERY COMMITTEE</u></p> <ul style="list-style-type: none"> • Community Asset Working Group • Communications Working Group • Town Team/Business Improvement District (BID) <p><u>PLANNING & ENVIRONMENT COMMITTEE</u></p> <ul style="list-style-type: none"> • Movement & Net Zero Working Group • STNP/Master Plan Working Group • Quarry Liaison Working Group <p><u>COMMUNITY & WELLBEING COMMITTEE</u></p> <ul style="list-style-type: none"> • Youth Services Working Group • Sports Strategy Working Group • Arts & Culture Working Group • Greatness Recreation Ground Working Group <p><u>PERSONNEL COMMITTEE</u></p> <p>To appoint Chairs, Vice-Chairs and Members of Standing Committees and Working Groups for the ensuing Civic year.</p> | <p>Attached</p> <p>Attached</p> |
| <p>14</p> | <p><u>REPRESENTATION ON OUTSIDE BODIES</u></p> <p>To elect members to serve on various statutory bodies and other outside organisations for the ensuing Civic year.</p> | <p>Attached</p> |
| <p>15</p> | <p><u>TO APPROVE THE SEVENOAKS TOWN COUNCIL SCHEME OF DELEGATION, INCLUDING TERMS OF REFERENCE OF STANDING COMMITTEES & WORKING GROUPS</u></p> <p>To receive and adopt the Sevenoaks Town Council Scheme of Delegation, including Terms of Reference of Standing Committees and Working Groups for the ensuing Civic year.</p> | <p>Attached</p> |

| | | |
|-----------|--|---------------------------------|
| 16 | <u>SCHEDULE OF MEETINGS</u> To receive and adopt the Schedule of meetings for 2024/25. | Attached |
| 17 | <u>STANDING ORDERS</u> To receive and adopt the Standing Orders for 2024/25. | Attached |
| 18 | <u>FINANCIAL REGULATIONS</u> To receive and adopt the Financial Regulations for 2024/25. | Attached |
| 19 | <u>COUNCILLOR CODE OF CONDUCT</u> To receive and adopt the Local Government Association Model Councillor Code of Conduct 2020. | Attached |
| 20 | <u>ANNUAL SUBSCRIPTIONS</u> To authorise payment of subscriptions falling to be renewed annually. | Attached |
| 21 | <u>VARIABLE DIRECT DEBITS</u> To approve the use of variable direct debits for the next two years. | Attached |
| 22 | <u>GENERAL POWER OF COMPETENCE</u> To resolve that the Town Council having 100% of its councillors elected on 4 May 2023 and having a Qualified Town Clerk [including S7 of CiLCA 2012] notes that it has adopted the General Power of Competence. | - |
| 23 | <u>SEVENOAKS TOWN COUNCIL ANNUAL REPORT 2023 – 2024</u> To receive and consider Sevenoaks Town Council's Annual Report. | Circulated as separate document |
| 24 | <u>GENERAL DATA PROTECTION REGULATION POLICIES [GDPR]</u> To note that the Town Council continues to adopt GDPR practices as required by statute throughout all its day-to-day business, and to consider and readopt the following: <ul style="list-style-type: none"> • Information and Data Policy • Neighbourhood Plan Privacy Notice • Privacy Notice • Youth Privacy Notice • Social Media and Electronic Communication Policy | All Circulated separately |
| 25 | <u>POLICY APPROVALS</u> To consider and readopt the following policies: <ul style="list-style-type: none"> • Accessibility Statement • Equalities Policy | All Circulated separately |

| | | |
|----|---|----------|
| | <ul style="list-style-type: none"> • Training, Learning and Development Policy • Value for Money Policy | |
| 26 | <p><u>SEVENOAKS TOWN COUNCIL'S APPLICATION FOR RENEWAL OF LOCAL COUNCIL AWARD</u></p> <p>To resolve that the Council has met all the relevant criteria to apply for the Local Council Award Scheme; that it publishes online all the necessary documents to comply with the Award Scheme; and that it has all the required documents in place.</p> | - |
| 27 | <p><u>MAYORS CADET</u></p> <p>To appoint the Mayor's Cadet for the ensuing Civic year: Cpl Roy Newman, Sevenoaks Air Cadets.</p> | - |
| 28 | <p><u>50TH ANNIVERSARY OF SEVENOAKS TOWN COUNCIL</u></p> <p>To note arrangements to celebrate 50 years of Sevenoaks Town Council and its community.</p> | Attached |
| 29 | <p><u>CIVIC EVENTS AND MAYOR'S ENGAGEMENTS 2023/2024</u></p> <p>To note:</p> <p>(a) The functions attended by the Mayor, Deputy Mayor or representative during the 2023/2024 civic year.</p> <p>(b) The Civic Events held in 2023/2024.</p> | Attached |
| 30 | <p><u>PRESS RELEASE</u></p> <p>To consider any agenda item, which would be appropriate for a press release.</p> | - |

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Sevenoaks Town Council
Minutes of the Town Council Meeting held on 22nd April 2024

Held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

https://youtube.com/live/_gqPZi0kLGQ?feature=share

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.20 p.m.

| | | | | |
|--|-----------|--|---|-----------|
| Cllr Claire Shea, Mayor | Present | | Cllr Chloe Gustard | Present |
| Cllr Libby Ancrum, Deputy Mayor | Present | | Cllr Sally Layne | Present |
| Cllr Sue Camp | Present | | Cllr Lionel O’Hara | Apologies |
| Cllr Dr Marilyn Canet | Present | | Cllr Lise Michaelides | Apologies |
| Cllr Tony Clayton, Leader | Present | | Cllr David Skinner OBE | Present |
| Cllr Catherine Daniell | Apologies | | Cllr Nick Varley | Apologies |
| Cllr Dr Peter Dixon | Present | | Cllr Nigel Wightman, Deputy Leader | Present |
| Cllr Victoria Granville | Apologies | | Cllr Gareth Willis | Present |

In Attendance: Town Clerk, Responsible Finance Officer/Deputy Town Clerk and Senior Committee Clerk.

Members of Public in Attendance: 1

24 Apologies for Absence

Apologies for Absence were received and accepted as shown above.

25 Requests for Dispensations: none received.

26 Declarations of Interest: none received.

27 Minutes of the Meeting of Sevenoaks Town Council held on 26th February 2024

RESOLVED: to accept and sign the minutes of the Meeting of Sevenoaks Town Council held on 26th February 2024 as a true record.

28 Leader & Deputy Leader of Sevenoaks Town Council

Councillors expressed their thanks to Cllr Clayton for all he had done in his role as Leader of the Town Council.

RESOLVED That:

- 1) Cllr Nigel Wightman be elected Leader of Sevenoaks Town Council
- 2) Cllr Catherine Daniell be elected Deputy Leader of Sevenoaks Town Council

29 Minutes of Committees

29.1 Planning Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning Committee held on 4th March, 18th March, 2nd April and 15th April 2024 as true records.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 22nd April 2024

29.2 Finance & General Purposes Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 26th February 2024 as a true record.

29.3 Youth Services Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Youth Services Committee held on 20th March 2024 as a true record.

29.4 Personnel Committee

It was noted that the minutes of the Personnel Committee held on 25th March 2024 had been amended to correct errors with the minute numbers and page numbers.

RESOLVED: Subject to the amendment above, to receive and adopt the minutes of the meeting of the Personnel Committee held on 25th March 2024 as a true record.

30 Suspension of Standing Orders at 7.05pm

RESOLVED that: in accordance with Standing Order 10(xxvii), the meeting be temporarily suspended, to enable representations from a member of the public to be heard.

Representations received from Member of the Public

CLlr Richard Streatfeild, Sevenoaks District Council & Kent County Council (KCC), gave an update on key matters at KCC, including that:

- Budget issues continued
- Significant work was being undertaken in relation to unaccompanied children seeking asylum
- The new border checks being introduced were causing immense concern in relation to likely delays and the impact on Kent

In Sevenoaks, CLlr Streatfeild had been working on

- the 20mph scheme, with ongoing meetings between STC and KCC
- SEN casework, particularly in relation to school appeals
- Meetings with Thames Water regarding sewerage

31 Reconvening of the Meeting at 7.10m

The Mayor reconvened the meeting at 7.10pm.

32 Notice of Proposed Amendment to Standing Orders: Financial Regulations

RESOLVED: to receive notice that Sevenoaks Town Council would be amending its Standing Orders, in line with updated financial regulations, at the Annual Meeting of the Town Council to be held on Monday 13th May 2024.

33 Purchase of Longspring Woods: Update

Following the decision of Sevenoaks Town Council to purchase Longspring Woods as an Asset of Community Value (*Minute 698, 26.02.2024 refers*), progress with the purchase was noted.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 22nd April 2024

RESOLVED to note that:

- 1) As a result of the Pledge Campaign for public donations held in February 2024, £103,475 was pledged in 23 days: £101,192 had been paid into Sevenoaks Town Council's bank account and was held in an Earmarked Reserve for the purchase of Longspring Woods.
- 2) The offer of £185,000 agreed at the Town Council meeting held on 26th February 2024 had been accepted and the normal conveyance procedures were progressing.

34 Completed Projects by Committees

The Town Council received a record of Completed Matters, actions completed by Committees since the election of the Town Council's new Councillors 2023-2027 up to present.

It was noted that revisions were being proposed by Kent County Council to the East to West Cycle route in Sevenoaks Town which would be the subject of public consultation in May/June. This would be considered at a future meeting of the Planning Committee.

RESOLVED: To receive and note report of projects completed by Committees since May 2023.

35 Reports to Council: Town Council Representatives on External Organisations

1. Cllr Dixon, representative on Friends of Rheinbach reported that:
 - A visit from Freunde von Sevenoaks was planned for Thursday 4th – Monday 8 July this year. Various meals and outings were being planned.
 - Consideration was also being given to a proposal for a joint football camp for boys and girls from Sevenoaks and Rheinbach, to be hosted in Sevenoaks.
2. Cllr Clayton advised that he had attended a meeting with Southeastern on behalf of the Town Council and Sevenoaks Rail Travellers Association. He reported that Southeastern now had some funding available for their scheme promoting the environment: parish and town councils and community partnerships would be able to bid for funding. Cllr Clayton would send details to the Town Clerk.

RESOLVED: To receive and note the reports.

36 Mayor's Engagements

The Mayor advised that many of the recent events she had attended had been artistic/musical. She also thanked Councillors for attending, and officers for their hard work setting up the Town Council's stand at the Vegan Market.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 22nd April 2024

The Mayor reminded everybody of the Double Spectacular Fundraising Event for Sevenoaks Welcomes Refugees at the Stag Theatre on Saturday 27th April:

Tickets were available at the Stag:

['Our Little House' Captain Fantastic - The Stag Sevenoaks](#)

['Our House' Elektra Violin Duo & Squeeze A Crowd - The Stag Sevenoaks](#)

RESOLVED: To note and accept the reports relating to Mayoral activities:

- a) functions attended by the Mayor or her representative up to 13th April 2024;
and
- b) forthcoming Civic Events being organised by the Mayor during 2023-24

37 Press Releases: None.

There being no further business the Mayor closed the meeting.

Signed

Mayor

Dated

**Sevenoaks Town Council
Annual Council Meeting – 13th May 2024**

**Sevenoaks Town Council
Committee and Working Group Structure from May 2024**

| LIST OF APPOINTMENTS | APPOINTED |
|----------------------|------------------------|
| MAYOR | Cllr Libby Ancrum |
| DEPUTY MAYOR | Cllr Tony Clayton |
| LEADER | Cllr Nigel Wightman |
| DEPUTY LEADER | Cllr Catherine Daniell |

Standing Committees and Working Groups

Note – Standing Committees to be held approximately every 6 weeks, with exception of Planning & Environment which will be every 2 weeks and Personnel which will be 2 times per year.

Working Groups will be held approximately every 8 weeks and will be providing recommendations to Standing Committees. Working Groups can invite external representatives as non-voting members to participate on relevant topics.

The Mayor is Ex Officio of all Committees and Working Groups.

