

27th April 2021

You are hereby summoned to the Annual Meeting of the Sevenoaks Town Council to be held **via Zoom on Tuesday 4th May 2021 at 7.00 pm.** 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/SI9IDG07IN0> 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 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 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.

PUBLIC QUESTION TIME

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

The Mayor will address the Council and make the following presentations:-

- (a) Presentation to the outgoing Mayor's Cadet
- (b) Mayor's Awards
- (c) KALC Community Award 2020/21

AGENDA

1 ELECTION OF MAYOR

To elect the Mayor for the ensuing Civic year.

2 DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Mayor's declaration of acceptance of office.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

- 3 ELECTION OF DEPUTY MAYOR
To elect the Deputy Mayor for the ensuing Civic year.
- 4 DECLARATION OF ACCEPTANCE OF OFFICE
To receive the Deputy Mayor's declaration of acceptance of office.
- 5 APOLOGIES FOR ABSENCE
To receive and note apologies.
- 6 REQUESTS FOR DISPENSATIONS
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).
- 7 DECLARATIONS OF INTEREST
To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
- 8 COUNCIL MINUTES
To receive, adopt and sign the minutes of the meeting of the Town Council held on 12th April 2021 (copy attached).
- 9 PLANNING COMMITTEE
To receive and adopt the minutes of the Planning Committee meetings held on: 6th April and 26th April 2021 (copies previously distributed).
- 10 FINANCE AND GENERAL PURPOSES COMMITTEE
To receive and adopt the minutes of the Finance and General Purposes Committee held on 12th April 2021 (copy previously distributed).
- 11 APPOINTMENT OF STANDING COMMITTEES/SUB-COMMITTEES
To appoint Standing Committees and Sub-Committees for the ensuing Civic year (copy attached):
 - Community Infrastructure Committee
 - Finance & General Purposes Committee
 - Open Spaces & Leisure Committee
 - Personnel Committee
 - Planning Committee
 - Youth Services Committee

- Bat & Ball Centre Users Group
- Sevenoaks Town Team

12 APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB-COMMITTEES

To appoint Chairmen, Vice-Chairmen and Members of Standing Committees/Sub-Committees for the ensuing Civic year (copy attached).

13 REPRESENTATION ON OUTSIDE BODIES

To elect members to serve on various statutory bodies and other outside organisations for the ensuing Civic year (copy attached).

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

To receive and adopt the Terms of Reference of Standing Committees and Sub-Committees for the ensuing Civic year (copy attached)

15 STANDING ORDERS

To receive and adopt the Standing Orders for 2021/2022 (To Follow).

16 COUNCILLOR CODE OF CONDUCT

As agreed at the meeting of the Finance & General Purposes Committee on 20th July 2020 (*Minute 121 refers*), to adopt the Local Government Association Model Councillor Code of Conduct 2020 (copy attached)

17 ANNUAL SUBSCRIPTIONS

To authorise payment of subscriptions falling to be renewed annually (copy attached).

18 DELEGATION OF AUTHORITY UNDER S.101 OF THE LOCAL GOVERNMENT ACT 1972

To agree emergency measures that if it was not possible to convene a meeting either in person or virtually of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor for guidance as necessary. The aim would be to follow the normal schedule of meeting process producing Agenda (Reports) and Minutes (Notes of Meetings). The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial

Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

- 18 SEVENOAKS TOWN COUNCIL ANNUAL REPORT 2020 – 2021 (previously distributed)
To receive and consider Sevenoaks Town Council Annual Report 2020 – 2021

- 19 GENERAL DATA PROTECTION REGULATION POLICIES [GDPR]
To note that the General Data Protection Regulation is retained in domestic law now the Brexit transition period has ended, but the UK has the independence to keep the framework under review. The “UK GDPR” sits alongside an amended version of the Data Protection Act 2018. The government has published a [‘Keeling Schedule’ for the UK GDPR](#), which shows the amendments. The key principles, rights and obligations remain the same. However, there are implications for the rules on transfers of personal data between the UK and the EEA.

To note that the Town Council continues to adopt GDPR practices as required by statute throughout all its day-to-day business.

- 20 CIVIC EVENTS AND MAYOR’S ENGAGEMENTS 2019/20 and 2020/21

To note:

- (a) The functions attended by the Mayor, Deputy Mayor or representative during 2019/2020
- (b) That the functions attended by the Mayor, Deputy Mayor or representative during 2020/2021 had been severely curtailed by the Covid-19 pandemic, but to note the events which were able to take place (copy attached)
- (c) To note that Civic Events for the 2021/2022 Civic Year will be considered in due course as the Covid-19 pandemic restrictions allow.

(Copy attached)

- 21 PRESS RELEASE

To consider any agenda item, which would be appropriate for a press release.

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 12th April 2021
Via Zoom

Available to view on YouTube, following the Finance & General Purposes Committee:

<https://youtu.be/wwk2MnbnveE>

Meeting Commenced: 8.13 p.m.

Meeting Concluded: 8.27 p.m.

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

In Attendance: Town Clerk, Responsible Finance Officer and Senior Committee Clerk

His Royal Highness The Duke of Edinburgh

At the request of the Mayor, a one-minute silence was observed to pay respect following the death of His Royal Highness The Duke of Edinburgh on 9th April 2021.

Representations received from Members of the Public: None

20. Apologies for Absence: as shown above.

21. Requests for Dispensations: none received.

22. Declarations of Interest: none received.

23. Minutes of the Town Council Meeting held on 1st March 2021

RESOLVED: to accept and sign the Minutes as a true record of the meeting.

24. Minutes of the Planning Committee Meetings held on 22nd February, 8th March and 22nd March 2021

RESOLVED: to accept and sign the Minutes as true records of the meetings.

25. Minutes of the Finance & General Purposes Committee Meetings held on 1st and 29th March 2021

RESOLVED: to accept and sign the Minutes as a true record of the meeting.

26. Minutes of the Youth Services Committee held on 24th March 2021

RESOLVED: to accept and sign the Minutes as a true record of the meeting.

