

12 May 2009

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 18 May 2009 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 attached)

2 **DECLARATION OF ACCEPTANCE OF OFFICE**

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

3 **ELECTION OF DEPUTY TOWN MAYOR**

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

4 **DECLARATION OF ACCEPTANCE OF OFFICE**

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

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

To appoint Standing Committees and Sub Committees. (Report 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. (Appendix 1 attached)

- 7 APPROVAL OF TERMS OF REFERENCE - STANDING COMMITTEES/SUB COMMITTEES
To approve Terms of Reference of Standing Committees and Sub Committees. (Appendix 2 attached).
- 8 SCHEDULE OF MEETINGS 2009/2010
To confirm the schedule of meetings of the Town Council. (Appendix 3 attached)
- 9 ANNUAL SUBSCRIPTIONS
To authorise payment of subscriptions falling to be renewed annually. (Appendix 4 to be circulated)
- 10 REPRESENTATION ON OTHER BODIES
To elect members to serve on various statutory bodies and other organisations. (Appendix 5 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 the Standing Orders (copy to be circulated)
 - ii) To approve the renewal and amendment of the Financial Regulations. (copy to be circulated)
- 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 and if correctly entered to sign the minutes of the meeting of the Town Council held on 20 April 2009. (copy previously circulated).
- 15 OPEN SPACES AND LEISURE COMMITTEE
To receive and adopt and if correctly entered to sign the minutes of the Open Space and Leisure Committee held on 27 April 2009. (copy previously circulated).
- 16 PLANNING COMMITTEE
To receive and adopt and if correctly entered to sign the minutes of the meetings of the Planning Committees held on 11 May 2009. (copy to be circulated).
- 17 CIVIC SERVICE 2009
To note that this year's Civic Service will be held at St Nicholas' Church, Sevenoaks on Sunday, 14 June 2009 at 11.00 am.
- 18 POWER OF WELLBEING
To recommend to the Annual Town Council meeting that Sevenoaks Town Council proceed with the arrangements to acquire the Power of Wellbeing. (copy of report attached)

19 TOWN MAYOR'S ENGAGEMENTS

To receive and note the functions attended by the Town Mayor and Deputy Town Mayor for May 2008 to May 2009. (list to follow)

20 PRESS RELEASE

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