All Councillors will continue to receive all Agendas and Minutes and can attend meetings should they have a particular interest.

| | |
|---|---|
| <p>Finance & Delivery Committee (F&D)</p> <p>Chair Cllr Tony Clayton Vice Chair Cllr Nigel Wightman</p> | <p>Members</p> <ol style="list-style-type: none"> 1. Cllr Dr Merilyn Canet 2. Cllr Catherine Daniell 3. Cllr Dr Peter Dixon 4. Cllr David Skinner 5. Cllr Nicholas Varley |
| <p>Community Asset Working Group</p> <p>Chair Cllr Dr Merilyn Canet Vice Chair Cllr Dr Peter Dixon</p> | <ol style="list-style-type: none"> 1. Cllr Lise Michaelides 2. Cllr Nigel Wightman 3. Cllr Gareth Willis |
| <p>Communications Working Group</p> <p>Chair Cllr Nick Varley Vice Chair Cllr Chloe Gustard</p> | <ol style="list-style-type: none"> 1. Cllr Victoria Granville 2. Cllr Sally Layne 3. Cllr Nigel Wightman |

Sevenoaks Town Council
Annual Council Meeting – 13th May 2024

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| <p>Town Team / BID</p> <p>Chair Cllr Tony Clayton Vice Chair TT Member</p> | <ol style="list-style-type: none"> 1. Cllr Victoria Granville 2. Cllr Nigel Wightman 3. Town Clerk |
| <p>Planning & Environment Committee</p> <p>Chair Cllr Sue Camp Vice Chair Cllr David Skinner</p> | <p>All Councillors</p> |
| <p>Movement & Net Zero Working Group</p> <p>Chair Cllr David Skinner Vice Chair Cllr Lionel O’Hara</p> | <ol style="list-style-type: none"> 1. Cllr Dr Marilyn Canet 2. Cllr Tony Clayton 3. Cllr Dr Peter Dixon 4. Cllr Claire Shea |
| <p>STNP / Master Plan Working Group</p> <p>Chair Cllr Tony Clayton Vice Chair Cllr David Skinner</p> | <ol style="list-style-type: none"> 1. Cllr Claire Shea 2. Cllr Nigel Wightman 3. Cllr Lise Michaelides <p>+ interested external stakeholders</p> |
| <p>Quarry Liaison Working Group (via Tarmac)</p> | <ol style="list-style-type: none"> 1. Cllr Claire Shea 2. Cllr Dr Marilyn Canet 3. Cllr Nigel Wightman 4. Town Clerk 5. Planning Cttee Clerk <p>+ interested external stakeholders</p> |
| <p>Community & Wellbeing Committee (C&W)</p> <p>Chair Cllr Claire Shea Vice Chair Cllr Victoria Granville</p> | <ol style="list-style-type: none"> 1. Cllr Catherine Daniell 2. Cllr Chloe Gustard 3. Cllr Lise Michaelides 4. Cllr Gareth Willis |

Sevenoaks Town Council
Annual Council Meeting – 13th May 2024

| | | |
|--|-------------------------|---|
| Youth Services Working Group | | |
| Chair | Cllr Chloe Gustard | 1. Cllr Dr Merilyn Canet |
| Vice Chair | Cllr Catherine Daniell | 2. Cllr Gareth Willis |
| | | + interested external stakeholders |
| Sports Strategy Working Group | | |
| Chair | Cllr Gareth Willis | 1. Cllr Dr Merilyn Canet |
| Vice Chair | Cllr Dr Peter Dixon | 2. Cllr Catherine Daniell |
| | | 3. Cllr Victoria Granville |
| | | + interested external stakeholders |
| Arts & Culture Working Group | | |
| Chair | Cllr Victoria Granville | 1. Cllr Dr Merilyn Canet |
| Vice Chair | Cllr Lise Michaelides | 2. Cllr Sally Layne |
| | | 3. Cllr Claire Shea |
| Greatness Recreation Ground Working Group | | |
| | | 1. Cllr Dr Merilyn Canet |
| | | 2. Cllr Claire Shea |
| | | 3. Cllr Victoria Granville |
| | | + interested external stakeholders |
| Stag Trustees | | |
| Chair | Cllr Claire Shea | All Town Councillors except Cllr Michaelides. |
| Personnel Committee | | |
| Chair | Cllr Libby Ancrum | 1. Cllr Tony Clayton |
| Vice Chair | Cllr Lise Michaelides | 2. Cllr Nigel Wightman |

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**Sevenoaks Town Council
Annual Council Meeting – 13th May 2024**

**NOMINATIONS
REPRESENTATION ON OUTSIDE BODIES**

| Organisation | 2023 - 2024 | 2024- 2025 |
|---|--|---|
| Age UK (Council & Exec) | Cllr Dr M Canet | Cllr Dr M Canet |
| Citizens Advice Bureau | Cllr Chloe Gustard | Cllr Chloe Gustard |
| Dorothy Parrott Trust | Mayor Deputy Mayor | Mayor Deputy Mayor |
| Friends of Pontoise | Cllr Nick Varley | Cllr Nick Varley |
| Friends of Rheinbach | Cllr Dr Peter Dixon | Cllr Dr Peter Dixon |
| KALC (Area & County) | Cllr Tony Clayton Cllr Dr Marilyn Canet | Cllr Tony Clayton Cllr Dr Marilyn Canet |
| Kentish Opera - Patron | Mayor | Mayor |
| League of Friends of Sevenoaks Hospital | Mayor | Mayor |
| Lady Margaret Boswell's Church of England Educational Charity for a <i>period of four years</i> | Cllr Sally Layne | Cllr Sally Layne |
| Sevenoaks Almshouse Charity | Cllr Dr Marilyn Canet | Cllr Dr Marilyn Canet |
| Compassion Sevenoaks (formally Sevenoaks Churches Group for Social Concern) | Cllr Lise Michaelides | Cllr Lise Michaelides |
| Sevenoaks CPRE Committee | Cllr Lise Michaelides | Cllr Lise Michaelides |
| Sevenoaks District Arts Council | Cllr Sally Layne | Cllr Sally Layne |
| Sevenoaks Summer Festival | Cllr Sally Layne | Cllr Victoria Granville Cllr Sally Layne |
| Sevenoaks Wildlife Reserve Working Group | Cllr Libby Ancrum | Cllr Libby Ancrum |

**Sevenoaks Town Council
Annual Council Meeting – 13th May 2024**

| Organisation | 2023 - 2024 | 2024- 2025 |
|---------------------------|--------------------|--------------------|
| Visit Kent | Cllr Libby Ancrum | Cllr Libby Ancrum |
| Woodside Private Road Ltd | Cllr David Skinner | Cllr David Skinner |



Scheme of Delegation (including Council & Committees Terms of Reference)

To be Approved by Council: 13th May 2024

Review following each election or if change of Committee structure.

SCHEME OF DELEGATION

By this Scheme of Delegation, the Council in pursuance of its powers under section 101 of the LGA 1972 Local Government Act and in pursuance of its powers under section 15 of the LGA 2000 Local Government Act, General Power of Competence Localism Act 2011 and to the extent of their respective powers authorising the Proper Officer (Chief Executive / Town Clerk) and Responsible Financial Officer / Deputy Town Clerk, Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

The intention of the Scheme of Delegation is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that Officers are given power over the day to day administration and operation of the Council.

Sevenoaks Town Council is accredited with the General Power of Competence and a Local Council Gold Award status, Investor in People and a Civility and Respect Pledge.

PROPER OFFICER (CHIEF EXECUTIVE / TOWN CLERK) – DUTIES AND POWERS

The Proper Officer of the Council has statutory duties which are set down in legislation.

The Chief Executive / Town Clerk is the Proper Officer of the Council and as such is specifically authorised to:

- i) Receive Declarations of Acceptance of Office
- ii) Receive and Record notices from Councillors of Disclosing Interests
- iii) Receive, Retain and process plans and documents
- iv) Sign notices or other documents on behalf of the Council
- v) Sign and issue summonses to attend meetings of the Council and Committees
- vi) Give public notice of the time, place, and agenda at least three clear days before a meeting of the Council or Committees (provided that the public notice with agenda of an Extra Ordinary meeting of the Council convened by Councillors is signed by them)
- vii) Convene a meeting of the Council for the election of a new Mayor and Deputy Mayor of the Council.

In addition, the Chief Executive / Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- i) The day to day administration and operation of services, together with routine inspection and control.
- ii) Day to day supervision and control of all staff employed by the Council
- iii) Authorisation of routine expenditure within the agreed budget.

- iv) Emergency expenditure up to £10,000 outside of the agreed budget in consultation with the Chair and Vice Chair of Finance & General Purposes Committee.
- v) Project Manage and associated expenditure on projects approved by the Council and up to budget approved.

Delegated actions of the Chief Executive / Town Clerk shall be in accordance with Legislation, Standing Orders, Financial Regulations and this Scheme of Delegation and Committee Terms of Reference with directions given from the Council from time to time.

Delegated Authority is given to Council Officers to make decisions on behalf of the Committees, in the case of the Chief Executive / Town Clerk full Council, **on urgent matters between meetings**. These decisions are to be made after consultation with Councillors.

CHIEF EXECUTIVE / TOWN CLERK EMERGENCY DELEGATED AUTHORITY

In extreme cases for example the Covid pandemic lockdown Emergency Delegated Authority is required for the Chief Executive / Town Clerk (Deputy Town Clerk) to enable the day to day operation of Sevenoaks Town Council to continue to operate within legislation when the Council cannot meet in person and a legal alternative is not available.

The following is an example of the delegation used in such circumstances.

Council Meeting 23rd March 2020 Minute 567 ii)

RESOLVED: To agree emergency measures that if it was not possible to convene a meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

RESPONSIBLE FINANCE OFFICER

The Responsible Financial Officer within the meaning of the Accounts and Audit Regulations 1996 and subsequent legislation shall be responsible for the Town Council accounting procedures and financial governance in accordance with the Council's Financial Regulations in force at any given time.

The Responsible Financial Officer as Deputy Town Clerk will also assume the Town Clerk's role if there is an absence and need.

The Responsible Financial Offer has delegated authority for day to day responsibility for:

- Fiscal Governance
- Accounts Management
- Budget & Financial Monitoring / Predictions
- Insurance
- Financial Risk Management
- Internal Financial Controls
- External & Internal Audits
- Payroll & Pensions administration
- VAT
- Performance of Finance Team
- Financial Transparency

TERMS OF REFERENCE – THE TOWN COUNCIL

1 COUNCIL

The Town Council is the final authority on matters of policy and the powers of duties exercised by the Council. The Town Council will be solely responsible for the following specific functions:-

- (a) The power of raising loans and setting the precept
- (b) The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being
- (c) The appointment or dismissal of the Town Clerk
- (d) Appointment of Mayor, Deputy Mayor, Leader, Deputy Leader
- (e) Appointment of Committees, Chairmen and Vice Chairmen thereof
- (f) Appointment of Representatives on Outside Bodies
- (g) Annual Subscriptions
- (h) Standing Orders as to the conduct of the Council's business
- (i) The Committee Structure including terms of reference, membership etc

STANDING COMMITTEES & WORKING GROUPS

Sevenoaks Town Council will operate and govern under a Committee and Working Group system with the following delegated powers.

Councillors shall be members of the Standing Committees and Working Groups of the Council in accordance with Standing Orders.

Standing Committees to meet approximately every 6 weeks, with exception of Planning & Environment which will be every 2 weeks and Personnel which will normally be 2 times per year.

Working Groups will meet approximately every 8 weeks and will be providing recommendations to Standing Committees. Working Groups can invite external representatives as non-voting members to participate on relevant topics. Working Groups with external representatives will not be recorded for Youtube.

The Mayor is Ex Officio of all Committees and Working Groups.

All Councillors regardless of whether they are on a Committee or Working Group will receive all Agendas, Supporting Papers, and Minutes.

A quorum of a Committee is one third.

FINANCE & DELIVERY COMMITTEE

- (a) To study the long term aims and objectives of the Town Council in the context of the STNP and Community Investment Plan and recommend such forward programmes and other steps as may be necessary to achieve the Council's objectives in whole or in part during specific time spans.
- (b) To consider all the following matters and have executive powers once general policy and expenditure has been approved by the Town Council.
 - (i) All financial matters and accounts for payment as provided for by the Financial Regulations
 - (ii) Annual Estimates
 - (iii) Capital Works Programme
 - (iv) Grant Aid
 - (v) Public Offices
 - (vi) Executive powers to be granted to officers and Committee Chairmen
 - (vii) Projects for the benefit of the Sevenoaks Community and to make recommendations thereon to the Council
 - (viii) Annual Management letter from the Auditors
 - (ix) Insurance policies
 - (x) Asset Register
 - (xi) Town Twinning and Liaison
 - (xii) To consider any general purposes business

- (xiii) Town Team
 - (xiv) Assets including Bat & Ball Centre, Bat & Ball Station, Business Hub
 - (xv) Christmas Lighting & Town Centre Events/Festivals
 - (xvi) Markets
- (c) To receive reports from the Community Asset Working Group, the Communications Working Group, and the Town Team / BID Working Group.

COMMUNITY ASSET WORKING GROUP

Aim: to pursue relevant objectives in the STNP (in particular objectives 4, 5 & 6) and where appropriate implement policies L1, L2, L3, L4, L5 & L8.

To consider all matters relating to the following items and make recommendations to the Finance & Delivery Committee.

- (a) Cemeteries
- (b) Lawn of Remembrance
- (c) Recreational Facilities
- (d) Refuse and litter collection; Grit Bins/Litter Bins
- (e) Allotments
- (f) Raleys Field, Knole Paddock, Greatness and associated developments
- (g) The Open Spaces, Woodlands, and Common Areas under the Council's control
- (h) Vine Gardens/Upper High Street Gardens
- (i) Sevenoaks Common and other Open Spaces
- (j) Seats, other than seats in bus shelters
- (k) Maintenance of footpaths
- (l) Rights of Way on both footpaths and bridleways including obstructions and applications for diversions; closure or creation of rights of way and to have executive powers regarding action necessary for dealing with obstructions of right of way
- (m) Public Shelters, Bus Shelters, and to have executive powers regarding urgent action necessary in the interest of public safety in these places
- (n) Town Clocks
- (n) Public Lavatories
- (o)

COMMUNICATIONS WORKING GROUP

- a) To review the internal and external communication strategy of Sevenoaks Town Council and make recommendations to the Finance & Delivery Committee.
- b) The Working Group can invite external representatives as non-voting members to participate on relevant topics.
- c) Meetings of the Communications Working Group will meet as and when required.