27. Minutes of the Personnel Committee held on 29th March 2021

RESOLVED: to accept and sign the Minutes as a true record of the meeting.

28. Conclusion of Complaint Panel Hearing held on 11th February 2021

The Town Council considered the outcome of the Complaint Panel hearing held on 11th February 2021.

The Council agreed that in future it would be useful to “flag up” any applications likely to be controversial with all members of the Planning Committee and for the Chairman to remind the public of a note on Planning Committee agendas clarifying that the Town Council was a consultee on applications rather than the planning authority. It was also suggested that it might be useful to increase the use of screen sharing on the Zoom meetings and was agreed that Councillors highlight this request when submitting their comments on planning applications.

RESOLVED: To receive and note the outcome of the complaint received in respect of the Planning Committee held on 25th January 2021, and the recommendation on Planning Application 20/03751/FUL Alpine Residential Home.

29. Press Release: None

30. Thanks to the Mayor

Councillors noted that this would be the last meeting of the Town Council during Cllr Busvine’s term of office as Mayor. They took the opportunity to thank the Mayor for the way he had dealt with the Covid-19 crisis and represented the town during this difficult time.

Cllr Busvine responded, saying that it had been a privilege to represent the Council for the last two years; he paid tribute to his fellow Councillors and to the Town Council officers.

There being no further business the Mayor closed the meeting.

Signed
Mayor

Dated

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Standing Committees / Sub Committees:

Finance & General Purposes Committee

Open Spaces & Leisure Committee

Planning Committee

Personnel Committee

Community Infrastructure Committee

Youth Services Sub Committee

Bat & Ball Centre User Group

Other:

Sevenoaks Town Team Executive Board

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LIST OF APPOINTMENTS	2020/2021 Rolled forward from 2019/20	Nominations 2021/22
MAYOR	Cllr N J L Busvine OBE	Cllr Dr M J Canet
DEPUTY MAYOR	Cllr Dr M J Canet	Cllr Mrs R E Parry
STANDING COMMITTEE Please note the Mayor is ex-Officio on all Committees		
<u>OPEN SPACES & LEISURE COMMITTEE</u>	<u>10 MEMBERS 2020/2021</u>	<u>2021/22</u>
CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	Cllr Dr J M Canet (C) Cllr A W Eyre [VC] Cllr S Camp Cllr V Granville Baxter Cllr L Michaelides Cllr T Morris Brown Cllr K Bonin Cllr R Hogarth Cllr R J Parry Cllr S Raikes	Cllr. N Busvine (C) Cllr V Granville Baxter (VC) Cllr K Bonin Cllr R Hogarth Cllr R J Parry Cllr S Raikes Cllr S Camp Cllr L Michaelides Cllr T Morris Brown Cllr Dr J M Canet
<u>FINANCE AND GENERAL PURPOSES COMMITTEE</u>	<u>10 MEMBERS 2020/2021</u>	<u>2021/21</u>
CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	Cllr S G Raikes [C] Cllr A Clayton (VC) Cllr K Bonin Cllr A Eyre Cllr R Hogarth Cllr R Piper Cllr S Camp Cllr Dr J M Canet Cllr T Morris Brown Cllr E Waite	Cllr A Clayton (C) Cllr. K Bonin (VC) Cllr S Camp Cllr V Granville Baxter Cllr T Morris Brown Cllr E Waite Cllr S G Raikes Cllr A Eyre Cllr R Hogarth Cllr R Piper

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<u>PLANNING COMMITTEE</u>	2020/2021	2021/22
CHAIRMAN VICE CHAIRMAN	Cllr S Camp Cllr R Piper All Councillors	Cllr. Raikes (C) Cllr S Camp (VC) All Councillors

<u>COMMUNITY INFRASTRUCTURE COMMITTEE</u>	<u>6 MEMBERS</u> <u>2020/2021</u>	<u>2021/22</u>
CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	Cllr R J Parry [C] Cllr A Clayton (VC) Cllr R Hogarth Cllr R Piper Cllr Dr J M Canet Cllr C Shea	Cllr C Shea (C) Cllr R J Parry (VC) Cllr A Clayton Cllr S Camp Cllr R Hogarth Cllr N Busvine

<u>PERSONNEL COMMITTEE</u>	<u>8 MEMBERS</u> <u>2020/2021</u>	<u>2021/22</u>
CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	Cllr A Clayton (C) Cllr A Eyre (VC) Cllr Dr JM Canet Cllr C Shea Cllr E Waite Cllr R J Parry Cllr R Piper Cllr S Raikes	Cllr A Eyre (C) Cllr A Clayton (VC) Cllr R J Parry Cllr K Bonin Cllr S Raikes Cllr L Michaelides Cllr C Shea Cllr E Waite

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<u>YOUTH SERVICES COMMITTEE</u>	<u>8 MEMBERS 2020/2021</u>	<u>2021/22</u>
CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	Cllr Mrs R E Parry (C) Cllr C Shea (VC) Cllr R Hogarth Cllr K Bonin Cllr A Eyre Cllr V Granville Baxter Cllr T Morris Brown Cllr E Waite	Cllr E Waite (C) Cllr Mrs R E Parry (VC) Cllr C Shea Cllr V Granville Baxter Cllr T Morris Brown Cllr R Hogarth Cllr N Busvine Cllr A Eyre

LIST OF APPOINTMENTS	2020/2021	
SUB COMMITTEES – Note: The following Sub Committees will report to the Finance and General Purposes Committee. The following Sub Committees (membership as shown below) will include the Chairman or Vice Chairman of the F & G P Committee where indicated (unless they signify that they do not wish to serve).		
Bat & Ball Centre User Group Town Council Representatives: - CHAIRMAN	<u>2020/21</u> Bat & Ball Centre User Group No appointments made during closure period	<u>2021/22</u>

