

Minutes of the Annual Meeting of the Sevenoaks Town Council held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 17 May 2010 at 7.00 pm.

PRESENT

Cllr Mrs A W Dawson – Town Mayor
Cllr S G Raikes – Deputy Town Mayor

Cllr J G Brigden
Cllr S Camp
Cllr J M Canet
Cllr A S Clayton
Cllr Mrs M E Crabtree
Cllr A Eyre

Cllr R M C Hogarth
Cllr R L Piper
Cllr M G Short
Cllr P E Towell
Cllr Mrs P C Walshe (arrived
7:17pm)

(13)

Town Clerk
Deputy Town Clerk
Committee Clerk
Members of the Public - 13

Apologies for absence: Cllrs Allen, London and Parry

All Councillors present wished Cllr Parry a speedy recovery from surgery.

1 ELECTION OF TOWN MAYOR

The Town Clerk read the notice to convene the meeting. The Town Mayor, Cllr Mrs A Dawson called for nominations for the office of Town Mayor for the ensuing year.

Cllr Mrs A Dawson nominated Cllr S G Raikes as Sevenoaks Town Mayor saying that she had every faith that he would provide strong support to local organisations and represent Sevenoaks Town admirably at events both inside and outside the town.

Cllr S G Raikes was proposed and seconded.

It was UNANIMOUSLY RESOLVED that

Cllr S G Raikes be elected Town Mayor.

2 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr S G Raikes signed the Statutory Declaration of Acceptance of Office.

The retiring Town Mayor welcomed her successor and invested him with the Chain of Office. The new Town Mayor presented the retiring Town Mayor with a memento of her year of Office.

CLLR MRS DAWSON IN THE CHAIR

The retiring Town Mayor remarked that it had been a very busy year and that she had attended over 180 events. She thanked Sara Price for all her support and confirmed that Sara proved to be an excellent escort throughout her year as Town Mayor. Cllr Mrs A Dawson also thanked the Deputy Mayor, Councillors and Town Council Staff for their support at fundraising events and for their help during her year of office. The retiring Town Mayor said that it had been an interesting and eventful year and that she thoroughly enjoyed representing the Town Council in the County and in the town. She mentioned the tremendous amount of work volunteer agencies undertake throughout the town.

Cllr M G Short as the most Senior Councillor present thanked the retiring Town Mayor for her excellent service given to the people of Sevenoaks Town and the Council during her year of office.

Cllr M G Short welcomed Cllr S G Raikes as the new Town Mayor in the knowledge that he would also make an excellent ambassador of Sevenoaks Town together with his wife, Christine.

Cllr Clayton paid tribute to the help and dedicated support Mrs Sarah Price had given her mother during her year of office and presented Sara with a gift as a memento of her office.

Cllr S G Raikes thanked the Members of the Town Council for electing him and outlined a range of activities planned to promote the work of the Town Council. He remarked on Sevenoaks Town Council's remarkable achievements in the past having taken on playgrounds, a skate park and the Stag Community Arts Centre. One of the Town Mayor's first events will be a walk of Sevenoaks Common on 20th June 2010.

The Mayor announced that his wife, Christine, would be his escort during his term of office.

His chosen charities are the Stag Community Arts Centre and the SAYT (Sevenoaks Area Youth Trust).

3 ELECTION OF DEPUTY TOWN MAYOR

The Town Mayor called for nominations for the office of Deputy Town Mayor for the ensuing year. Cllr J F London was proposed by Cllr S G Raikes and seconded by Cllr M G Short.

It was UNANIMOUSLY RESOLVED that Cllr London be elected Deputy Town Mayor.

4 DECLARATION OF ACCEPTANCE OF OFFICE

- The Town Mayor signed his Declaration of Acceptance of Office
- Cllr London will be invited to sign his Declaration of Acceptance of Office on his return from abroad.

5 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES

The schedule of appointments of Standing Committees and Sub Committees was noted and approved with all in favour.