SEVENOAKS TOWN TEAM

1. Name

The partnership will be called the 'Sevenoaks Town Team' (formally known as Partnership).

The Town Team was established with the aim of working together with a wide range of people in the local community to make Sevenoaks Town a prosperous, vibrant, and attractive place to live, visit, and do business.

2. Aim

- 2.1. To pursue objectives 10 & 11 of the STNP and where relevant implement Policies E1, E2, E3, E4 & E5.
- 2.2. To develop a Business Improvement District (BID) to referendum stage.

3. Objectives

- 3.1. Improving engagement between public, private and community sector partners in order to use this combined expertise and resources to improve the town.
- 3.2. Increasing visitors (footfall) in the town centre to support local businesses and organisations.
- 3.3. Encourage inward investment in the town and make Sevenoaks an attractive place for businesses looking to start-up.
- 3.4. Improving the accessibility and environment of Sevenoaks Town.
- 3.5. Invest and investigate different forms of digital marketing
- 3.6. Produce a Yearly Calendar of Events
- 3.7. Market the town as 'clean and safe'
- 3.8. Produce initiatives to address 'Empty Shops' issues
- 3.9. Retain and improve upon the services provided to local residents

4. **Membership**

4.1 Members should be welcomed from a wide range of different sectors to reflect the diverse aspirations of people in the town.

4.2 Governance.

Members who are appointed by organisations should be clear that they act to represent their own organisation and in doing so should obtain from their organisation the necessary consent or ratification for any commitment or decision to which they are party on behalf of the Town Team.

Members may also be known as an 'Individual Member' when they are not representing an organisation.

4.3 The Chair of the Town Team will be an elected member recognising responsibility of public money and national code of conduct.

4.4 Members of the Executive Board who miss more than 3 months of meetings will cease to be members. Exceptions will be considered on a case by case basis.

4.5 The Town Team will ensure that it remains a fully representative body;

4.6 The Town Team will seek to ensure the full participation of the community wherever possible and seek to inform the community of the progress of its work`;

4.7 The Town Team will comply with the Sevenoaks Town Council Equal Opportunities statement;

4.8 The Partnership will operate in an environment which is fully accountable and transparent;

4.9 Any alterations to the terms of reference must be agreed by the Town Team.

5 **Meetings and Decision Making**

Sevenoaks Town Team Facilitator, in consultation with the Chair of the Town Team, will timetable at least 4 full Town Team meetings at regular intervals throughout the financial year.

5.2 Additional meetings may be called by 5 or more members indicating to the Chair that a meeting is needed.

5.3 Agenda items for such a meeting should be agreed in consultation with the Chair and notice given to the Clerk at least 10 days in advance.

5.4 Decisions will be made by consensus of those present on a majority vote

5.5 It is recognised that many members of the Town Team will have a personal interest in promoting the best interests of the business of the partnership and that conflicts of interest are therefore difficult to identify. However, partners should declare a personal interest that might represent a conflict with the best interests of the partnership.

6. **Administration**

- 6.1 Sevenoaks Town Council will undertake the administrative functions necessary for the co-ordination of the Town Team.

PLANNING & ENVIRONMENT COMMITTEE

Aim: To pursue relevant objectives of the STNP (in particular objectives 1, 2, 3, 15, 16 & 17) and implement relevant policies (in particular C1 – C10 and D1 – D6).

- (a) To consider and have executive powers except to address all Town and Country Planning matters.
- (b) To consider all matters relating to redevelopment schemes including the provision of attendant roads and ancillary parking
- (d) To have authority to hold additional Planning meetings on Tuesdays when the fortnightly cycle of commenting on planning applications would be impossible to adhere to owing to Bank Holidays
- (e) The Chair of the Committee, or in his/her absence the Vice Chair, in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk, to have executive powers to make observations in respect of planning applications referred to the Town Council, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Planning Officer

Where this executive power has been exercised, the observations made to the Planning Officer are to be reported to the next meeting of the Town Planning Committee or direct to the next meeting of the Town Council if sooner

- (f) To consider and have executive power in respect of all matters relating to Licensing within the Parish, including licensing of premises for the sale of alcohol
- (g) The Chair of the Committee or in his/her absence the Vice Chair in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk to have executive powers to make observations in respect of Licensing Applications referred to the Town Council where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Licensing Authority.

Where this executive power has been exercised the observations made to the Licensing Authority are to be reported to the next meeting of the town Planning Committee or direct to the next meeting of the Town Council if sooner

- (j) To consider any long term aims and objectives of the Town Council in relation to the Local Plan and the Local Development Framework; Town Development and other strategic Town and Country Planning matters
- (k) Conservation Areas and Environmental Improvements except where relating to Town

Council land and properties

- (l) Formation of Neighbourhood Plans (& Masterplans)
- (m) Tree Work Applications - The Chair of the Committee or in his/her absence the Vice Chair in consultation with another Committee member (to be a ward member for the site concerned) and the Town Clerk to have executive powers to make observations to the Local Planning Authority in respect of Tree Work applications (both Conservation Area and Tree Preservation Order) which the Town Council is notified of in order to maximise the opportunity to object to inappropriate works prior to a determination being reached by the Local Planning Authority.

Where this executive power has been exercised the observations made to the Local Planning Authority are to be reported to the next meeting of the Planning Committee or direct to the next meeting of the Town Council if sooner.

- (p) To receive reports and recommendations from the Movement & Net Zero Working Group, the STNP / Masterplan Working Group and the Quarry Liaison Working Group.

MOVEMENT & NET ZERO WORKING GROUP

To consider matters relating to the following items and make recommendations as necessary to the Finance and Delivery Committee or the Planning and Environment Committee as appropriate:

1. The Town Council's aim to improve sustainable movement with the Town.
2. The Town Council's strategic aims in relation to working towards net zero.
3. The implementation of the sections of the Sevenoaks Town Neighbourhood Plan relevant to movement and achieving net zero. In particular Objectives 7 – 9 and Policies and Aims M1 – M12.
4. Sevenoaks Town Council's Green Community Investment Plan.
5. Initiatives from other organisations relating to movement and or net zero.
6. To consider all matters relating to traffic routes designed to reduce or remove traffic from the centres of the Town and the Upper High Street
7. To consider all matters relating to Highways (other than footway lighting) within the area of the Town Council including parking restrictions and street car parks, street signs, street numbering, traffic movements and routes, one way systems, maintenance, and cleaning
8. To consider all matters relating to:-
 - (1) Car Parks and car parking charges
 - (2) Public Transport Services associated with the Town
 - (3) Any proposed Motorway Interchanges affecting the Town
 - (4) Rail Services
 - (5) Air transport
9. All matters relating to road safety

10. To set out objectives for the Working Group.

STNP / MASTERPLAN WORKING GROUP

Terms of Reference for Sevenoaks Town Neighbourhood Plan Monitoring and Implementation Group – Adopted on 27-09-2023

1. Naming and role

1.1. The Group will be referred to as the “Sevenoaks Town Neighbourhood Plan Monitoring and Implementation Group” – STNP Monitoring & Implementation Group

1.2. The Monitoring and Implementation Group is not a formal Committee of Sevenoaks Town Council. It may make recommendations to the Town Council’s Planning & Environment Committee, which will make the final decision.

1.3. The Group will be responsible for:

- i. The oversight of how the Sevenoaks Town Neighbourhood Plan Policies and Aims are being implemented, and annual review of how policy performance and wording can be improved – via Annual Report. This to include recommendations to be presented to the Planning & Environment Committee for consideration.
- ii. Actively promoting the STNP process to residents, local businesses, Residents Associations, and stakeholders to encourage a participation in the continuing project and the sharing of views.
- iii. The production of the Monitoring and Implementation Strategy document and any subsequent modifications. This will itemise each policy, aim and objective, and provide details of the targets, performance indicators and delivery status. Any iterations to be agreed by the Planning & Environment Committee.
- iv. Provide recommendations on actioning of any further studies or projects as identified in the STNP or later during its review process by the Independent Examiner, to be approved by the Planning & Environment Committee.
- v. Recommending further studies or projects that will improve the evidence base of the STNP – including a Masterplan for Sevenoaks Town Centre. These to be approved by the Planning & Environment Committee.
- vi. The production and analysis of any relevant public consultations on the aforementioned projects or studies.
- vii. Assessing new and existing evidence bases which will impact development in Sevenoaks Town during the plan period.
- viii. Undertaking of a 5 year review of the STNP, as required by the Independent Examiner, and implementation of any improvements to policy wording identified in the aforementioned annual reports.
- ix. Consulting on emerging or amended policies identified and recommended in the 5 year review of the STNP.
- x. Reviewing the STNP in relation to SDC’s expected Local Plan.
- xi. Oversight of any future edits or reiterations of the Plan.

2. Membership

2.1. The Monitoring and Implementation Group shall be made up of Local Stakeholders, Residents, and professionals.

2.2. Members of the Group shall be, as far as possible, representative of the demographics within Sevenoaks Town.

2.3. At the Monitoring and Implementation Group meeting held on 27th September 2023, it was agreed that membership would remain fluid and open to new members, to encourage higher engagement and involvement of different stakeholders as relating to the various Themes of the STNP.

2.4. Where members of the Group are representatives of an organisation it is the responsibility of the individual members to ensure that they have obtained the necessary consent of their organisation.

2.5. All meetings of the Monitoring and Implementation Group will be open to members of the public who wish to attend.

2.6. Members of the Public in attendance at the Group meetings shall be free to contribute to the discussions taking place however will not hold voting rights.

2.7. Members of the Group must disclose any personal or financial interests which may conflict or coincide with the topics being considered as part of the Sevenoaks Town Neighbourhood Plan and must sign a document declaring these if applicable.

3. Governance and recommendation making

3.1. The Monitoring and Implementation Group will be presided by a Chair or Vice Chair who must be an elected member of Sevenoaks Town Council.

3.2. If the Chair is not able to be present, meetings shall be chaired by the Vice Chair. If neither are present, members shall elect a Chair for the meeting from those present.

3.3. Decisions will be made by the consensus of the formal Monitoring and Implementation Group members present at the meeting. Where a vote is tied the Chair will have the casting vote.

3.4. All decisions must be approved by Sevenoaks Town Council's Planning & Environment Committee before they may be actioned.

4. Meetings

4.1. Meetings of the Monitoring and Implementation Group will typically be held from 6:00pm in the Sevenoaks Town Council Chamber where possible.

4.2. Meetings will be structured to focus on one Theme of the STNP at a time, with relevant stakeholders to be invited as deemed appropriate.

4.3. The Group will aim to meet with a frequency not less than once every 12 weeks.

4.4. Additional meetings may be arranged by Sevenoaks Town Council, subject to at least 5 working days' notice being given prior to the date of the meeting to allow for adequate publicity.

5. Record keeping

5.1. The Town Council will endeavour to have an Officer present at all meetings of the Group who will be responsible for the production of minutes.

5.2. Minutes of meetings will be publically available and will be publicised both on Sevenoaks Town Council's website, and on the Sevenoaks Town Neighbourhood Plan website.

5.3. Agendas for the Monitoring and Implementation Group will be circulated via email to all who have expressed an interest in the Neighbourhood Plan Process. Paper copies will be made available at the meeting.

6. Modifications to Terms of Reference

The Monitoring and Implementation Group shall review its Terms of Reference throughout the project and amend as it deems fit. Any amendments to the Terms of Reference will require the agreement of Sevenoaks Town Council prior to taking effect.

7. General Data Protection Regulation

All General Data Protection Regulation matters will be the responsibility of Sevenoaks Town Council

QUARRY LIASON WORKING GROUP

The Quarry Liaison Group is arranged by Tarmac and Sevenoaks Town Council has representatives from Ward Councillors and the Town Clerk.

COMMUNITY & WELLBEING COMMITTEE

1. To pursue Objective 12 of the STNP (to deliver enhanced community assets for the town) and implement Policy COM1 (promote new health and education provision, faith facilities and other necessary community infrastructure as an integral part of new development)
2. To receive reports and recommendations from three Working Groups - Youth Services, Sports Strategy and Arts & Culture)
3. To identify community groups to support and promote

4. To identify gaps in community support (including healthcare) and lobby for improvement
5. To receive and approve the schedule of annual grants to be made to all community groups (including sports and arts) within budgets approved.