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NOMINATIONS
REPRESENTATION ON OUTSIDE BODIES

Organisation	2020/2021 Rolled forward from 2019/20	2021/22
Age UK (Council & Exec)	Cllr J M Canet	Cllr J M Canet
Citizens Advice Bureau	Cllr S Raikes	Cllr S Raikes
Dorothy Parrott Trust	Mayor Deputy Mayor	Mayor Deputy Mayor
Friends of Pontoise	Cllr S Raikes	Cllr S Raikes
Friends of Rheinbach	Cllr R Hogarth	Cllr R Hogarth
KALC (Area & County)	Cllr A Clayton Cllr R J Parry	Cllr A Clayton Cllr R J Parry
Kentish Opera - Patron	Mayor	Mayor
League of Friends of Sevenoaks Hospital	Mayor	Mayor
Lady Margaret Boswell's Church of England Educational Charity ----- <i>period of four years wef 2017</i>	Cllr S Raikes	Cllr. Raikes
Sevenoaks Almshouse Charity	Cllr J M Canet	Cllr J M Canet
Sevenoaks Churches Group for Social Concern	Cllr S Raikes	Cllr L Michaelides
Sevenoaks Fair Trade Steering Committee	Cllr A Clayton alternate Cllr S Raikes	Cllr V Granville Baxter alternate Cllr S Raikes
Sevenoaks Summer Festival	Cllr S Raikes Cllr V Granville Baxter	Cllr S Raikes Cllr V Granville Baxter
Sevenoaks District Arts Council	Cllr V Granville Baxter	Cllr V Granville Baxter
Sevenoaks Town Team	Cllr A S Clayton Cllr S G Raikes	Cllr V Granville Baxter Cllr S G Raikes
SRFC Liaison Group & Raleys/Knole Paddock User Group	Cllr A W Eyre Cllr S Raikes	Cllr N Busvine Cllr C Shea
SRTA [Liaison]	Not required	Not required

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Tarmac & KCC Liaison Group	Chairman of OS & L Cllr A Eyre Cllr C Shea	1. Tbc 2. Tbc 3. Tbc
Visit Kent	Cllr C Shea	Cllr C Shea
Woodside Private Road Ltd	Cllr S Camp	Cllr C Shea

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TERMS OF REFERENCE - THE TOWN COUNCIL

1 COUNCIL

The Town Council is the final authority on matters of policy and the powers of duties exercised by the Council. The Town Council will be solely responsible for the following specific functions:-

- (a) The power of raising loans and setting the precept
- (b) The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being
- (c) The appointment or dismissal of the Town Clerk
- (d) Appointment of Committees, Chairmen and Vice Chairmen thereof
- (e) Appointment of Representatives on Outside Bodies
- (f) Annual Subscriptions
- (g) Standing Orders as to the conduct of the Council's business
- (h) The Committee Structure including terms of reference, membership etc

STANDING COMMITTEES

Sevenoaks Town Council operates and governs under a committee system with the following delegated powers.

Councillors shall be members of the Standing Committees of the Council in accordance with standing orders.

2 FINANCE AND GENERAL PURPOSES COMMITTEE

- (a) To study the long term aims and objectives of the Town Council and recommend such forward programmes and other steps as may be necessary to achieve the Council's objectives in whole or in part during specific time spans.
- (b) To consider all the following matters and have executive powers once general policy and expenditure has been approved by the Town Council.
 - (i) All financial matters and accounts for payment as provided for by the Financial Regulations
 - (ii) Annual Estimates
 - (iii) Capital Works Programme
 - (iv) Grant Aid
 - (v) Public Offices
 - (vi) Executive powers to be granted to officers and Committee Chairmen
 - (vii) Projects for the benefit of the Sevenoaks Community and to make recommendations thereon to the Council

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- (viii) Annual Management letter from the Auditors
- (ix) Insurance policies
- (x) Asset Register
- (xi) Town Twinning and Liaison
- (xii) To consider any general purposes business
- (xiii) Town Partnership
- (xiv) Sevenoaks Community Centre Administration
- (xv) Christmas Lighting & Town Centre Events/Festivals
- (xvi) Markets

3 OPEN SPACES & LEISURE COMMITTEE

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council.

- (a) Cemeteries
- (b) Lawn of Remembrance
- (c) Recreational Facilities
- (d) Refuse and litter collection; Grit Bins/Litter Bins
- (e) Allotments
- (f) Raleys Field, Knole Paddock, Greatness and associated developments
- (g) The Open Spaces, Woodlands and Common Areas under the Council's control
- (h) Vine Gardens/Upper High Street Gardens
- (i) Sevenoaks Common and other Open Spaces
- (j) Seats, other than seats in bus shelters
- (k) Maintenance of footpaths
- (l) Rights of Way on both footpaths and bridleways including obstructions and applications for diversions; closure or creation of rights of way and to have executive powers regarding action necessary for dealing with obstructions of right of way
- (m) Public Shelters, Bus Shelters, and to have executive powers regarding urgent action necessary in the interest of public safety in these places
- (n) Town Clocks
- (o) Public Lavatories
- (p) Any Bye Laws to be introduced by the Town Council

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4 PLANNING COMMITTEE

- (a) To consider and have executive powers except where future policy is being formulated properly the concern of the Finance and General Purposes Committee, to deal with all Town and Country Planning matters
- (b) To consider all matters relating to redevelopment schemes including the provision of attendant roads and ancillary parking
- (c) To consider all matters relating to traffic routes designed to reduce or remove traffic from the centres of the Town and the Upper High Street
- (d) To have authority to hold additional Planning meetings on Tuesdays when the fortnightly cycle of commenting on planning applications would be impossible to adhere to owing to Bank Holidays
- (e) The Chairman of the Committee, or in his/her absence the Vice Chairman, in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk, to have executive powers to make observations in respect of planning applications referred to the Town Council, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Planning Officer

Where this executive power has been exercised, the observations made to the Planning Officer are to be reported to the next meeting of the Town Planning Committee or direct to the next meeting of the Town Council if sooner

- (f) To consider and have executive power in respect of all matters relating to Licensing within the Parish, including licensing of premises for the sale of alcohol
- (g) The Chairman of the Committee or in his/her absence the Vice Chairman in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk to have executive powers to make observations in respect of Licensing Applications referred to the Town Council where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Licensing Authority.

