

21 June 2011

You are summoned to attend a Meeting of the Sevenoaks Town Council to be held in the Council Chamber at the address below on Monday 27 June 2011 following a meeting of the Finance & General Purposes committee. 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.

### Deputy 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.

## AGENDA

Apologies for absence

### PUBLIC QUESTION TIME

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

### 1 DECLARATIONS OF INTEREST

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

### 2 MINUTES

To receive, adopt and to sign the minutes of the meeting of the Sevenoaks Town Council held on 9 May 2011 subject to the following amendments:

- o *Cllr S G Raikes in the chair to read Cllrs Mrs M E Crabtree in the chair*
- o *Cllr and Mrs Raikes had attended 4.5 weekly to read Cllr and Mrs Raikes had attended 4.5 weekly events*

(copy previously circulated).

### 3 PLANNING

To receive and adopt the minutes of the meeting of the Planning Committees held on 23 May and 6 June 2011 (copies previously circulated) and 20 June 2011 (copy to follow).

### 4 FINANCE & GENERAL PURPOSES COMMITTEE

- a) To receive and adopt the minutes of the meeting of the Finance and General Purposes Committee held on 13 June 2011 (copy previously circulated).
- b) to receive and adopt the Annual Return for the year ended 31 March 2011:
  - i. Statement of Account
  - ii. Annual Governance Statementfor submission to the Audit Commission.

5. PERSONNEL COMMITTEES  
To receive and adopt the minutes of the meeting of the Town Council Personnel Committee held on 16 May 2011 (copy previously circulated).
6. STAG COMMUNITY ARTS CENTRE  
To receive and note the minutes of the Shadow Charitable Trustees for the Stag Community Arts Centre held on 9 May 2011 (copy previously circulated) and 20 June 2011 (copy to follow).
7. PRESS RELEASE  
To consider any agenda item appropriate for a press release.