YOUTH SERVICES WORKING GROUP

To consider all matters relating to the following items and make recommendations to the Community & Wellbeing Committee in respect of:

- (a) Sevenoaks Youth Council
- (b) House in the Basement Youth Café
- (c) Liaising and working with other youth service providers with aim of assessing needs and to encourage and support activities with the aim of fostering the personal development of young people.
- (d) Arranging events and facilities for young people
- (e) The Youth Services Working Group may co-opt non-voting members to the Committee, including two Youth Councillors.
- (f) Meetings of the Youth Services Working Group normally to be held after Youth Council meetings.
- (g) A quorum of the Youth Services Working Group will be three voting (elected) members
- (h) Recommend Youth Grants to the Community & Wellbeing Committee.
- (i) The Youth Services Working Group shall be constructed as follows:-

Town Councillors will be appointed at the Annual Meeting of the Town Council, plus the Chair or Vice-Chair of the Finance & Delivery Committee and the Town Mayor (ex-officio). The Youth Services Working Group can increase its membership with Co-Opted Members from members of other youth related organisations.

- (j) Co-opted members

All Co-Opted members of the Working Group would not be voting members; it is hoped most decisions would be agreed by consensus and will serve for a period of one year but can be re-elected.

Finance

- (i) The Youth Services Working Group shall make recommendations on the budgets associated with its activities for:
 - Youth Council

- HitB Youth Café
 - Youth Grants
- (ii) The Youth Services Working Group shall make recommendations to determine grant awards up to and provided the amount is within the allocated Youth Grants annual budget.
- (iii) The Working Group shall not normally support grant applications for funding of a service for a period exceeding three years, nor application forms from individuals without the demonstrated support of a recognised group, club, or organisation.

SPORTS STRATEGY WORKING GROUP

Terms of Reference for Sevenoaks Town Sports Strategy (STSS) Working Group – Adopted on 4th October 2023

Aim: To create a second Sevenoaks Town Sports Strategy and to establish sporting needs within Sevenoaks Town for the next 10 years in line with Objective 14 of the STNP (to deliver enhanced recreational and sports facilities for the town) and Policies S1 & S2.

1. Naming and role

1.1 The Working Group shall be referred to as the Sevenoaks Town Sports Strategy Group (STSS).

1.2 Topics for consideration by the Working Group may be added, provided that they are within the scope of the Sports Strategy process and do not conflict or duplicate the work being carried out by another Sevenoaks Town Council (STC) Committee or Working Group.

1.3 Any proposed modification to the list of topics to be considered by the Working Group must be approved by the STC Community & Wellbeing Committee before they may take effect.

2. Membership

2.1 Excluding elected Councillors, members of the STSS shall be limited to representatives of Sports organisations within Sevenoaks Town.

2.2 Members of the STSS shall be, as far as possible, representative of the demographics within Sevenoaks Town.

2.3 The formal list of members of the STSS and all related General Data Protection Regulation (GDPR) matters will be maintained and controlled by the Community & Wellbeing Committee.

2.4 Meetings of the STSS will be open to all members of the public who wish to attend.

2.5 Members of the public in attendance at a STSS meeting shall be free to contribute to the discussions taking place however will not hold voting rights.

2.6 Members of the STSS must disclose any personal or financial interests which may conflict or coincide with the topics being considered by the Sub Committee.

3. Governance and decision making.

3.1 The STSS will be presided over by a Chair or Vice Chair who must be an elected member of Sevenoaks Town Council.

3.2 If the Chair is not able to be present, meetings shall be chaired by the Vice Chair. If neither are present, members shall elect a Chair for the meeting from those present.

3.3 Decisions will be made by the consensus of formal members present at the STSS meeting. When a vote is tied the Chair will have the casting vote.

3.4 Recommendations made by the STSS will be considered as purely advisory and hold no weight unless explicitly ratified by Sevenoaks Town Council's Community & Wellbeing Committee.

4. Meetings

4.1 It is for the individual STSS to determine frequency of meetings; however, the frequency should be adequate to allow the STSS to meet deadlines set by the Open Spaces & Leisure Committee.

4.2 It is recommended that as soon as possible a schedule of STSS meeting dates is agreed and circulated to members.

4.3 Sevenoaks Town Council must be notified at least 5 working days in advance of any proposed meetings to allow them to be publicised adequately.

5. Record Keeping

5.1 Sevenoaks Town Council will endeavour to have an Officer present at meetings of STSS who will be responsible for the production of the minutes.

5.2 Minutes of meetings will be publically available and will be publicised on Sevenoaks Town Council's website.

5.3 Agendas for the STSS will be circulated via email to all who have expressed an interest in the second Sevenoaks Town Sports Strategy process. Paper copies will be made available at the meeting.

ARTS & CULTURE WORKING GROUP

1. To pursue Objective 13 of the STNP (to develop and promote a cultural quarter in the town centre and to enhance the town's cultural offer and improve access to existing cultural assets)
2. To implement Policy COM2 (the Town Council will promote the development of a cultural quarter in the town centre together with an arts and cultural strategy)
3. To liaise with the Sevenoaks Summer Festival and consider all other opportunities to promote the arts in the town.
4. To receive regular reports from the Stag Theatre & Cinema as to its performance and consider all requests from the Stag for funding
5. To recommend to the Community & Wellbeing Committee the priorities for annual grants to all art groups
- 6.

GREATNESS RECREATION GROUND WORKING GROUP

1. To review the responses from the Greatness Recreation Ground public survey and feed into a revised Greatness Recreation Ground Management Plan.
2. To meet as and when required.

PERSONNEL COMMITTEE

To have executive authority in respect of all personnel matters, in particular:

- (a) Senior Staff appointments
- (b) The Council's establishment
- (c) Training report and evaluation

To make recommendations to Council on:-

- (d) Terms and conditions of service in respect of staff
- (e) Responsibility for Health and Safety Matters

MAYOR OF SEVENOAKS TOWN

Sevenoaks Town Council is a small local authority which does not have the legal powers to operate with a 'portfolio' system as per larger local authorities. Decisions are made in a transparent manner in public by being placed on an agenda and discussed and a decision made within Council or a Committee meeting.

The Mayor is not directly elected and is chosen at the May Annual Meeting from the sixteen elected members. It is normal protocol for the Deputy Mayor to become Mayor Elect.

The Mayor is responsible for Chairing the full Council meetings in a fair and transparent manner and summarising decisions that have been made. If required, the Mayor will have a casting vote.

In addition, the Mayor is a non-voting member of all Committees and will Chair the Annual Town Public Meeting and any other Public Meetings which could be called.

The Mayor does not have any executive powers to instruct staff, and or make decisions between meetings.

The Mayor represents the Council at civic and public events.

CHAIR OF COMMITTEES (& WORKING GROUPS)

Sevenoaks Town Council is a small local authority which does not have the legal powers to operate with a 'portfolio' system as per larger local authorities. Decisions are made in a transparent manner in public by being placed on an agenda and discussed and a decision made within a Committee.

The Chair is responsible for Chairing the Committee or Working Group in a fair and transparent manner and summarising decisions that have been made. If required, the Chair of the Committee or Working Group will have a casting vote.

The Chair does not have any executive powers to instruct staff, and or make decisions between meetings.

LEADER & DEPUTY LEADER OF THE COUNCIL PROCESS & PROTOCOL

In the unusual situation where all councillors on Sevenoaks Town Council are from a single party, to ensure transparency, clarity, and accountability in the way the Council operates, for life of the current Council the following Process & Protocol for Sevenoaks Town Council Leader and Deputy Leader has been adopted and will be reviewed at each Annual Meeting in May.

PROCESS

Leader of the Council

1. The Annual Council Meeting may elect a Councillor as Leader of the Council, at the same time they may elect a Deputy Leader of the Council.
2. The Leader of the Council may be replaced at any meeting of Full Council. Motion to replace the Leader must be notified in the Agenda.
3. The Leader of the Council will usually be the Leader of the largest political group of Councillors.
4. The Leader is the most senior Councillor of the Council politically. The Leader will lead the decision-making process at Councillor level and liaise with the Town Clerk on those issues, forward plans and matters of policy or strategic direction. The Leader has no legal status or civic and ceremonial responsibilities.
5. The Town Clerk may use the Leader and Chairs of Committees as a 'sounding board' in advance of formal consideration of any matter to assist in gauging likely Councillor reaction to a proposal,
6. The Deputy Leader can deputise for any actions normally carried out by the Leader.

LEADER PROTOCOL

Introduction

This protocol aims to ensure that the Leader and the Town Clerk are guided by a set of ground rules designed to maintain high standards of public accountability, mutual respect, and an understanding of the Council's decision-making structures. If a Deputy Leader has been elected, this protocol shall also apply when the Deputy is acting in place of the Leader.

1. General Principles

- i) In accordance with the Statutory Code of Conduct, the Leader must not use Council resources for party political purposes. The Leader must uphold the political impartiality of the Town Clerk, and not ask the Town Clerk to act in any way which would conflict with the Council's Officer Professional Code of Conduct, Protocol on Member / Officer relationships, or Conditions of Service.

- ii) The Leader does not have line management responsibilities for the Town Clerk and should not issue management instructions to the Town Clerk.
- iii) Where a decision is required following discussion between the Leader and the Town Clerk, the matter will be submitted to Council or a Committee for consideration, unless the matter is already delegated to the Town Clerk in consultation with the Leader.
- iv) Matters wholly within the responsibility of the Town Clerk, or which have been delegated to the Town Clerk without consultation requirements, may still be discussed between the Leader and the Town Clerk.
- v) In undertaking their roles, the Leader and Town Clerk should respect the following principles:

Principle 1 As a 'visible' and accountable elected representative, with defined responsibilities, the Leader will need to be properly briefed on all significant aspects of the work of the Council. The Town Clerk should ensure a proper information flow so as to ensure that the Leader can effectively 'lead'.

Principle 2 Good communications can be best achieved through planned and programmed meetings and briefing arrangements. On the basis that the Town Clerk should be ensuring that the information needs of the Leader are met. The Leader, should in turn, seek to avoid making requests for unanticipated briefings.

Principle 3 The Leader (and all the Councillors) should channel significant requests for information, advice, and other support via the Town Clerk (or in absence Deputy Town Clerk – in which case the Town Clerk will be copied into requests). Other arrangements may apply as agreed and established between the Leader and the Town Clerk. The Leader shall not approach other staff directly with requests for information (except in the cases of emergency in the absence of the Town Clerk and Deputy Town Clerk) or seek to commission work from individual staff, as this may confuse day-to-day line management accountabilities.

Principle 4 The Leader may work with the Town Clerk and or the other senior managers in the development of policies and programmes.

Principle 5 All Councillors have collective responsibility to the Council for the conduct of employment policy, and the Council acts as the employing body for all Council staff. Employment policies, having been set by the Council, are implemented via the Town Clerk.

Principle 6 When a report to Committee or Council is being prepared, the Leader is entitled to discuss issues with the Town Clerk and with other officers concerning the contents of such reports and the framing of recommendations. Whilst the Leader may wish to make suggestions on content and drafting, the Leader should not attempt to edit out or override any content of reports which the Town Clerk or other officer feels is important to put before the Council.

Principle 7 When the Leader (and all Councillors) wish to put forward proposals of their own, it is the responsibility of the Councillor (via the Town Clerk) to produce a report to the relevant Committee for consideration. The Town Clerk may wish, and has a right, to add comments to such reports.

Principle 8 The Town Clerk, managers and other officers exercise statutory functions and have individual responsibilities. The Leader should understand and respect these roles.

2 The Leader and Fellow Councillors

- i) The distinctive role of the Mayor, Committee Chairs and Councillors are already well established at the Town Council.
- ii) The Leader should ensure to consult as necessary with colleagues in the early stages of formulating proposals. Committee Chairs, in particular, should be consulted on issues relevant to their Committee and the Mayor should be involved in any civic related matters or issues which may affect the conduct of Council meetings.