Where this executive power has been exercised the observations made to the Licensing Authority are to be reported to the next meeting of the town Planning Committee or direct to the next meeting of the Town Council if sooner

- (h) To consider all matters relating to Highways (other than footway lighting) within the area of the Town Council including parking restrictions and street car parks, street signs, street numbering, traffic movements and routes, one way systems, maintenance and cleaning
- (h) To consider all matters relating to:-
 - (i) Car Parks and car parking charges
 - (ii) Public Transport Services associated with the Town
 - (iii) Any proposed Motorway Interchanges affecting the Town
 - (iv) Rail Services
 - (v) Air transport

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- (i) To consider any long term aims and objectives of the Town Council in relation to the Local Plan and the Local Development Framework; Town Development and other strategic Town and Country Planning matters
- (j) All matters relating to road safety
- (k) Conservation Areas and Environmental Improvements except where relating to Town Council land and properties
- (l) Formation of Neighbourhood Plans
- (m) Tree Work Applications - The Chairman of the Committee or in his/her absence the Vice Chairman in consultation with another Committee member (to be a ward member for the site concerned) and the Town Clerk to have executive powers to make observations to the Local Planning Authority in respect of Tree Work applications (both Conservation Area and Tree Preservation Order) which the Town Council is notified of in order to maximise the opportunity to object to inappropriate works prior to a determination being reached by the Local Planning Authority.

Where this executive power has been exercised the observations made to the Local Planning Authority are to be reported to the next meeting of the Planning Committee or direct to the next meeting of the Town Council if sooner.

5 PERSONNEL COMMITTEE

To have executive authority in respect of all personnel matters, in particular:

- (a) Senior Staff appointments
- (b) The Council's establishment
- (c) Training report and evaluation

To make recommendations to Council on:-

- (d) Terms and conditions of service in respect of staff
- (e) Responsibility for all Health and Safety Matters

6 COMMUNITY INFRASTRUCTURE COMMITTEE

To oversee the project management with delegated executive powers of the projects and priorities identified in the Community Investment Plan and Town Council's Priorities once approval has been given by the Town Council.

These to include:-

- (a) Approval of tenders

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- (b) Approval of contractors
- (c) Expenditure to budget agreed by Council and Finance & General Purposes Committee.
- (d) Research and make recommendations to Council for new projects
- (e) To create the list for and approve the expenditure of the Community Infrastructure Levy income on projects.
- (f) Submit Planning Applications for projects as identified.
- (g) Submit Funding Applications for projects as identified.

7. YOUTH SERVICES COMMITTEE

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council:

- a) Sevenoaks Youth Council
- b) House in the Basement Youth Café
- c) Liaising and working with other youth service providers with aim of assessing needs and to encourage and support activities with the aim of fostering the personal development of young people.
- d) Arranging events and facilities for young people
- e) Responsible for budgets for
 - Youth Council
 - HitB Youth Café
 - Youth Grants
- f) The Youth Services Committee may co-opt non-voting members to the Committee, including two Youth Councillors.
- g) Meetings of the Youth Services Committee to be held after Youth Council meetings.
- h) A quorum of the Youth Services Committee will be three voting members.
- i) Have executive authority to award Youth Grants to the value of £250 up to the overall budget. The Committee shall not normally support applications for funding services which are the responsibility of a statutory authority nor applications for funding of a service for a period exceeding three years, nor application forms from individuals without the demonstrated support of a recognised group, club or organisation.

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SUB COMMITTEES

8. Bat & Ball Centre User Group

The aim of the Users Group is to assist the operation of the Bat & Ball Centre. The Group may suggest, where applicable, improvements or ideas.

The management and day to day operation of the Centre are not matters for the User Group.

(a) Membership will consist of the following representatives: -

- (i) 2 Town Councillors
- (ii) 7 User Groups

The Chief Executive/Town Clerk or an appropriate substitute will attend all meetings.

- (b) The Councillors will invite organisations who use the centre to nominate representatives to the Group to ensure community input to the Bat & Ball Centre
- (c) A Councillor is to be elected annually as Chairman of the User Group, together with one other Councillor. Should the Chairman step down during the term of office, the other Councillor will assume the role until the end of the term.
- (d) Agendas for meetings will be compiled by the Town Council
- (e) The Group will meet three times per year
- (f) The Town Council may consult the User Group, as appropriate, about any projects relating to the Bat & Ball Centre.
- (g) A quorum will be the Chairman, or in his absence, his representative, together with 3 other representatives.
- (h) Membership of the Group is voluntary and no expenses or remuneration are paid.
- (i) Suggestions and / or ideas formulated by the Group for presentation to the Town Council, must be supported by a majority vote at the Groups' meeting. The Chairman if necessary will have a casting vote.
- (j) Notes of meetings to be reported to the Finance & General Purposes Committee



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

			Prices are without VAT	
	Body	Due Date	2020/21	2021/22
a	Institute of Groundsmanship	April	£150.00	£150.00
b	Institute of Cemetery and Crematorium Management	April	£95.00	£95.00
c	Kent Association of Local Councils	April	£1,515.00	£1,515.00
d	South East Employers	April	£340.00	£340.00
e	Parish Online	June	£280.00	£700.00
f	Information Commissioner's Office	August	£35.00	£35.00
g	Local World - Sevenoaks Chronicle	September	£93.60	£93.60
h	LCR	October	£54.00	£54.00
i	Institute of Chartered Accountants in England and Wales	December	£395.00	£395.00
j	Sevenoaks Chamber of Commerce	January	£250.00	£250.00
k	Kent Junior Chess Association	September	£7.00	£7.00
l	Kent Farmer's Market Association	February	£57.00	£57.00
m	Society of Local Council Clerks	March	£525.00	£525.00
n	Haymarket - Planning magazine	April	£175.00	£350.00
o	Amazon Prime	September	£79.00	£79.00
p	NLA Media access	April	£334.00	£214.00
q	National Allotment Society	July	£55.00	£55.00
r	Community Rail Network	August	£80.00	£80.00
s	National Association of British Markets	March	£71.59	£71.59
t	Association of Town Centre Management	June	£545.00	£545.00
u	ASDAN	April	£195.00	
v	AAT (Accounting Technicians)	September	£233.00	£233.00

