

20 September 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 26 September 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

Town Mayor to present South & South East in Bloom Awards

### 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 25 July 2011 (copy previously circulated).

3 FINANCE & GENERAL PURPOSES COMMITTEE

To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 12 September 2011 (amended copy to follow).

4 PLANNING COMMITTEE

- a) To receive and adopt the minutes of the meeting of the Planning Committees held on 1 and 15 August and 5 September 2011 (copies previously circulated)
- b) To receive and note the comments forwarded to Sevenoaks District Council under Chairman's actions. (copy to follow).

- 5 PERSONNEL COMMITTEE  
To receive and adopt the minutes of the meeting of the Personnel Committee held on 5 September 2011 (copy previously circulated).
- 6 STAG COMMUNITY ARTS CENTRE  
To receive and note the minutes of the Stag Community Art Centre Trustees held on 25 July, 15 August and 5 September 2011 (copies previously circulated).
- 7 TERMS OF REFERENCE  
To receive and adopt the revised terms of reference for the following Committee
  - a). Youth Services Sub Committee (copy to follow).
- 8 TOWN CENTRE PARTNERSHIP  
To receive and note the notes of the meeting held on 6 September 2011 (copy to follow).
- 9 PARLIAMENTARY CONSTITUENCIES – BOUNDARY CHANGES – INITIAL PROPOSALS  
To receive and consider an email from the Electoral Services Manager at Sevenoaks District Council, together with Initial Proposals produced by the Boundary Commission for England. [para 44 refers to Sevenoaks]. (copy to follow)
- 10 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 July and August 2011 (copy to follow)
  - b) Proposed Civic Events 2011/2012  
To receive and note the forthcoming Civic Events during 2011 being organised by the Town Mayor (copy to follow).
- 11 PRESS RELEASE  
To consider any agenda item appropriate for a press release.