Principle 9 nothing in these arrangements shall infringe:

- The right and duty of each individual councillors to speak and vote according to their best judgement
- The right of all councillors to information and guidance from Council officers, or
- The duty of Council officers to support each councillor with equal consideration

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Sevenoaks Town Council Annual Meeting – 13th May 2024

DRAFT Meeting Schedule 2024-25 Committees & Working Groups **Agenda Item 16**

| MAY 2024 | | | |
|----------------|--------|---------------------------|--------------------------|
| Mon 06 | | Early Spring Bank Holiday | |
| Mon 13 | 7pm | Annual Council Meeting | |
| Wed 15 | 6pm | Youth Council at HitB | |
| Mon 20 | 7pm | Planning & Environment | |
| Wed 22 | 2pm | Youth Services WG | |
| Mon 27 | | Late Spring Bank Holiday | |
| Wed 29 | 2pm | Sports Strategy WG | |
| JUNE 2024 | | | |
| Mon 03 | 6pm | Movement & Net Zero WG | Planning & Environment |
| Wed 05 | 6.30pm | Town Team | |
| Mon 10 | 7pm | Finance & Delivery Cttee | Council |
| Wed 12 | 2pm | Communications WG | |
| Mon 17 | 7pm | Planning & Environment | |
| Wed 19 | 2pm | Arts & Culture WG | |
| Mon 24 | 7pm | Community & Wellbeing | |
| Wed 26 | 2pm | Greatness Rec Ground WG | |
| JULY 2024 | | | |
| Mon 01 | 6pm | STNP | Planning & Environment |
| Mon 08 | | No meeting | |
| Wed 10 | 6pm | Youth Council at CC | Youth Services WG |
| Mon 15 | 7pm | Planning & Environment | |
| Wed 17 | 2pm | Community Asset WG | |
| Mon 22 | 7pm | Finance & Delivery Cttee | Council |
| Wed 24 | 2pm | Communications WG | |
| Mon 29 | 6pm | Movement & Net Zero WG | Planning & Environment |
| Wed 31 | 6.30pm | Town Team | |
| AUGUST 2024 | | | |
| Mon 05 | 7pm | Community & Wellbeing | |
| Wed 07 | 2pm | Sports Strategy WG | |
| Mon 12 | 7pm | Planning & Environment | |
| Wed 14 | 2pm | Arts & Culture WG | |
| Mon 19 | 2pm | Greatness Rec Ground WG | |
| Mon 26 | | August Bank Holiday | |
| Tues 27 | 6pm | STNP | Planning & Environment |
| SEPTEMBER 2024 | | | |
| Mon 02 | 7pm | Council | Finance & Delivery Cttee |
| Wed 04 | 2pm | Community Asset WG | |
| Mon 09 | 7pm | Planning & Environment | |
| Wed 11 | 6pm | Youth Council at CC | Youth Services |

| Mon 16 | 7pm | Community & Wellbeing | |
|---|--------|---------------------------|--------------------------|
| Wed 18 | 2pm | Communications WG | |
| Mon 23 | 6pm | Movement & Net Zero WG | Planning & Environment |
| Wed 25 | 6.30pm | Town Team | |
| Mon 30 | 2pm | Sports Strategy WG | |
| OCTOBER 2024 | | | |
| Mon 07 | 7pm | Planning & Environment | |
| Wed 09 | 2pm | Arts & Culture WG | |
| Mon 14 | 7pm | Council | Finance & Delivery Cttee |
| Wed 16 | 2pm | Greatness Rec Ground WG | |
| Mon 21 | 6pm | STNP | Planning & Environment |
| Mon 28 | 7pm | Community & Wellbeing | |
| Wed 30 | 7pm | Personnel | |
| NOVEMBER 2024 | | | |
| Mon 04 | 7pm | Planning & Environment | |
| Wed 06 | 2pm | Community Asset WG | |
| Mon 11 | 2pm | Youth Services | |
| Wed 13 | 6pm | Youth Council at HitB | |
| Mon 18 | 6pm | Movement & Net Zero WG | Planning & Environment |
| Wed 20 | 6.30pm | Town Team AGM | |
| Mon 25 | 7pm | Council | Finance & Delivery Cttee |
| Wed 27 | 2pm | Communications WG | |
| DECEMBER 2024 | | | |
| Mon 02 | 7pm | Planning & Environment | |
| Wed 04 | 2pm | Sports Strategy WG | |
| Mon 09 | 7pm | Community & Wellbeing | |
| Wed 11 | 2pm | Arts & Culture WG | |
| Mon 16 | 6pm | STNP | Planning & Environment |
| Wed 18 | 2pm | Greatness Rec Ground WG | |
| Mon 23 | 7pm | Planning & Environment | |
| Wed 25 | | Bank Holiday - Christmas | |
| Thur 26 | | Bank Holiday – Boxing Day | |
| Weds 25 th Dec to Thurs 2 nd – STC Offices Closed | | | |
| JANUARY 2025 | | | |
| Wed 02 | | Bank Holiday -New Year | |
| Mon 06 | | No meeting | |
| Mon 13 | 6pm | Movement & Net Zero WG | Planning & Environment |
| Wed 15 | 6pm | Youth Council at CC | Youth Services |
| Mon 20 | 7pm | Finance & Delivery Cttee | Council |
| Wed 22 | 2pm | Community Asset WG | |

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DRAFT Meeting Schedule 2024-25 Committees & Working Groups **Agenda Item 16**

| | | | |
|----------------------|--------|-----------------------------------|--------------------------|
| Mon 27 | 7pm | Planning & Environment | |
| Wed 29 | 2pm | Communications WG | |
| FEBRUARY 2025 | | | |
| Mon 03 | 7pm | Community & Wellbeing | |
| Wed 05 | 6.30pm | Town Team | |
| Mon 10 | 6pm | STNP | Planning & Environment |
| Weds 12 | 2pm | Sports Strategy WG | |
| Mon 17 | 2pm | Arts & Culture WG | |
| Mon 24 | 7pm | Planning & Environment | |
| Weds 26 | 2pm | Greatness Rec Ground WG | |
| MARCH 2025 | | | |
| Mon 03 | 7pm | Council | Finance & Delivery Cttee |
| Wed 05 | 6pm | Youth Council at HitB | |
| Mon 10 | 6pm | Movement & Net Zero WG | Planning & Environment |
| Wed 12 | 2pm | Youth Services | |
| Mon 17 | 7pm | Annual Town Meeting | |
| Wed 19 | 7pm | Personnel | |
| Mon 24 | 7pm | Planning & Environment | |
| Wed 26 | 2pm | Community Asset WG | |
| Mon 31 | 7pm | Community & Wellbeing | |
| APRIL 2025 | | | |
| Wed 02 | 6.30pm | Town Team | |
| Mon 07 | 6pm | STNP | Planning & Environment |
| Wed 09 | | | |
| Mon 14 | 7pm | Council | Finance & Delivery Cttee |
| Wed 16 | | Sports Strategy WG | |
| Mon 21 | | Easter Monday Bank Holiday | |
| Tues 22 | 7pm | Planning & Environment | |
| Wed 23 | 2pm | Arts & Culture WG | |
| Mon 28 | 2pm | Greatness Rec Ground WG | |
| MAY 2025 | | | |
| Mon 05 | | Early May Bank Holiday | |
| Tues 06 | 6pm | Movement & Net Zero WG | Planning & Environment |
| Wed 07 | 2pm | Youth Services WG | |
| Mon 12 | 7pm | Annual Council Meeting | |
| Mon 19 | 7pm | Planning & Environment | |
| Weds 21 | 2pm | Community Asset WG | |
| Mon 26 | | Spring Bank Holiday | |
| Tues 27 | 7pm | Community & Wellbeing | |

| | | | |
|------------------|--------|--------------------------|---------|
| Wed 28 | 6.30pm | Town Team | |
| JUNE 2025 | | | |
| Mon 02 | 6pm | Planning & Environment | STNP |
| Mon 09 | 7pm | Finance & Delivery Cttee | Council |
| | | | |

Sevenoaks Town Council Standing Orders

Historic

11.01.2016

22.02.2016

Adopted Resolution 410

15.05.2016

Adopted Resolution 61

15.05.2017

Adopted Resolution 64

14.05.2018

Adopted Resolution 70

13.05.2019

Adopted Resolution 62

04.05.2021

Adopted Resolution 57

09.05.2022

Adpoted Resolution 78

15.05.23

Adopted Resolution 81

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SEVENOAKS TOWN COUNCIL STANDING ORDERS 2024~~1~~

(ADAPTED FROM NALC MODEL STANDING ORDERS 2018 FOR ENGLAND (~~REVISED 2020~~)updated April 2022)

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| 17. Accounts and accounting statements | <u>212121</u> |
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NB: standing orders in bold type contain legal and statutory requirements.

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair~~man~~ of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded or presented by the Chair~~man~~.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair~~man~~ of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion and shall not have effect of rescinding original or substantive motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair~~man~~ of the meeting, is expressed in writing to the chair~~man~~.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair~~man~~ of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair~~man~~ of the meeting.
- k One or more amendments may be discussed together if the chair~~man~~ of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of a motion or the mover of an amendment shall have a right of reply not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of

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the original motion shall have a right of reply (in respect of the substantive motion) either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair~~man~~ of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chair~~man~~ of the meeting and the decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

- i. to amend the motion;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the motion to a vote;
- v. to ask a councillor or person to be no longer heard or to leave the meeting;
- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair~~man~~ of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply. ~~(The adjournment of a debate or of the meeting shall not prejudice the~~

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~~mover’s right of reply at the resumption).~~

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair~~man~~ of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair~~man~~ of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair~~man~~ of the meeting to moderate or improve their conduct, any councillor or the chair~~man~~ of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair~~man~~ of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days’ public notice of a meeting does not include the day on which the notice was issued or the day of the meeting**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

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- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) is normally 15 minutes and shall not exceed 30 minutes, unless directed by the chair~~man~~ of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair~~man~~ of the meeting may direct that a written or oral response be given.
- i At Council meeting person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). At Committee meeting a person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair~~man~~ of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chair~~man~~ of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair~~man~~ of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

(Those exercising their right to report on the proceedings of a meeting are required to comply with Sevenoaks Town Council’s Proocol for the recording of meetings)
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair~~man~~ of the Council may in his absence be done by, to or before the Vice-Chair~~man~~ of the Council (if there is one).**

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- p **The Mayor of the Council, if present, shall preside at a Council meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a Council meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

(A member dissenting from a committee decision may, on request, have their name recorded as dissenting therefrom)

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and**

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- vote on that matter.
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** In the case of the Planning Committee and the ~~Finance~~ and ~~General Purposes~~Delivery Committee, the quorum shall be six members.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. ~~The Proper Officer shall record the names of those members present and those absent and any outstanding business of a meeting so adjourned shall be transacted at a following meeting.~~

- x A meeting shall not exceed a period of 3.5 hours. Meetings shall commence at 7.00pm and conclude at 10.30pm unless a majority of those present by Resolution extend that closure to 11.00pm on the same day.

y Questions

- i. A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
- ii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- iii. Every question shall be put and answered without discussion.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may, at its annual meeting, appoint standing committees or may at any other time appoint such other committees as may be necessary, and:

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- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. *shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting)*
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer by noon on the day of the meeting that they are unable to attend;

An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

- vi. shall, after it has appointed the members of a standing committee, appoint the chair~~man~~ of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair~~man~~ at the first meeting of the committee;
- viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three. In the case of the Planning Committee and the Finance and General Purposes Delivery Committee, the quorum shall be six members
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or**

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- within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
 - c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
 - d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
 - e The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
 - f The Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until the successor is elected at the next annual meeting of the Council.**
 - g The Deputy Mayor of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.**
 - h In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but shall give a casting vote in the case of an equality of votes.**
 - i In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and shall give a casting vote in the case of an equality of votes.**
 - j Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;**

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- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees (and the number of members);
- vii. Appointment of members to existing committees (including, if appropriate, substitute members);
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.(and review of contributions made to expenditure incurred by other local authorities);
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, the council to confirm it has in place all of the criteria to remain to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

~~**(The General Power of Competence**~~

~~On 19 November 2012 [Minute271] Sevenoaks Town Council passed a resolution that It had fulfilled the criteria in order to become an eligible town council as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965 which came into force in April 2012 to use the General Power of Competence.~~

~~— The resolution must be re-affirmed at the annual meeting of the council after the ordinary election every four years.)~~

- xiii. Review of inventory of land and other assets including buildings and office equipment;(*to be reviewed at first meeting of Finance and ~~General Purposes~~Delivery Committee following the annual meeting of the Council*)
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks; (to be reviewed at ~~first meeting of~~Finance and ~~General Purposes~~Delivery Committee ~~following the annual meeting of the Council~~)
- xv. Review of the Council's and/or staff subscriptions to other bodies;

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- xvi. Review of the Council’s complaints procedure; (*to be reviewed ~~at first meeting of Finance and General Purposes Delivery~~ Committee following annual meeting of the Council*)
 - xvii. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (~~see also standing orders 11, 20 and 21~~); (to be reviewed at first meeting of Finance and ~~general Purposes Delivery~~ Committee following annual meeting of the Council)
 - xviii. Review of the Council’s policy for dealing with the press/media; (*to be reviewed at first meeting of Finance and ~~General Purposes Delivery~~ Committee following annual meeting of the Council*)
 - xix. Review of the Council’s employment policies and procedures;
 - xx. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- 6. Extraordinary meetings of the council, committees and sub-committees**
- a **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
 - b **If the Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
 - c The chair~~man~~ of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
 - d If the chair~~man~~ of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by (no less than a quarter of the) members of the committee [or the sub-committee], those members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee]. (The public notice giving the time, place and agenda for such a meeting shall be signed by councillors calling the meeting.)
- 7. Previous resolutions**
- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

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- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- c Every plan/amended plan which is validated by Sevenoaks District Council is considered by Sevenoaks Town Council on its own merits and does not recommend Approval or Refusal based on prior recommendations to previous applications and the recommendations which were provided.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair~~man~~ of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair~~man~~ of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.