**Sevenoaks Town Council
Annual Council Meeting – 4th May 2021**

Events Accepted/Attended – 2019/2020

Mayor: Councillor Nick Busvine

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 10:30	15 May	Chairman & Vice Chairman Sevenoaks District Council, Chartwell Walk	Mayor
Sat 11:00	18 May	Maidstone's Civic Parade and Service, Maidstone	Mayor
Sun 09:00	19 May	Hill Climb 2019, Friends of Valence School	Deputy Mayor
Sun 7:30	19 May	Sevenoaks Symphony Orchestra, Stag Theatre	Mayor
Fri 7:30	24 May	Kentish Opera, production of Carmen, Stag Theatre	Deputy Mayor
Tues 08:00	28 May	Professionals Networking Breakfast, Rivermere	Deputy Mayor
Wed 10:00	29 May	Love your Local Market, Sevenoaks	Mayor
Thurs – Sun	30 May – 2 June	Friends of Pontoise, visit to Pontoise, France	Deputy Mayor
Fri 3:00	31 May	Bouncy Kingdom, Greatness Recreation Ground	Mayor
Mon 12:00	3 June	Rockdale Housing Association AGM	Deputy Mayor
Tues 7:30	4 June	The League of Friends of Sevenoaks Hospital, Annual General Meeting, Sevenoaks Hospital	Mayor
Thurs 11.00	6 June	D-Day Commemoration Wreath Laying	Mayor
Thurs 6:30	6 June	Annual Exhibition, Sevenoaks Camera Club, Sevenoaks Library	Mayor
Fri 3:00	7 June	Martin Dix Retirement Tea Party, Community Centre	Mayor
Sun 3:00	9 June	Shakespeare's As you Like It, Saint Hill Manor, East Grinstead	Deputy Mayor
Tues 7:00	11 June	Mrs Ann Allen MBE, Civic Reception, Kent County Council, County Hall, Maidstone	Mayor
Thurs 5:30	13 June	Knocker & Foskett, Summer Garden Party	Deputy Mayor
Thurs 6:00	13 June	Kent Armed Forces Briefing 2019, Regimental Headquarters, Maidstone	Mayor
Sun 6:30	15 June	Hospice in the Weald Moonlight Walk, The Vine Gardens TN13 3UH	Mayor & Mayoress
Sun 2.00	16 June	Incoming Mayor of Surrey Heath – Civic Service	Mayor
Tues 8:00	17 June	Sevenoaks Scout Group, AGM, 4 th Sevenoaks Scout Group Headquarters, Mill Lane	Mayor
Wed 10:00	19 June	Spadework, West Malling	Mayor
Wed 2:00	19 June	Sevenoaks Society Heritage Community Exhibition – Kaleidoscope Gallery	Mayor
Wed 3:30	19 June	Vine Ramp Opening	Mayor
Thurs PM	20 June	Lord Lieutenant, Viscount De L'Isle – Farewell Event	Mayor & Mayoress
Sat 11.00	22 June	Open the Sevenoaks Summer Festival	Mayor & Mayoress
Sat 6.30	22 June	Sevenoaks Three Arts Festival – Present the Awards	Mayor
Sun 10:00	23 June	Sevenoaks Festival Eucharist, St Luke's Church	Mayor
Sun 3:00	23 June	Civic Service, St Thomas's	Mayor & Mayoress

**Sevenoaks Town Council
Annual Council Meeting – 4th May 2021**

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 8:00	25 June	Professionals Networking Breakfast, Rivermere	Deputy Mayor
Tues 5:15	25 June	Baldwins Travel Summer Party, Riverhill Gardens	Deputy Mayor
Thurs 6:00	27 June	Summer Reception, Sevenoaks Chamber of Commerce, Wildernes House	Mayor & Mayoress
Fri 10:30	28 June	Opening Coolings Summer Showcase Flower Exhibition, Coolings Gardeners Garden Centre	Mayor
Fri 12:30	28 June	National Care Home Day, Rivermere	Deputy Mayor
Fri 7:30	28 June	Sevenoaks Welcomes Refugess – Fundraising Guitar Concert at the Vine Baptist Church	Mayor & Mayoress
Sat 10.00	29 June	Armed Forces Day	Mayor
Sat 11:00	29 June	Walthamstow Hall School, Prize Giving	Mayor
Sat 6:30	29 June	Astra 2 Regional Swimming Gala, Sevenoaks Leisure Centre	Deputy Mayor
Sat 7.30	29 June	Fun Quiz Night to raise awareness of Prostate Cancer – Walthamstow Junior School Hall	Mayor & Mayoress
Sun 3:00	30 June	Celebrate 30 Years of Toddler Group, Vine Evangelical Church, Hitchen Hatch Lane	Deputy Mayor
Sun 7:00	30 June	Chance to Dance, Stag Theatre	Mayor
Wed 8:00	3 July	Sevenoaks Summer Festival Quiz, St Lukes Hall	Mayor & Mayoress
Fri 10:00	5 July	In Bloom Judging Day	Mayor
Fri 3:00	5 July	High Sheriff of Kent, Garden Party, The King's School, Canterbury	Mayor
Sat 2:00	6 July	Summer Lawn Party to celebrate 20 th Anniversary, West Heath School	Mayor
Mon	8 July	Mayor's Cocktail Party	Mayor
Wed 11:15	10 July	The Addams Family production at The Oaks Theatre, Knole Academy	Mayor
Thurs 12.00	11 July	Vine Cricket Club – Chance to Shine Charity Cricket Match and Lunch	Deputy Mayor
Fri 7:15	12 July	Scouts Meeting in Council Chamber	Mayor
Sat 7:00	13 July	Friends of Rheinbach Buffet Supper	Deputy Mayor
Sun 2:30	14 July	Mayor of Margate, Civic Service, Margate	Mayor
Mon 4.00	15 Jul	Dorothy Parrott Meeting in the Town Council Chamber	Mayor
Tues 6.30	16 July	Sevenoaks District Scouts – Silver Awards presentation	Deputy Mayor
Fri 5.00	19 July	Live on the Vine	Mayor
Sun 12:00	21 July	Open Summer Fair, Valence School	Deputy Mayor
Wed 3.00	24 July	Mayor of Maidstone – Garden Party at the Orangery, Turkey Mill	Mayor
Wed 7:00	24 July	The Festival Theatre, Hever Castle	Mayor & Mayoress
Wed 7:30	24 July	AGM, West Kent Mind	Deputy Mayor
Thurs 11.20	25 July	Installation of Archbishop John Wilson as the eleventh Bishop of the ~Roman Catholic Archdiocese of Southwark	Mayor
Sat 2:30	27 July	Chairman's Afternoon Tea, Tandridge District Council, Blanchmans Farm, Warlingham	Mayor & Mayoress