It was RESOLVED that Standing Committees/Sub Committees be appointed as follows: Planning Committee, Finance & General Purposes Committee, Open Spaces & Leisure Committee, Personnel Committee, Trustees for the Stag Community Arts Centre, Stag Planning and Review Group, Youth Services Sub Committee and Community Centre Management Sub Committee.

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

The appointment of Chairmen and Vice Chairmen of Standing Committees and Sub Committees was considered as set out in Appendix 5.

It was RESOLVED that Appendix 5 be adopted subject to the following amendments:

- LIAISON COMMITTEE – STAG PLANNING AND REVIEW GROUP 2010/2011
– Chairman Cllr R J Parry, Vice-Chairman Cllr Mrs P C Walshe, Cllr A S Clayton, Cllr A Eyre and Cllr S G Raikes
- COMMUNITY CENTRE MANAGEMENT SUB COMMITTEE
- removal of Cllr A S Clayton with Cllr A S Canet as his replacement on this committee

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

The Terms of Reference for Standing Committees and Sub Committees as set out in Appendix 7 was noted and approved with all in favour.

It was RESOLVED that Appendix 2 be adopted with the following additional amendments to the Terms of Reference:

- **Delete:**
 - 2 B (d) - “to compile the Best Value Performance Plan”
 - 3 (p) - “Town Band”

▪ **Amend:**

4 (d) Add “or Deputy Town Clerk

8 SCHEDULE OF MEETINGS 2010/11

The Schedule of Meetings for 2010/11 was noted and approved with all in favour.

It was RESOLVED that the Schedule of Meetings be adopted.

9 ANNUAL SUBSCRIPTIONS

The schedule of Annual Subscriptions as set out in Appendix 9 was received and authorised with all in favour.

It was RESOLVED that Appendix 9 be adopted.

10 REPRESENTATION ON OUTSIDE BODIES

The schedule of Representation on Outside Bodies as set out in Appendix 10 was noted and approved with all in favour.

It was RESOLVED that Appendix 10 be adopted.

11 DEEDS & TRUST INVESTMENTS

It was RESOLVED that Cllr S G Raikes together with the Chairman of the Finance & General Purposes Committee be authorised to inspect any Deeds & Trust Investments of the Council.

12 STANDING ORDERS & FINANCIAL REGULATIONS

i) **It was unanimously RESOLVED that** the Standing Orders as amended be adopted with the following amendment:

- 3 days before the meeting” be replaced with “by noon on the day of the Meeting...”

ii) **It was RESOLVED that** the Financial Regulations be adopted.

13 DECLARATIONS OF INTEREST

None were declared.

14 COUNCIL MINUTES

The minutes of the meeting of the Town Council held on 1 March 2010 were received and adopted.

15 OPEN SPACES AND LEISURE COMMITTEE

The minutes of the meeting of the Open Spaces & Leisure Committee held on 15 March 2010 were received and adopted.

16 PLANNING COMMITTEE

The minutes of the meetings of the Planning Committee held on 08 & 22 March, 12 & 26 April and 10 May 2010 were received and adopted.

17 3 OLD TIMBERTOP COTTAGES

It was **RESOLVED** that the Town Mayor and Town Clerk be authorised to sign and seal the Deed of Grant for a Right of Way over land in Bethel Road (in accordance with SO41).

18 CIVIC EVENTS AND INFORMATION 2010/201

i) Town Mayor's Engagements 2009/2010

The functions attended by the Town Mayor and Deputy Town Mayor or representative from May 2009 to May 2010 was received and noted.

ii) Proposed Civic Events 2010/2011

A list of forthcoming functions for the Town Mayor during 2010/2011 was received and noted.

iii) Town Mayor's Escort's Presentation box

Cllr Mrs A Dawson gave thanks to Cllrs Allen and Clayton for their generosity in purchasing the Town Mayor's Escort's presentation box for the Badge of Office, which is greatly appreciated by the Town Council.

19 PRESS RELEASE

It was unanimously **RESOLVED** that a press release of the Election of the Town Mayor, the forthcoming Civic Events and the Mayor's charities be actioned.

The meeting closed at 7.48 pm

TOWN MAYOR