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- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ~~ii. To dispose of business, if any, remaining from the last meeting~~
- ~~iii.ii.~~ to move to a vote;
- ~~iv.iii.~~ to defer consideration of a motion;
- ~~v.iv.~~ to refer a motion to a particular committee or sub-committee;
- ~~vi.v.~~ to appoint a person to preside at a meeting;
- ~~vii. to approve the absence of councillors;~~
- ~~viii.vi.~~ to change the order of business on the agenda;
- ~~ix.vii.~~ to proceed to the next business on the agenda;
- ~~x. to close or adjourn debate~~
- ~~xi. to refer by formal delegation a matter to a committee, sub-committee or an employee~~
- ~~xii.viii.~~ to require a written report;
- ~~xiii.ix.~~ to appoint a committee or sub-committee and their members;
- ~~xiv. to receive nominations to a committee or sub-committee;~~
- ~~xv.x.~~ to dissolve a committee or sub-committee;
- ~~xvi.xi.~~ to note the minutes of a meeting of a committee or sub-committee;
- ~~xvii.xii.~~ to consider a report and/or recommendations made by a committee or a sub-committee or an employee;
- ~~xviii.xiii.~~ to consider a report and/or recommendations made by an employee, professional advisor, expert or consultant;
- ~~xix. to authorise legal deeds to be sealed by the council's common seal;~~
- ~~xx.xiv.~~ to authorise the payment of monies;
- ~~xxi. to amend a motion relevant to the original or substantive motion under consideration which will not have the effect of nullifying it;~~

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~~xxii-xv.~~ to extend the time limits for speaking;

~~xxiii-xvi.~~ to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

~~xxiv-xvii.~~ to not hear further from a councillor or a member of the public;

~~xxv-xviii.~~ to exclude a councillor or member of the public for disorderly conduct;

~~xxvi-xix.~~ to give the consent of the Council if such consent is required by standing orders;

~~xxvii-xx.~~ to temporarily suspend the meeting;

~~xxviii-xxi.~~ to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

~~xxix-xxii.~~ to adjourn the meeting; or

~~xxx-xxiii.~~ to close the meeting.

~~xxxi.~~ To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies

~~xxxii.~~ To answer questions from councillors

~~b.~~ If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience

11. Management of information

See also standing order 19.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or**

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personal data without legal justification.

- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e ~~Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.~~
- f A councillor in breach of the provisions of standing order 11(d) above may be removed from a committee or a sub-committee by a resolution of the Council.
- d ~~Recordings of meetings shall remain in the public domain until the Minutes have been accepted at a Council meeting.~~

12. Draft minutes

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair~~man~~ of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair~~man~~ of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair~~man~~ of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the

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accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b All councillors shall where possible undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e **Dispensation requests shall be in writing and submitted prior to the meeting to the Proper Officer** ~~to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest (s.31 & s.33 of the Localism Act 2011).~~ by 12 Noon on the day of the meeting.
- f A decision as to whether to grant a dispensation shall be by the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- g A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h ~~Subject to standing orders 13(e) and (g), a dispensation request shall be considered by the Proper Officer before the meeting, and agreed by the meeting, or, if this is not possible, at the start of the meeting for which the~~

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dispensation is required.

i **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

ii. **granting the dispensation is in the interests of persons living in the Council's area; or**

iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

a On receipt of an alleged breach of the Council's code of conduct, the Monitoring officer at the District Council to be advised.

b Upon notification by the District Council that it has found that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

c Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of Council of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

d The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

e Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. Proper Officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

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- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 4 days before the meeting confirming their withdrawal of it.
- iii. **convene a meeting of the Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests; ~~(and any changes to it) and keep copies of same available for inspection and forward to the Monitoring officer;~~
- viii. ~~keep proper records required before and after meetings;~~
- ix. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. assist in the organisation of, storage of, access to, security of and

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destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xiii. arrange for legal deeds to be executed (*and sealed using the Council's common seal*)
(*see also standing order 23*);
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xvi. Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Planning Committee in consultation with one other committee member and the Town Clerk, to have executive powers to make observations, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Planning Officer. Where the executive power has been exercised, the observations made to the Planning Officer are to be reported to the next meeting of the Town Planning Committee or direct to the next meeting of the Town Council if sooner;
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect;
(*see also standing order 24*).
- xix. ~~Action or undertake activity or responsibilities instructed by resolution or contained in standing orders~~

16. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial

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regulations.

- c The Responsible Financial Officer shall supply at each Finance & ~~General Purposes~~Delivery Committee a statement to summarise:
 - i. the Council's income and expenditure for the most recently closed month, and any months that have closed since the previous Finance & ~~General Purposes~~Delivery Committee;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the year to date balances held at the end of the month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide at the Finance & ~~General Purposes~~Delivery Committee:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the final month and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council, currently 5 days in line with agenda deadline. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

~~f — Estimates/precepts~~

~~The Council shall approve written estimates for the coming financial year at its meeting before the end of January.~~

~~Any committee (other than Finance & General Purposes Committee) desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.~~

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

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- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

~~b. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.~~

~~e.b.~~ Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

~~d. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.~~

c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 ~~which include a requirement on the Council to advertise the contract opportunity on the Government Contracts Finder website (or equivalent) regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).~~

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum the following steps:

- A specification for the goods, materials, services of the execution of works shall be drawn up;
- An invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective

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contractors contacting councillors or staff to encourage or support their tender outside of the prescribed process.

- The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
- Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
- Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.
- Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub committee with delegated responsibility.

Neither the Council, nor a committee or a sub committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- e. ~~A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~
- f. ~~A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~

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19. Handling staff matters

- a A matter personal to a member of staff that is being considered by any meeting is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Personnel Committee of absence occasioned by illness or other reason.
- c The chair~~man~~ of the Personnel Committee and Finance and ~~General Purposes~~Delivery Committee or in their absence, the vice-chair~~man~~ shall upon a resolution conduct a review of the performance and annual Personal Development Plan (appraisal) of the work of the Town Clerk. It should be reported to the Personnel Committee that this has taken place.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair~~man~~ of the Personnel Committee or in their absence, the vice-chair~~man~~ of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised relates to the chair~~man~~ or vice-chair~~man~~ of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- ~~g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.~~
- ~~h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same~~
- ~~i In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).~~

20. Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

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- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

21. Responsibilities to provide information

See also standing order 22.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

~~e. Inspection of documents~~

~~Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors of the Council.~~

22. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

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- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

~~d The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.~~

~~e The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).~~

~~f The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.~~

~~g Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.~~

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

24. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 24(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Mayor/Deputy Mayor who shall sign the deed as a witness.**
- c Delegated authority is provided to the Mayor and Town Clerk to 'seal' personal documents as required subject to a separate register of records being maintained.

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25. Communicating with district and county councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

26. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. Casual Vacancy

Following the death of a Councillor, Casual Vacancy notices will be placed the day after the funeral.

28. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c *A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two thirds of the councillors at a meeting of the council vote in favour of the same.*
- d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible upon delivery of his declaration of acceptance of office.
- e The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.
- f A councillors failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders



FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2024/25 at its meeting held on

Signed by the Mayor

SEVENOAKS TOWN COUNCIL

FINANCIAL REGULATIONS

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.

- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. Any decision regarding the following shall be a matter for the full Council only:
- setting the final budget or the precept (Council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors.
- 1.14. In addition, the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Town Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. At least once in each quarter, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & General Purposes Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of the Finance & General Purposes Committee any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (in consultation with the Responsible Finance Officer) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO (in consultation with the Town Clerk) must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Purposes Committee. In turn, the Committee shall consider these estimates and submit recommendations to the Council no later than the end of January each year and shall recommend the Precept to be levied for the ensuing financial year.
- 3.3. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved committee budget. This authority is to be determined by:

- the Council for all items over £5,000 – two councillors to agree via email to the Finance Department; or
- the Town Clerk or the Responsible Finance Officer to authorise all items up to £5,000 by signing the purchase order attached to the invoice.

such authority is to be evidenced by a purchase order (unless the order is under a contract, or of a de minimis value, and then a purchase order will not be required) and financial report to the Finance & General Purposes Committee.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk may authorise revenue expenditure on behalf of the Council in liaison with Chairman/Vice Chairman of Finance & General Purposes Committee which in the Town Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Town Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.

4.6. For delegated decisions exceeding £5,000, or decisions where the effect is to grant a permission or license or affect the right of an individual, written records of the date, decision, alternative options considered, and associated background papers are retained in a file available to the public for 6 years.

4.7. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained. A proposal to incur expenditure, which is not included in the budget or is in excess of the budget, shall be promptly drawn to the attention of the Finance and General Purposes Committee for approval. Following approval, this may be funded from existing reserves and if deemed appropriate, added to any future Precept.

4.8. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

- 4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £1000 or 15% of the budget.
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council. All accounts will be clearly identified with Sevenoaks Town Council as part of the title. Arrangement shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall be authorised to maintain bank accounts with financial institutions that have been approved by the Finance and General Purposes Committee and that he/she considers necessary for the Council's financial administration. No account may be opened or closed without the prior approval of the Finance and General Purposes Committee and the Town Clerk.

No monies shall be paid out of or transferred to or from any account without the authority of the Town Clerk, his/her authorised Deputy or the Responsible Finance Officer.

- 5.3. All bank payment instructions shall be ordered and issued only on the authority of the Town Clerk, her designated Deputy, the Responsible Finance Officer, (or the Finance Officer) and only when they are satisfied that the appropriate checks per below have been satisfactorily carried out.
- All bank payment instructions over £5,000 shall show a designated space for two signatories authorised by the Finance and General Purposes Committee, this can be via email.
 - All cheques shall be issued in sequential order and not more than two books of cheques per account shall be in use at any one time.
 - All cheques/cash received shall be banked at the earliest opportunity and at the very least within 5 working days of receipt.
 - A register of cheques/cash received shall be maintained at the point of receipt by a Member of the Finance team and compared to the paying in book by a different Member of the Finance team on a regular basis.
 - Bank reconciliations shall be performed promptly on a monthly basis and reviewed by the Responsible Finance Officer and Town Clerk.

- 5.4. All invoices for payment shall be examined, verified and certified by the RFO, with counter signature from a manager, to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

- 5.5. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order.
- 5.6. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purposes Committee;
 - b) An expenditure item relating to a continuing contract and obligation, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and General Purposes Committee; or
 - c) fund transfers within the councils banking arrangements, provided that a funds balance sheet shall be submitted to the next appropriate meeting of Finance and General Purposes Committee.
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council
- 5.8. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk, Deputy Town Clerk or RFO shall give instruction that a payment shall be made.

For all payments other than petty cash:

- All invoices must be authorised by two Officers of the Council
- two bank signatories must review the supporting documentation and sign/initial the paperwork to evidence their review prior to payment.
- Invoices exceeding £5,000 must additionally be authorised prior to payment by at least two Members of the Council.

- 6.3. All payments shall be effected by BACS, cheque or other instructions to the Council's bankers, or otherwise, in accordance with these regulations
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be evidenced by two bank signatories initialling the cheque stubs. Approval of BACS payments shall be evidenced by two bank signatories initialling computer-generated payments listings.

A Member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. Payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates and any other main service providers may be made by variable Direct Debit provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.6. If thought appropriate by the Responsible Finance Officer, payment for certain items may be made by Banker's Standing Order provided that the instructions are signed by two bank signatories and reported to the Finance and General Purposes Committee. All Standing Orders are to be reviewed and reapproved at least every 2 years.
- 6.7. The final authorisation for BACS payments shall be made by any two Officers on the bank mandate to include the Town Clerk, Deputy Town Clerk or Responsible Finance Officer, or the Finance Officer in the following exceptional circumstances:
- Only 1 other bank payment approver is available.
 - Payment is time critical (e.g. contractual)
 - 2 councillors have approved use of the 4th officer as BACS approver.
- 6.8. Cards and card readers for the purposes of internet banking payments shall be PIN and password protected and kept in the safe when not in use. Passwords shall be changed regularly. No employee, bank signatory or Councillor shall disclose any personal identification number (PIN) or other password relevant to the working of the Council or its bank accounts to any person not authorised in writing by the Council or Finance and General Purposes Committee. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.
- 6.9. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

- 6.12. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and must be retained as supporting evidence. A programme of regular checks of standing data with suppliers will be followed.
- 6.15. Any Debit Card issued for use will be specifically restricted to the Clerk, Deputy Clerk, and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.
- 6.17. Any corporate credit card account opened by the Council will be specifically restricted to use by the Town Clerk, her Deputy or the Responsible Finance Officer and shall be subject to automatic payment in full at each month end. Other Members of the Finance team will have access to the corporate credit card for making payments on line or over the telephone but only upon instructions from either the Town Clerk, her Deputy or the Responsible Finance Officer. Officers' personal credit or debit card should not be used. Continuous payment authorities whereby regular payments are charged to the corporate credit card may be established where required (e.g. for mobile phone/iPad/Adobe software contracts) provided that the authorities are approved by two bank signatories and reported to the Finance and General Purposes Committee on the Schedule of payments referred to in Regulation 5.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. The total aggregate amount of petty cash float across all committees must not exceed £1,000.
- a) Vouchers for payments made shall be forwarded to the Finance Department with a claim for reimbursement.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Cheque payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above. The schedule

shall be accompanied by a breakdown of the expenditure incurred since the last payment

- d) Petty cash reconciliation of movements shall be prepared by a designated Member of the Finance team and reviewed by the RFO on a regular basis (at least quarterly) prior to presentation at the next available Finance & General Purposes Committee meeting for formal approval and authorisation.