**Sevenoaks Town Council
Annual Council Meeting – 4th May 2021**

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 6.15	27 July	Sevenoaks in Bloom Awards at Coolings Nursery, Knockholt	Mayor & Mayoress
Mon 1.45	29 July	Tour of Eltham Palace and afternoon tea	Deputy Mayor and Guest
Tues 8.00	30 July	Rivermere Networking Breakfast	Deputy Mayor
Wed 2:00	31 July	Greatness Playdate, Greatness Recreation	Mayor
Fri TBA	2 Aug	ABF The Soldiers Charity - Beating Retreat, Royal Military Academy Sandhurst	Mayor
Sat 12:30	3 Aug	Skatepark Jam, Greatness	Mayor
Wed 2:00	7 Aug	Hillingdon Playdate	Mayor
Wed 2:00	28 Aug	Pontoise Playdate	Mayor
Fri 9.40	30 Aug	Chairman SDC – Fly the Red Ensign in advance of Merchant Navy Day	Mayor
Fri 7.00	30 Aug	Sevenoaks District Sports Council – Presentation evening at Hollybush Indoor Bowls Centre	Mayor
Sun	1 Sept	Launch of the Community Rail Partnership	Mayor
Tues 10.00	3 Sept	Merchant Navy Day – Fly the Red Ensign at the Vine Flagpole	Mayor
Tues 2.30	3 Sept	Emerson Grange Care Home – 1 st Birthday	Deputy Mayor
Wed 6./30	4 Sept	The Drive Methodist Church – Service to Welcome new Minister	Mayor
Fri 2.00	6 Sept	Soroptimist International Sevenoaks Literacy Event	Mayor
Wed 7:00	11 Sept	An Evening Vineyard Tour with Wine Tasting, Chairman of Sevenoaks District Council, The Mount Vineyard	Mayor & Mayoress
Fri 6:30	13 Sept	Business Awards, Knole Academy	Mayor & Mayoress
Sun 10:00	15 Sept	Ferrari Event at the Vine	Mayor & Mayoress
Sun 8.00	15 Sept	Stag Art Festival – New Writing Night	Mayor
Wed 3.00	18 Sept	Stag Arts Festival/ 10 th Anniversary of the Stag/Unveil statue of Stag	Mayor
Thurs 11.30	19 Sept	Sevenoaks School Foundation – Opening of the new boarding house	Deputy Mayor
Sat 10.00	21 Sept	Heritage Open Day at Bat and Ball Station	Mayor
Sat 7:00	21 Sept	Royal British Legion, Autumn Dinner & Dance, Tenterden	Mayor & Mayoress
Mon 7.30	23 Sept	Sevenoaks Literary Festival – Kate Williams – Rival Queens	Mayor
Tues 7.30	24 Sept	Sevenoaks Literary Festival – Henry Hemmings – Our Man in New York	Mayor
Wed 7.00	25 Sept	Mayor of Bromley – Charity Appeal Dinner	Mayor & Mayoress
Fri 9.30	27 Sept	Thackray Williams – Macmillan Coffee Morning	Mayor
Fri 11.00	27 Sept	Leaders – Macmillan Coffee Morning	Mayor
Fri 1.00	27 Sept	Harry Garrett, Freeman – Funeral	Mayor
Fri 2.00	27 Sept	Mayor of Swanley – Afternoon Tea	Deputy Mayor
Sat 9.30	28 Sept	Mayor of Tenterden – Archive Day	Mayor & Mayoress

