

15 November 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 21 November 2011 at 7pm to be followed by a meeting of the Sevenoaks Town Council's Personnel Committee and then by the Stag Community Arts Centre's Personnel Committee meeting. 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

Cllr S G Raikes, former Town Mayor, to present a cheque to Sevenoaks Area Youth Trust for £2,574.82, which was the money raised for this charity during his Mayoral Year 2010/2011.

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 held on 26 September 2011 (copy previously circulated).
- 3 PLANNING COMMITTEE
To receive and adopt the minutes of the meeting of the Planning Committees held on 3, 17 and 31 October (copies previously circulated) and 14 November 2011 (copy to follow).

- 4 FINANCE & GENERAL PURPOSES COMMITTEE
To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 7 November 2011 (copy previously circulated), subject to the following amendment:
- Minute 220 to read
220 IT STRATEGY REVIEW UPDATE
| ***It was RESOLVED that** the recommendation by the Responsible Finance Officer, approved by the IT Strategy Review team, to proceed with Option 1 in the sum of £50,218.24 over a five year period be approved.*
- 5 PERSONNEL COMMITTEE
To receive and adopt the minutes of the meeting of the Personnel Committee held 26 September 2011 (copy previously circulated).
- 6 OPEN SPACES & LEISURE COMMITTEE
To receive and adopt the minutes of the meeting of the Open Spaces and Leisure Committee held on 24 October 2011 (copy previously circulated).
- 7 STAG COMMUNITY ARTS CENTRE
To receive and note the minutes of the
- a) Stag Community Art Centre Personnel meeting held on 26 September 2011
 - b) Stag Community Art Centre Trustee meetings on 3 October 2011 and 14 November 2011
 - c) Stag Community Art Centre Annual General meeting held on 15 October 2011 (copies previously circulated).
- 8 HELP FOR HEROES
To receive and note a thank you letter from Help for Heroes for the sum of £1,554.31 raised by the concert organised by the Town Council, on 25 June 2011 (copy attached).
- 9 CIVIC EVENTS AND INFORMATION
- a) Town Mayor's Engagements 2011 to date
To receive and note the functions attended by the Town Mayor, Deputy Town Mayor or representative in October and November 2011 (copy attached).
 - b) Proposed Civic Events 2011/2012
To receive and note the forthcoming Civic Events during the remainder 2011 and during 2012 being organised by the Town Mayor (copy attached).
- 10 PRESS RELEASE
To consider any agenda item appropriate for a press release.