6.19. The Finance team will take all possible steps to settle invoices submitted, and which are in order, within the period stipulated in the suppliers' terms of trade and wherever a discount is offered for prompt or early settlement, he/she shall ensure that the discount is taken.

6.20. A Schedule summarising all the payments made shall be prepared by the Finance team and reviewed by the Responsible Finance Officer each month and presented at the next available Finance and General Purposes Committee meeting for formal approval and authorisation.

7. PAYMENT OF SALARIES

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

Payments shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

7.3. The Town Clerk or her authorised Deputy shall notify the Finance Department of all relevant information for the purpose of keeping the above records i.e. appointments, resignations, dismissals, absence through sickness or other reason. All new appointments must be approved by the Chair of Personnel Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;

- c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported to the Finance and General Purposes Committee (for ratification) with all other payments as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained by the Finance department in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the Finance Department and the RFO shall ultimately be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance & General purposes Committee and shall be written off in the year by Full Council.
- 9.5. All sums received on behalf of the Council shall be forwarded to the Finance Department, and banked intact on a weekly basis (or soon after) by a Member of staff as directed by the RFO. In between banking, all receipts shall be deposited in the safe, recorded on the safe contents listing and a Member of the Finance team notified.
- 9.6. The origin of each receipt shall be entered in the banking book.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Approved grants shall be notified to the Finance Department upon approval in order that an up to date grants register can be maintained.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining

three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.4. A Member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Town Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the Finance & General Purposes Committee); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more inclusive of VAT, the Council shall comply with the relevant requirements of the Regulations¹.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations (which may change from time to time)².

¹ The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts £181,302 inclusive of VAT
- b. For public works contracts £4,551,413 inclusive of VAT

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one Member of Council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders¹⁸, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk to the contractor in writing, the appropriate committee being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council and shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No property shall be sold, leased or otherwise disposed of without the prior approval of the Town Clerk, her Deputy or the Responsible Finance Officer save where the estimated value of any one item does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ultimately be responsible for the maintenance of an accurate Fixed Asset Register of the Council's plant, equipment and machinery recording the location,

purchase details, serial number and other distinguishing features, and disposal details of all such assets with an original cost of £1,000 or more. In addition, all chattels with an original cost of £250 or more are to be recorded in the Fixed Asset Register.

- 14.7. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets. Managers will be provided with a copy of their department's fixed asset register annually to verify existence of assets within their control.
- 14.8. The Responsible Finance Officer shall ensure that Council property is properly and fully insured, subject to an agreed excess, against material damage and loss, and shall review replacement values at least annually to ensure that adequate cover is maintained.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Town Clerk].
- 15.2. The Town Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. All appropriate Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk with the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

- 17.2. When considering any new activity, the Town Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

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Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidating or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner’s interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

| Subject | Description |
|--|---|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.] |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract made between the councillor or his/her spouse or civil partner or the person with whom the |

| | |
|----------------------------|---|
| | <p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> |
| Land and Property | <p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p> |
| Licenses | <p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p> |
| Corporate tenancies | <p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p> |
| Securities | <p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p> |

| | |
|--|---|
| | spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |
|--|---|

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

| |
|--|
| <p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> a) any body of which you are in general control or management and to which you are nominated or appointed by your authority b) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) any body directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) |
|--|

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

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| Prices are without VAT | | | | |
|------------------------|---|-----------------|----------------|----------------|
| | Body | Due Date | 2023/24 | 2024/25 |
| a | Institute of Cemetery and Crematorium Management | April | £190.00 | £190.00 |
| b | Kent Association of Local Councils | April | £1,655.00 | £1,695.00 |
| c | South East Employers | April | £356.00 | £371.00 |
| d | NLA Media Access Limited | April | - | £333.00 |
| e | Zoom | April | £240.00 | £240.00 |
| f | Survey Monkey | April | - | £565.00 |
| g | Chartered Institute of Horticulture | April | £233.00 | £233.00 |
| h | Institute of Groundsmanship | April | £164.35 | £164.35 |
| i | Parish Online | June | £378.00 | £350.00 |
| j | Information Commissioner's Office | June | £35.00 | £35.00 |
| k | City of Sanctuary | June | - | £150.00 |
| l | Association of Town Centre Management | June | £570.00 | £595.00 |
| m | National Allotment Society | July | £55.00 | £55.00 |
| n | AAT (Accounting Technicians) | October | £256.00 | £161.00 |
| o | Local World - Sevenoaks Chronicle | September | £106.00 | £131.00 |
| p | Amazon Prime | September | £79.00 | £95.00 |
| q | Institute of Chartered Accountants in England and Wales | December | £415.00 | £400.00 |
| r | Sevenoaks District Chamber of Commerce | January | £290.00 | £290.00 |
| s | Friends of Rhinebach | January | £30.00 | £30.00 |
| t | Kent Farmer's Market Association | February | £60.00 | £60.00 |
| u | Local Government Association (via NALC) | Feb | £530.00 | £580.00 |
| v | National Association of British Markets | March | £384.00 | £434.00 |
| w | Sevenoaks Parish Advertising | March | £19.00 | £19.00 |
| x | Local Government chronicle | March | £385.00 | £416.00 |
| y | Society of Local Council Clerks | March | £552.00 | £991.00 |
| z | CPRE | March | £60.00 | £60.00 |

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Variable Direct Debits

| | |
|----------------------------|---|
| American Express | Credit card charges from the cafes |
| British Gas Business | Gas |
| B2 Mobility GmbH | Fuel for open spaces vehicles |
| Connectaphone | Telephones |
| Countrystyle Recycling | Glass collection |
| EDF Energy | Electricity |
| EMAP Publishing Limited | subscription for Local Government Chronicle |
| Everflow Limited | Water |
| Go Cardless | Nexadus - Business Hub |
| Legal & General | Pension |
| Nest | Pension |
| ICO | Information Commissioners Office |
| Natwest One Card | Credit Card |
| Public Work Loans Board | B&B Centre loan |
| Reposs Limited | Till at Café |
| S/Line | Worldpay card machines |
| Sage Software | Payroll Software |
| Sevenoaks District Council | Business rates for each site |
| South East Water | Water |
| UK Fuels | Fuel Cards |
| Yu Energy | Streetlighting |

**Sevenoaks Town Council
Annual Meeting – 13th May 2024**

Sevenoaks Town Council 50th Year



Sevenoaks Town Council was created in the reorganisation relating to the Local Government Act 1972. The new Town Council formally came into being in 1974.

To celebrate 50 years of Sevenoaks Town Council and its community the following is being arranged:

- Purchase of Longspring Woods – funding from STC and local community.
- Events on the Vine BH Weekend
 - Saturday 4th May Climate Fair
 - Sunday 5th May Children’s Theatre – relating to woods.
- STC Social History in Art
Every year the Mayor donates a painting by a local artist of a local scene. This has built up to be a rich Social History in Art form, especially as some of the local scenes no longer exist.

The proposal is to photograph them all and produce a booklet indicating artist, local scene, year donated and donated by which Mayor. We are grateful to Cllr Granville and Roger Lee for their assistance with this.

- Commemorative badges as per logo above.
- Reception for past Councillors who have given their time voluntary to the Town Council and community during the past 50 years.
- Social History project of Sevenoaks 50 Years ago to now. Public to be asked to provide photographs. Souvenir brochure to be produced.

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Sevenoaks Town Council
Annual Council Meeting – 13th May 2024
Events Attended – 2023/2024

Mayor: Councillor Claire Shea

| Day & Time | Date | Organisation & Event/Venue | Attending |
|-----------------------|-------------|---|----------------------|
| Sat 10.30 | 13 May | Darent Valley Photographic Exhibition at Bat & Ball Station | Mayor & Deputy |
| Thur 5.45 | 18 May | Meet and Greet Friends of Pontoise at Bat and Ball Centre | Deputy |
| Fri 7.00 | 19 May | Friends of Pontoise Gala Dinner in the Harry Garrett Hall | Mayor & Cllr Varley |
| Sat 7.00 | 20 May | Sevenoaks Welcomes Refugees – Concert in Ship Theatre, Walthamstow Hall | Deputy |
| Sun 7.30 | 21 May | Sevenoaks Symphony Orchestra – Concert at the Pamoja Hall | Mayor & Guest |
| Mon 9.00 | 22 May | Opening of the new Specsavers Store | Mayor |
| Thur 10.30 | 25 May | Mayor of Maidstone – Scenic Cruise & Tour of Allington Castle | Mayor & Guest |
| Sat 10.00 | 27 May | Presentation of Shield to Billy Westley – 40 Years as a stallholder in the Market | Mayor & Cllr Clayton |
| Sun 10.30 | 28 May | Sevenoaks Indoor and Outdoor Bowls Club – Big Bowls Weekend | Mayor |
| Tues 5.00 | 6 June | Birketts informal drinks and canapes evening | Mayor |
| Sun 3.00 | 11 June | Church of Scientology, Saint Hill Manor – Shakespeare Open Air Theatre – A Comedy of Errors | Mayor & Guest |
| Tues 4.00 | 13 June | Presentation of Safari Voucher at Bat & Ball Sports | Mayor |
| Tues 6.00 | 13 June | Thank You Event for Sevenoaks Town Neighbourhood Plan | Mayor |
| Mon 10.30 | 19 June | Sevenoaks DC – Fly the Flag for Armed Forces Day | Mayor |
| Tues 8.00 | 20 June | Sevenoaks Welcomes Refugees – Film Night “The Breadwinner” at the Stag | Mayor |
| Thurs 7.30 | 22 June | Annual General Meeting – League of Friends of Sevenoaks Hospital | Mayor |
| Sat 6.30 | 24 June | Sevenoaks Three Arts Festival – Festival Cup Winners Concert at Walthamstow Hall | |
| Sun 6.45 | 25 June | Chance to Dance – Summer Performance at the Stag | Deputy Mayor |
| Wed 11.30 | 28 June | Kippington Nursing Home – Open week | Mayor |
| Thur 2.00 | 29 June | Weald Heights Care Home – Summer Festival | Mayor |
| Fri 9.45 | 30 June | South & South East in Bloom Judging | Mayor |
| Sat 7.00 | 1 July | D’Vine Singers – Community Concert | Deputy Mayor |
| Sat 1.00 | 1 July | Sevenoaks Primary School – Colour Fest & Colour Run | Mayor |
| Sat 7.30 | 1 July | Sevenoaks Philharmonic Choir and Sevenoaks Symphony Orchestra – Verdi’s Requiem at the Stag | Mayor |
| Sun 5.30 | 2 July | Kentish Opera – Opera Gala at Chiddingstone Castle | Mayor |

**Sevenoaks Town Council
Annual Council Meeting – 13th May 2024**

| Day & Time | Date | Organisation & Event/Venue | Attending |
|-----------------------|-------------|---|------------------|
| Mon 10.30 | 3 July | Rockdale Housing Assoc – Garden & Tour/Art & Craft Exhibition by residents | Mayor |
| Sat 5.00 | 8 July | Sevenoaks Sings – Picnic on the Vine | Mayor |
| Thurs 5.30 | 13 July | Knole Academy – Production of Little Shop of Horrors | Deputy |
| Sun 4.00 | 16 July | Mayor of Swanley – Meal at The Thai Emperor | Mayor |
| Sat 7.30 | 29 July | The Lydian Orchestra – Summer Concert | Deputy & Guest |
| Mon 10.00 | 31 July | Family Fun Day at Greatness Recreation Ground | Mayor |
| Tues 2.00 | 22 Aug | Goldilocks and Friends at the Bat and Ball Centre | Mayor |
| Wed 2.00 | 23 Aug | Goldilocks and Friends at Pontoise Park | Mayor |
| Thurs 2.00 | 24 Aug | Goldilocks and Friends at Greatness Recreation Ground | Mayor |
| Fri 11.00 | 25 Aug | Crufts event at Weald Heights Care Home | Deputy |
| Fri 2.00 | 25 Aug | Goldilocks and Friends at The Vine Gardens | Deputy |
| Fri 6.00 | 25 Aug | Mayor of Swanley – 40 th Anniversary Firework Event | Deputy + 1 |
| Fri 9.45 | 1 Sept | Chairman SDC – Fly the Red Ensign for Merchant Navy Day | Mayor |
| Mon 1.00 | 4 Sept | Rockdale Housing Assoc. 75 th Anniversary Celebration | Mayor |
| Mon 10.00 | 4 Sept | Mayor of Hawkinge – Visit Battle of Britain Museum | Deputy +1 |
| Wed 12.00 | 6 Sept | Photoshoot with Panto Cast | Mayor |
| Fri 8.50 | 8 Sept | Sevenoaks D C – Fly the 999 Day Flag | Mayor |
| Sat 2.00 | 9 Sept | Bradbourne Residents Association – Picnic in the Park | Mayor |
| Sun 2.00 | 10 Sept | Garden Party at the Bat and Ball Centre | Mayor |
| Sun 6.00 | 10 Sept | Stag Youth Theatre project – Film in a week | Mayor + 1 |
| Wed 11.00 | 13 Sept | Mayor of Medway – Call the Midwife Tour at Chatham Dockyard | Mayor + 1 |
| Wed 6.00 | 13 Sept | Final meeting of the youth Council 2021 – 2023 | Mayor |
| Fri 10.00 | 15 Sept | Guide Dogs for the Blind – Blindfold Walk | Mayor |
| Mon 1.00 | 18 Sept | Visit to Sevenoaks School – Tour of the campus with the Headmaster, Jesse Elzinga | Mayor |
| Fri 5.30 | 22 Sept | Chairman SDC – Tour of the Eden Valley Museum | Mayor |
| Fri 10.00 | 29 Sept | South & South East in Bloom Awards at Wisley | Mayor + 1 |
| Tues 7.00 | 3 Oct | Sevenoaks Counselling – Annual Open Meeting | |
| Wed | 4 Oct | Sevenoaks Chamber of Commerce – Networking meeting at the Bat and Ball Centre | Mayor |
| Mon 10.00 | 9 Oct | Judge entries to the Christmas Lights Competition | Mayor |
| Fri 9.30 | 13 Oct | Mayor of Tunbridge Wells – Charity Clay Shoot | Mayor & Guest |
| Sat 5.30 | 14 Oct | Mayor of Faversham – Carnival and Torchlight Procession | Mayor & Guest |
| Wed 2.00 | 18 Oct | Gloucester House Care home – Opening of the Reminiscence Shops | Mayor |
| Fri 6.00 | 20 Oct | Sevenoaks Business Awards at the Bat and Ball Centre | Mayor |