**Sevenoaks Town Council
Annual Council Meeting – 4th May 2021**

Day & Time	Date	Organisation & Event/Venue	Attending
Sun 7.00	29 Sept	Sevenoaks Town Partnership – Book Launch at the Stag Plaza Suite	Mayor
Mon 9.30	30 Sept	Opening of the Ramp at Bat and Ball Station	Mayor
Thurs 4.00	3 Oct	Sevenoaks Bookshop – Young Readers Literary Festival	Mayor
Fri 11.00	4 Oct	The High Sheriff of Kent – Justice Service	Mayor
Sat 9.15	5 Oct	Pink Week Run – Start the Run	Mayor
Mon 10.00	7 Oct	Sevenoaks District Seniors Action Forum – Coffee Morning	Deputy Mayor
Wed 7.10	9 Oct	Frank Marshal Award and Presentation	Mayor
Thurs 11.30	10 Oct	Chamber of Commerce AGM	Deputy Mayor
Sat 5.15	12 Oct	Mayor of Faversham – Faversham Carnival	Mayor & Mayoress
Sun 10.00	13 Oct	The Lewis Project – The Abbey Road Event	Mayor
Fri 7.30	18 Oct	SSAFA Kent Choir Concert in Rochester Cathedral	Mayor & Mayoress
Fri 7.00	1 Nov	Final Concert Kent International Piano Courses	Mayor & Mayoress
Sat TBA	2 Nov	Fireworks Night	Mayor
Mon 4:00	4 Nov	Dorothy Parrott Meeting in the Town Council Chamber	Deputy Mayor
Fri 7.00	8 Nov	Sevenoaks Players performance of Jesus Christ Superstar at the Stag Theatre	Mayor & Mayoress
Sat 7.00	9 Nov	Murder Mystery event at Bat and Ball station	Mayor & Mayoress
Sun	10 Nov	Remembrance Day – The Vine War Memorial	Mayor & Mayoress
Sun 2.15	10 Nov	Swanley Town Council – Remembrance Day Service and Parade	Mayor
Mon	11 Nov	Armistice Day - Lay crosses on War Graves at Greatness Cemetery	Mayor
Mon 7.00	11 Nov	Mayor of Dartford – Dinner at JAFFALONG	Mayor & Mayoress
Tues 7.15	12 Nov	Re-launch of the Banana Leaf Restaurant	Mayor & Mayoress
Thurs 7.00	14 Nov	Masonic Province of West Kent – Presentation at Giacomo's Restaurant	Mayor & Deputy Mayor
Sat 3.00	16 Nov	Mayor of Sandwich – Folk & Fizz event	Mayor & Mayoress
Sun 3.00	17 Nov	Sevenoaks Symphony Orchestra – Concert at Stag Theatre	Mayor & Mayoress
Wed 11.00	20 Nov	Rose Planting at Bat and Ball Station	Mayor
Wed 6.30	20 Nov	Cheese and Wine Tasting Evening	Mayor & Mayoress
Thurs 6.15	21 Nov	Sevenoaks Brushworks Annual Exhibition	Mayor
Fri 9.00	22 Nov	Armed Forces Breakfast Meeting at Bat and Ball Station	Mayor
Fri 7.00	22 Nov	Guide Dogs for the Blind Cheese and Wine Evening	Mayor & Deputy Mayor
Sat 10.30	23 Nov	The Friars, Aylesford Priory – Christmas Fayre	Mayor
Sat 7.00	23 Nov	Sevenoaks Lions Charter Dinner Dance at Wildernesse Golf Club	Mayor & Mayoress
Sat 7.30	23 Nov	The Henry Desmond Orchestra – An Evening at the Musicals	Deputy Mayor
Sun 12.00	24 Nov	Chairman SDC – Curry Lunch at Rajdani	Deputy Mayor

**Sevenoaks Town Council
Annual Council Meeting – 4th May 2021**

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 11:00	28 Nov	Tree Planting – 3rd in stand of 7 at Sevenoaks Common	Mayor
Fri 7.30 am	29 Nov	Emily Jackson House – Breakfast Meeting	Mayor & Deputy Mayor
Fri 2.00	29 Nov	Opening of Hays Travel	Mayor
Fri 7:00	29 Nov	Christmas Light Switch On	Mayor
Sat 7.00	30 Nov	Walthamstow Hall – Performance of Mary Stuart	Mayor
Mon 6.45	2 Dec	Imago – Community Carol Service at St Luke's Church	Mayor and Mayoress
Tues 4.00	3 Dec	Switch on Christmas Lights at Bat and Ball Station	Mayor
Fri 7.00	6 Dec	Mayor of Bexley – Tudor Christmas Evening	Mayor & Mayoress
Sat 12.00	7 Dec	Emily Jackson House – Christmas Fete	Mayor
Sat 7.00	7 Dec	VIP Launch of Aladdin at the Stag Theatre	Mayor
Sun 6.00	8 Dec	Mencap Sevenoaks – Carols at the Mencap Hall	Mayor
Mon 11.00	9 Dec	Judging Best Dressed Christmas Window	Mayor
Mon 7.00	9 Dec	Christmas Council Meeting	Mayor & Mayoress
Fri	13 Dec	Westerham Sea Cadets – Annual Awards Evening	Mayor
Sat 12.00	14 Dec	Grand Opening of the Kazoku Restaurant	Mayor
Sun 12.00	15 Dec	Sevenoaks Hockey Club – President's Cocktail Party	Mayor & Mayoress
Mon 11.00	16 Dec	Present Awards for Best Dressed Window	Mayor
Mon 12.30	16 Dec	Sevenoaks Almshouse Charity – Christmas Lunch at Sevenoaks School	Mayor
Mon 5.00	16 Dec	Tonbridge Grammar School – Annual Prize Giving	Mayor
Mon 6.50	16 Dec	VIP and Media Dinner at the Tamarind Restaurant, Dynes Road, Kemsing	Mayor
Tues 6.30	17 Dec	Knole Academy – Christmas Concert	Mayor & Deputy Mayor
Wed 6.00	18 Dec	Staff Christmas Meal – Pop in and say a few words	Mayor
Sat 7.30	21 Dec	The Lydian Orchestra – Winter Concert in the Pamoja Hall	Mayor & Mayoress
Sun 4.00	22 Dec	Swanley Town Council Civic Carol Service at St Mary's Church	Mayor
Tues 11.15 pm	24 Dec	Midnight Service at St Nicholas Church	Mayor
Wed 10.00	25 Dec	Visit Sevenoaks Hospital to tour wards	Mayor
Wed 12.00	25 Dec	Age UK – Christmas Lunch at Hollybush Court Day Centre	Mayor & Mayoress
2020			
Wed 9.30	8 Jan	Trinity School – Coffee and Tour of the School with Dr Pawson Headmaster	Mayor & Deputy Mayor
Sun 9.00	12 Jan	Margate Charter Trustees– Blessing of the Seas Ceremony	Mayor
Thurs 3.00	16 Jan	Unveiling of Burling ton Mews	Mayor
Sat 7.00	18 Jan	Air Cadets – Burns Supper at Hever Golf Club	Mayor & Mayoress

