

11 May 2010

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 on Monday 17 May 2010 at 7.00 pm.

PROPER OFFICER

A G E N D A

Apologies for absence

PUBLIC QUESTION TIME

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

1 **ELECTION OF TOWN MAYOR**

To elect the Town Mayor for the ensuing year. (Procedural note 1 attached)

2 **DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Mayor's declaration of acceptance of office. (Procedural note 2 attached)

3 **ELECTION OF DEPUTY TOWN MAYOR**

To elect the Deputy Town Mayor for the ensuing year. (Procedural note 3 attached)

4 **DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Deputy Town Mayor's declaration of acceptance of office. (Procedural note 4 attached)

5 **APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES**

To appoint Standing Committees and Sub Committees. (Copy attached)

6 **APPOINTMENT OF CHAIRMEN, VICE CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB COMMITTEES**

To appoint Chairmen, Vice Chairmen and Members of Standing Committees/Sub Committees. (Copy attached)

7 APPROVAL OF TERMS OF REFERENCE - STANDING COMMITTEES/SUB COMMITTEES

To approve the Terms of Reference of Standing Committees and Sub Committees (Copy attached) subject to the following amendments:

Youth Services Sub-Committee

6.3.1 – to be amended to: Six Town Councillors one of whom shall be the Chairman to be appointed at the Annual Meeting of the Town Council, plus the Chairman or Vice-Chairman of the Finance & General Purposes Committee and the Town Mayor (both ex-officio).

Sevenoaks Community Centre Management Committee

7.3.1 to be amended to: Five Town Councillors one of whom shall be the Chairman to be appointed at the Annual Meeting of the Town Council, plus the Chairman or Vice-Chairman of the Finance & General Purposes Committee and the Town Mayor (both ex-officio).

8 SCHEDULE OF MEETINGS 2010 /2011

To confirm the schedule of meetings of the Town Council (Copy attached).

9 ANNUAL SUBSCRIPTIONS

To authorise payment of subscriptions falling to be renewed annually (Copy attached).

10 REPRESENTATION ON OTHER BODIES

To elect members to serve on various statutory bodies and other organisations (Copy attached).

11 DEEDS & TRUST INVESTMENTS

To authorise two members to inspect the Deeds and Trust Investments in the custody of the Council.

12 STANDING ORDERS & FINANCIAL REGULATIONS

- i) To receive and consider amendments to the Standing Orders (copy to follow)
- ii) To approve the renewal of the Financial Regulations (copy attached).

13 DECLARATIONS OF INTEREST

To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting.

14 COUNCIL MINUTES

To receive and adopt the minutes of the meeting of the Town Council held on 1 March 2010. (copy previously circulated).

15 OPEN SPACES AND LEISURE COMMITTEE

To receive and adopt the minutes of the Open Space and Leisure Committee held on 15 March 2010 (copy previously circulated).

16 PLANNING COMMITTEE

To receive and adopt the minutes of the meetings of the Planning Committees held on 08 & 22 March, 12 & 26 April (copy previously circulated) and 10 May 2010 (copy to be circulated).

3 Old Timbertop Cottages

To authorise the Town Mayor and Town Clerk to sign and seal a Deed of Grant for right of Way over land in Bethel Road (in accordance with SO41).

17 CIVIC EVENTS AND INFORMATION

i) Town Mayor's Engagements 2009/2010

To receive and note the functions attended by the Town Mayor, Deputy Town Mayor or representative (copy attached).

ii) Proposed Civic Events 2010/2011

To receive and note the forthcoming Civic Events for 2010/2011 (copy attached).

iii) Town Mayor's Escort's Presentation Box

To thank Cllrs Allen and Clayton for their generosity in purchasing the Town Mayor's Escort's presentation box for the Badge of Office.

18 PRESS RELEASE

To consider any agenda item, which would be appropriate for a press release.