

12<sup>th</sup> January 2021

You are hereby summoned to attend a virtual meeting of the **SEVENOAKS TOWN COUNCIL** to be held **via Zoom** on **Monday 18<sup>th</sup> January 2021** following a meeting of the **Finance and General Purposes Committee** starting at 7pm. 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.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/O5QKDo0fQ7c> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk) or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Zoom joining instructions will then be provided. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

**Town Mayor**

**Signed:** Nick Busvine

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

### PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	—
2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	

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3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES</u> To receive, adopt and sign the minutes of the meeting of the Sevenoaks Town Council held on 23 <sup>rd</sup> November 2020 as a true record.	Attached
5	<u>MINUTES OF COMMITTEES</u> Council is asked to consider and adopt the minutes of the following Committees meetings held via Zoom:	Copies previously circulated and available on request
5.1	<u>Planning Committee</u> : 16 <sup>th</sup> November; 30 <sup>th</sup> November; 14 <sup>th</sup> December and 21 <sup>st</sup> December 2020	
5.2	<u>Finance and General Purposes Committee</u> : 23 <sup>rd</sup> November 2020	
6	<u>PRECEPT 2021/2022</u> To consider a Recommended Precept for the 2021/2022 Financial Year of £1,239,898.	Report to follow
7	<u>MEETING SCHEDULE 2021/2022</u> To receive and adopt the schedule of meetings for the 2021/2022 year	To Follow
8	<u>CONCLUSION OF COMPLAINTS PANEL HEARING – 8<sup>TH</sup> JANUARY 2021</u> To note the outcome of complaint hearing.	To Follow
9	<u>REVIEW OF CODE OF PRACTICE FOR HANDLING COMPLAINTS</u> To consider and adopt updated policy.	Attached
10	<u>PRESS RELEASE</u> To consider any agenda item, which would be considered appropriate for a press release.	–

**Sevenoaks Town Council**  
**Minutes of the Town Council Meeting held on 23<sup>rd</sup> November 2020**  
**Livestreamed via YouTube**

**Meeting Commenced:** 20:36

**Meeting Concluded:** 20:43

**Present:**

Cllr Keith Bonin	Present		Cllr Lise Michaelides	Apologies
Cllr Nicholas Busvine OBE, Mayor	Present		Cllr Tom Morris Brown	Present
Cllr Sue Camp	Present		Cllr Rachel Parry	Present
Cllr Dr Merilyn Canet, Deputy Mayor	Present		Cllr Richard Parry	Present
Cllr Tony Clayton	Present		Cllr Robert Piper	Present
Cllr Andrew Eyre	Present		Cllr Simon Raikes	Present
Cllr Victoria Granville-Baxter	Present		Cllr Claire Shea	Present
Cllr Roderick Hogarth	Present		Cllr Edward Waite	Present

**In attendance:** Town Clerk, Responsible Financial Officer, Senior Committee Clerk

**Representations received from Members of the Public: None**

**324. Apologies for Absence**

Apologies for absence were submitted as noted above.

**325. Requests for Dispensations**

There were no requests for dispensations.

**326. Declarations of Interest**

Cllr Eyre declared a pecuniary interest in Agenda Item 6, Notes of Stag Working Parties, which was submitted for noting only.

**327. Minutes of the Town Council Meetings held on 2<sup>nd</sup> March; 23<sup>rd</sup> March; 29<sup>th</sup> June; and 20<sup>th</sup> July 2020**

**RESOLVED:** To receive and formally adopt the Minutes of the meetings held on 2<sup>nd</sup> March; 23<sup>rd</sup> March; 29<sup>th</sup> June; and 20<sup>th</sup> July 2020 as true records.

**328. Minutes of Committees**

During the Covid-19 Lockdown and prior to the commencement of virtual meetings, Town Council matters were dealt with under emergency measures [*Minute 567ii, Council 23.03.2020*], including by means of a Report to Council and Committees.

Council was asked to consider and formally adopt the Notes of those Reports to Committees together with the Minutes of virtual meetings.

### 328.1. Planning Committee

**RESOLVED:**

- 1) To receive and formally adopt the **Notes of the Reports to the Planning Committee** on the following dates as true records: 24<sup>th</sup> February, 9<sup>th</sup> March; 23<sup>rd</sup> March; 6<sup>th</sup> April; 20<sup>th</sup> April; 4<sup>th</sup> May; 18<sup>th</sup> May; 1<sup>st</sup> June; 15<sup>th</sup> June; 29<sup>th</sup> June; 13<sup>th</sup> July; 27<sup>th</sup> July; 10<sup>th</sup> August; 24<sup>th</sup> August; 2<sup>nd</sup> September; 7<sup>th</sup> September; and 21<sup>st</sup> September 2020.
- 2) To receive and formally adopt the **Minutes of Virtual Meetings of the Planning Committee** held on the following dates as true records of the meetings: 5<sup>th</sup> October; 19<sup>th</sup> October; and 2<sup>nd</sup> November 2020.