**Sevenoaks Town Council
Annual Council Meeting – 4th May 2021**

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 8.00	21 Jan	Mayor of Tonbridge – Charity Theatre Night at Oast Theatre	Mayor & Mayoress
Thurs 6.30	23 Jan	Mayor of Faversham – Brewery Tour	Mayor
Fri 10.00	24 Jan	Meeting with Investors in People in Chamber	Mayor
Fri 12.00	24 Jan	Mayor of Maidstone – Ploughman’s Lunch and Historical Tour of the Town Hall	Mayor
Sat 1.00	25 Jan	Emily Jackson House – Open Day	Deputy Mayor
Tues Eve	28 Jan	Sevenoaks Air Cadets – Awards Evening	Mayor
Wed 6.00	29 Jan	Knole Academy – Annual Dance Show “What is Home?”	Mayor & Mayoress Deputy Mayor
Fri 7.30 am	31 Jan	Emily Jackson – Breakfast Meeting	Mayor
Fri 6.15	31 Jan	Sevenoaks District Scouting awards in the Town Council Chamber	Mayor
Sun 4.45	2 Feb	Chance to Dance – First performance of 2020	Mayor
Fri 1.00	7 Feb	The Celebration of 20 Years of Safer Kent	Mayor
Fri 6.30	7 Feb	Mayor of Tunbridge Wells – Quiz Night	Mayor & Mayoress
Sat 2.00	8 Feb	Opening of Boxing Gym in Riverhead	Mayor
Sat 6:30	8 Feb	Annual Quiz Night in the Plaza	Mayor & Mayoress
Sun 2.00	9 Feb	Mayor of East Grinstead – Charity Concert	Mayor & Mayoress
Wed 7.15	12 Feb	Mayor of Bexley – Chinese New Year Celebrations	Mayor & Mayoress
Thurs TBA	13 Feb	Chairman Sevenoaks DC – Charity Bowls Evening	Mayor
Fri 12.30	14 Feb	Valentine’s Day Lunch at Emily Jackson House	Deputy Mayor
Sat 10.00	15 Feb	Public Consultation in the Town Council Chamber	Mayor
Thurs 7.15	20 Feb	Mayor of Swanley – The Full Monty	Mayor & Mayoress
Fri TBA	21 Feb	Mayor of Tonbridge – Quiz Night	Mayor & Mayoress
Mon 3.30	24 Feb	Meeting in Council Chamber with Molly and Anna Burns re Neighbourhood Development Plan	Mayor
Mon 7.00	24 Feb	Mayor of Medway – Curry Night	Mayor & Mayoress
Tues 10.30	25 Feb	Pancake Race in the Vine Gardens`	Deputy Mayor
Thurs 7.00	27 Feb	Mayor of Bromley – Charity Appeal Dinner at Corza Restaurant	Mayor & Mayoress
Sat 5.30	29 Feb	Ice Chamber Challenge	Mayor
Mon 9.30	2 Mar	Visit to Solefields School for 50 th Anniversary of “Earth Day”	Mayor
Mon 10.30	2 Mar	Transport ~Assessment Meeting with representatives of Tarmac in Town Council Chamber	Mayor
Sun 10.30	8 Mar	Sevenoaks Three Arts Festival – Young Musician of the Year Competition	Mayor & Mayoress Deputy Mayor
Mon 10:45	9 Mar	Fly the Flag for Commonwealth Day – Town Council Offices/The Vine	Mayor
Mon 13.45	9 Mar	Mayor of Royal Greenwich – Visit to the Royal Observatory Greenwich	Mayor

Sevenoaks Town Council
Annual Council Meeting – 4th May 2021

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 3.15	11 Mar	Sevenoaks Water Polo Competition at Sevenoaks School	Mayor
Sat 7.00	14 Mar	D’Vine Singers – Annual Concert at Vine Baptist Church	Mayor & Mayoress
Sun 2.15	15 Mar	Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	Mayor & Mayoress
		Events after this date were cancelled owing to Coronavirus Pandemic	

Sevenoaks Town Council
Annual Council Meeting – 4th May 2021

Events Accepted/Attended – 2020/2021

Mayor: Councillor Nick Busvine

Day & Time	Date	Organisation & Event/Venue	Attending
	May	Walthamstow Hall Junior School virtual Assembly	Mayor
	8 May	VE Day Wreath laying Vine War Memorial	Mayor
Wed	17 June	Official Opening – Jardine Ferrari Sevenoaks	Mayor
Sat	27 June	Armed Forces Day Flag Raising	Mayor
Fri	10 July	Chairman SDC – Virtual Coffee and catch up via Zoom	Mayor
Sat	15 Aug	V J Day – Wreath Laying	Mayor
Sun	13 Sept	Live on the Vine	Mayor
Mon	14 Sept	Official Opening of Times of Change exhibition at Kaleidoscope	Mayor
Sat	3 Oct	Relaunch of Nursery Retail Store at 142 St John's Hill	Mayor & Mayoress
Wed	14 Oct	Official Opening of Help!Suites the new co-working space at 1 Cobden Road	Mayor
Sun	25 Oct	Silly Billy's Sunday Funday at the Stag	Mayor & Mayoress
Fri	30 Oct	Mayor & Mayoress of Medway – Online Opera Evening	Mayor & Mayoress
Sat	31 Oct	SYT Just Write at the Stag Theatre	Mayor & Mayoress
Sun	1 Nov	Performance of Wicked Women at the Stag Theatre	Mayor & Mayoress
Sun	8 Nov	Remembrance Day Service at the Vine War Memorial	Mayor & Dep Mayor
Wed	11 Nov	Armistice Day – Laying of Crosses at Greatness Cemetery	Mayor
Fri	27 Nov	Christmas Lights Switch-on	Mayor
Fri	4 Dec	Opening of the Bat & Ball Centre	Mayor
Sat	5 Dec	Mayor of Croydon – Festive Chocolate Fundraiser	Mayor & Mayoress
	24 Dec	St Nicholas Christmas Service	Mayor & Mayoress
Fri	12 Mar	Mayor of Bromley virtual Quiz	Mayor & Mayoress
Mon	15 Mar	Presentation Litter Pickers to Clean Up Our Community	Mayor
Tues	23 Mar	National Day of Reflection Rose Planting Bat & Ball Centre	Mayor & Dep Mayor
Wed	31 Mar	Opening of MUGA at Bat & Ball Centre	Mayor
Sat	10 April	Wreath Laying for Duke of Edinburgh	Mayor