Sevenoaks Town Council
Annual Council Meeting – 13th May 2024

| Day & Time | Date | Organisation & Event/Venue | Attending |
|-----------------------|-------------|--|------------------|
| Tues 2.00 | 24 Oct | Weald Heights Care Home – Understanding Dementia | Mayor |
| Tues 11.00 | 24 Oct | Opening of the refurbished Greatness Skate Park | Mayor |
| Wed 6.00 | 1 Nov | First youth Council Meeting following the Elections | Mayor |
| Sat 6.00 | 4 Nov | Sevenoaks Indian Community -Diwali Party at the Bat and Ball Centre | Mayor |
| Mon 7.00 | 6 Nov | Mayor of Maidstone – Charity Dinner at Bliss Bar and Restaurant | Mayor + |
| Thurs 6.00 | 9 Nov | Cook – Informal Gathering | Deputy Mayor |
| Sat 11.00 | 11 Nov | Armistice Day – Laying Crosses at Greatness Cemetery | Mayor |
| Sun 11.00 | 12 Nov | Remembrance Sunday | Mayor |
| Thurs 2.00 | 16 Nov | Mayor of Faversham – Visit to the Kent Police Museum and Faversham Charters & Magna Carta | Mayor + 1 |
| Sat 7.00 | 18 Nov | Mayor of Medway – Evening of Nepalese Culture and Cuisine | Mayor + 1 |
| Sun 3.00 | 19 Nov | Sevenoaks Symphony Orchestra – Concert at the Stag Theatre | Mayor |
| Fri 6.00 | 24 Nov | Christmas Lights Switch-on | Mayor |
| Sat 2.00 | 25 Nov | Bradbourne Residents Association – Open New Duck Feeder at Bradbourne Lakes Park | Mayor |
| Sat 7.00 | 25 Nov | Sevenoaks Lions Charter Dinner at Wildernesse Golf Club | Mayor + 1 |
| Sun 10.30 | 26 Nov | Sevenoaks Welcomes Refugees Winter Party | Mayor |
| Sun 11.00 | 26 Nov | West Heath School Christmas Fair | Mayor |
| Wed | 29 Nov | Mayor of Margate – Private conducted tour of Hornby Hobbies | Mayor + 1 |
| Sat 7.30 | 2 Dec | Sevenoaks Philharmonic Choir Ceremony of Carols at St Nicholas Church, Sevenoaks | Mayor + 1 |
| Sun 6.00 | 3 Dec | Mencap Carols and Mince Pies in the Mencap Hall | Mayor |
| Mon 7.00 | 4 Dec | Community Carols involving groups across Sevenoaks including PHAB, Primary Schools and WKM Skiffle at St Luke’s Church | Mayor |
| Tues 11.00 | 5 Dec | Judging of the Best Dressed Christmas Window | Mayor |
| Sun 6.00 | 10 Dec | Stag Pantomime – Jack & the Beanstalk | Mayor |
| Tues 10.00 | 12 Dec | Presenting Awards for the Best Dressed Window | Mayor |
| Tues 12.30 | 12 Dec | Call in to Staff Christmas Meeting to wish them a Merry Christmas | Mayor |
| Wed 12.00 | 13 Dec | Tree Planting at Greatness Recreation Ground | Mayor |
| Thurs 2.00 | 14 Dec | Tree of Hope Fundraising Carol Service at St Nicholas Church | Mayor + 1 |
| Fri 12.30 | 15 Dec | Sevenoaks Almshouses Christmas Lunch | Mayor |

Sevenoaks Town Council
Annual Council Meeting – 13th May 2024

| Day & Time | Date | Organisation & Event/Venue | Attending |
|-----------------------|-------------|---|------------------|
| Sun 4.00 | 17 Dec | Eynsford Concert Band and Kent Youth Wind Orchestra – Spirit of Christmas Concert in the Space, Pamoja Hall | Mayor + 1 |
| Sun 4.00 | 17 Dec | Mayor of Swanley – Christmas Carol Concert at St Mary the Virgin Church | Deputy + 1 |
| Tues 7.15 | 19 Dec | Westerham Sea Cadets Awards Evening | Mayor |
| Wed 7.30 | 20 Dec | The Lydian Orchestra – Winter Concert in the Pamoja Hall, Sevenoaks School | Deputy + 1 |
| Sun 11.00 | 24 Dec | Midnight Mass at St Nicholas Church | Mayor |
| Fri 6.00 | 12 Jan | Private View – Samuel Palmer: Visionary Landscapes | Mayor |
| Fri 2.00 | 19 Jan | Meeting with Linda and Mr Elzinga at Sevenoaks School to discuss future Firework Events | Mayor |
| Sat 7.00 | 20 Jan | Sevenoaks Air Cadets – Burns Night Dinner at Hever Castle Golf Club | Mayor + 1 |
| Sun 12.00 | 21 Jan | Mayor of Bromley – Traditional Sunday Lunch at The Warren Croydon Road, Bromley | Mayor + 1 |
| Sat 11.25 | 27 Jan | The Childrens Challenge prize giving | Mayor |
| Sat 6.30 | 27 Jan | Mayor of Swanley – Rainbow Ball at the Alexandra | Mayor + 1 |
| Tues 11.00 | 30 Jan | Presentation of the Coronation Bench – Warners Solicitors | Mayor |
| Tues 12.00 | 30 Jan | Sanctuary network meeting | Mayor |
| Sun 10.30 | 4 Feb | Chinese New Year Celebrations at Walthamstow Hall | Mayor + 1 |
| Tues 5.30 | 6 Feb | Lord Mayor of Canterbury -Civic Service in Canterbury Cathedral | Mayor + 1 |
| Thur 11.00 | 8 Feb | Friends of Pontoise New Year Lunch at Bat and Ball Centre | Mayor |
| Fri 6.00 | 9 Feb | Sevenoaks Larder – Thank You Party at Hope Church | Mayor |
| Sat 7.00 | 10 Feb | Friends of Rheinbach – New Year’s Dinner at Bat and Ball Centre | Deputy |
| Sun 12.30 | 11 Feb | Mayor of Gravesham – Sunday Lunch at Cobham Hall | Mayor + 1 |
| Fri 7.00 | 23 Feb | Mayor of Bromley Quiz Night | Mayor + 1 |
| Mon 9.00 | 26 Feb | <u>McDonald’s Otford Litter Picking</u> | Mayor |
| Wed 6.00 | 28 Feb | Youth Forum – Climate Change | Mayor |
| Sun 10.30 | 3 March | Sevenoaks Young Musician of the Year Competition | Deputy |
| Tues 12.30 | 5 Mar | Soroptimist International P:resident’s Lunch | Mayor |
| Sat 7.00 | 9 Mar | Cantate Choir performance of Handel’s Messiah at St Nicholas Church | Mayor + 1 |
| Sun 3.00 | 10 March | Sevenoaks Symphony Orchestra Orchestral Concert at the Stag Theatre | Mayor |
| Mon 10.00 | 11 Mar | Chairman SDC – Commonwealth Day Flag Raising | Mayor |
| Thur 10.00 | 14 Mar | Mayor of Bromley – Tour of Biggin Hill Airport | Deputy |
| Thurs 6.00 | 14 Mar | St Michael’s Prep School – Performance of A Monster Calls | Deputy |
| Fri 2.00 | 15 Mar | Visit St John’s Primary School to talk to Y6 | Mayor |

**Sevenoaks Town Council
Annual Council Meeting – 13th May 2024**

| Day & Time | Date | Organisation & Event/Venue | Attending |
|-----------------------|-------------|--|------------------|
| Sun 6.00 | 17 March | Mayor of Dartford – Cabaret Evening | Mayor + 1 |
| Sat 7.30 | 23 March | Sevenoaks Philharmonic Choir Concert at the Pamoja Hall | Mayor |
| Sat 10.30 | 6 April | Vegan Market on the Vine | Mayor |
| Wed 2.00 | 10 April | Mayor of Swale – Elvis & Kresse Workshop and Farm Tour | Mayor + 1 |
| Fri 7.00 | 12 Apr | Mayor of Tunbridge Wells – Civic Dinner at Mercure Tunbridge Wells Hotel | Mayor + 1 |
| Sat 10.00 | 13 Apr | Repair Café – 2 nd Birthday Celebration | Mayor |
| Sat 12.30 | 13 Apr | Lunch with Sevenoaks Rugby Football Club | Mayor |
| Thur 11.30 | 18 Apr | Folkestone & Hythe DC- Tour of Westenhanger Castle | Deputy +1 |
| Fri 12.00 | 19 Apr | Opening of Regain Hearing | Mayor |
| Fri 7.00 | 19 Apr | Kentish Opera – Performance of Aida at the Stag Theatre | Mayor + 1 |
| Sun 2.10 | 21 Apr | Sevenoaks Scouts – St George’s Day parade | Deputy |
| Sun 7.00 | 21 Apr | Eynsford Concert Band – Spring Concert , The Space Sevenoaks School | Mayor +1 |
| Mon 10.30 | 22 April | Mayor of Greenwich – Tour of Cutty Sark | Mayor & Deputy |
| Thur 10.30 | 25 Apr | Mayor of Swanley – Picnic in the Park | Mayor |
| Fri 2.00 | 26 Apr | St John’s Primary School – Y6 children presenting their findings from the recent geography topic investigating Sevenoaks | Mayor |
| Sat | 27 Apr | Sevenoaks Welcomes Refugees afternoon and evening concerts at the Stag Theatre | Mayor |
| Wed 2.15 | 1 May | Mayor of Tonbridge – Visit to Winterdale Cheesemakers | Mayor |
| Sat 2.00 | 4 May | SCAN Climate Fair at the Vine Gardens | Mayor |
| Sun 1.50 | 5 May | Aesop’s Theatre Co performance of Robin Hood saves the Forest at Vine Gardens | Mayor |
| Sat 10.30 | 11 May | Mayor of Swale – Tour of Sittingbourne Boats, Trains and Planes | Mayor + 1 |
| Sun 11.00 | 12 May | Schools Triathlon at Sevenoaks School | Mayor |
| | | | |



2023 – 2024

The Mayor of Sevenoaks Councillor Claire Shea
Provisional Dates for Mayoral Events

| | | |
|---|--|---|
| <p>May/June 2023</p> <p>24th June Armed Forces Day</p> | <p>July 2023</p> <p>Friday 21st June Peppercorn Rent Ceremony</p> | <p>August 2023</p> |
| <p>September 2023</p> <p>3 September Merchant Navy Day</p> <p>Sunday 10th September Mayor’s Garden Party at Bat & Ball Centre</p> | <p>October 2023</p> | <p>November 2023</p> <p>Saturday 11 November Armistice Day</p> <p>Sunday 12 November Remembrance Day Tree Planting</p> |
| <p>December 2023</p> | <p>January 2024</p> | <p>February 2024</p> |
| <p>March 2024</p> <p>8 March International Women’s Day Lunch</p> <p>Monday 11 March Commonwealth Day</p> <p>Quiz Night Saturday 16 March</p> | <p>April 2024</p> <p>Wednesday 17 April Tour of Knole House</p> <p>Saturday 27 April Mayors Charities Concert at The Stag Theatre</p> | <p>May 2024</p> <p>Wednesday 1 May End of Term Reception</p> |

Follow the Mayor on Twitter

@sevenoaksmayor