### 328.2 Finance and General Purposes Committee

**RESOLVED:**

- 1) To receive and formally adopt the **Notes of the Reports to the Finance & General Purposes Committee** on the following dates as true records: 27<sup>th</sup> April and 8<sup>th</sup> June 2020
- 2) To receive and formally adopt the **Minutes of Virtual Meetings of the Finance & General Purposes Committee** held on the following dates as true records of the meetings: 2<sup>nd</sup> March; 20<sup>th</sup> July; and 14<sup>th</sup> September 2020

### 328.3 Open Spaces and Leisure Committee

**RESOLVED:**

To receive and formally adopt the **Minutes of Virtual Meetings of the Open Spaces & Leisure Committee** held on the following dates as true records of the meetings: 6<sup>th</sup> July; 28<sup>th</sup> September; and 9<sup>th</sup> November 2020

### 328.4. Community Infrastructure Committee

**RESOLVED:**

- 1) To receive and formally adopt the **Notes of the Report to the Community Infrastructure Committee** on the following date as a true record: 22<sup>nd</sup> June 2020
- 2) To receive and formally adopt the **Minutes of Virtual Meetings of the Community Infrastructure Committee** held on the following dates as true records of the meetings: 17<sup>th</sup> August and 12<sup>th</sup> October 2020

### 328.5 Personnel Committee

**RESOLVED:**

- 1) To receive and formally adopt the **Notes of the Report to the Personnel Committee** on the following date as a true record: 30<sup>th</sup> March 2020

- 2) To receive and formally adopt the **Minutes of Virtual Meeting of the Personnel Committee** held on the following date as a true record of the meeting: 26th October 2020

**328.6 Youth Services Committee**

**RESOLVED:**

To receive and formally adopt the **Minutes of Virtual Meeting of the Youth Services Committee** held on the following date as a true record of the meeting: 9<sup>th</sup> September 2020

**329. Minutes of Stag Working Parties**

**RESOLVED:**

- 1) To receive and note the Notes of the Stag Governance Working Party meetings held on 8<sup>th</sup> October and 16<sup>th</sup> July 2020
- 2) To receive and note the Notes of the Stag Finance Working Party meeting held on 21<sup>st</sup> October 2020

**330. Outcome of Complaint Received in respect of Cemetery Charges**

**RESOLVED:** To receive and note the outcome of the complaint received in respect of Cemetery Charges,

**331. Press Release: None**

There being no further business the Chairman closed the Meeting.

Signed .....

Dated .....

Chairman

**SEVENOAKS TOWN COUNCIL**  
**CODE OF PRACTICE FOR HANDLING COMPLAINTS**

1. This code is concerned with complaints about the Council's procedures and administration.
2. It is not concerned with complaints against an individual employee, which will be dealt with as an employment matter; nor is it concerned with complaints about an individual councillor, which are subject to the jurisdiction of the Standards Board\* .

**3. Making a complaint**

- 3.1 The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Chief Executive/Town Clerk.
- 3.2 If the complainant does not wish to put the complaint to the Chief Executive/Town Clerk they are advised to put it to the Town Mayor.
- 3.3 The Chief Executive/Town Clerk shall acknowledge receipt of the complaint within 5 working days and advise the complainant when the matter will be considered by the panel established for the purposes of hearing complaints.
- 3.4 The panel will consist of three of the following: - the Town Mayor, the chairmen or vice chairmen of Finance & General Purposes, *Community Infrastructure Committee*, Open Spaces and Leisure, Planning, Personnel and *Youth Services* committees.
- 3.5 The complainant shall be invited to attend the meeting of the panel and bring with them such representative who is either a friend or relative, or a trade union representative.
- 3.6 The meeting will not be open to the public and press; however, witnesses may be called for the appropriate part of the hearing.
- 3.7 Seven clear working days prior to the meeting the complainant shall provide the council with copies of any documentation or other evidence that they wish to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

**4. At the Meeting**

- 4.1 The Town Mayor, or in his/her absence the chairman of the panel, to introduce everyone.
- 4.2 The Town Mayor, or in his/her absence the chairman of the panel, to explain procedure.

- 4.3 The complainant (or representative) to outline the grounds for complaint.
- 4.4 Members to ask any question of the complainant.
- 4.5 The Chief Executive/Town Clerk or relevant committee chairman to represent and explain the council's position.
- 4.6 Members to ask any question of the council's representative.
- 4.7 Council representative and complainant or his/her representative to be offered the opportunity of summing up. No further evidence may be introduced at this stage.
- 4.8 Chief Executive/Town Clerk or committee chairman and complainant and his/her representative to be asked to leave the room while the panel decide whether or not the grounds for the complaint have been made. (If a point of clarification is necessary, both parties to be invited back).
- 4.9 Chief Executive/Town Clerk or committee chairman and complainant and his/her representative return to hear decision or to be advised when decision will be made. The decision of the panel will be by simple majority and will be final.

## **5. *Vexations and Repeated Complaints***

*If it appears to the Complaints Committee of the Council that a complaint is:*

- a. Trivial*
- b. Vexations*
- c. Repetitive*
- d. Frivolous*

*it shall so report to the Finance and General Purposes Committee with a recommendation that no further correspondence related to it be entered into by any members of officers.*

## **6. *After the Meeting***

- 6.1 Decision confirmed in writing to the complainant within ten working days together with details of any action to be taken.
- 6.2 Any decision on a complaint shall be announced at a Council meeting in public.

- \* Following the abolition of the Standards Board Sevenoaks District Council is responsible for handling complaints which relate to a member's failure to comply with the council's code of conduct.