

27th July 2021



You are hereby summoned to attend a meeting of the **SEVENOAKS TOWN COUNCIL** to be held at the **Bat & Ball Centre**, Crampton's Road, Sevenoaks, TN14 5DN on **Monday 2nd August 2021**, at the conclusion of the Finance & General Purposes Committee commencing 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/drPSLB8Dij8> 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. 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.

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	<p><u>DECLARATIONS OF INTEREST</u></p> <p>To receive any declarations of interest from members in respect of any items of business included in this report.</p>	—																				
4	<p><u>MINUTES</u></p> <p>To receive, adopt and sign the following minutes of the meetings of the Sevenoaks Town Council:</p> <p>(i) 12th April 2021</p> <p>(ii) 4th May 2021 Annual Council (Appendices previously circulated and available on request)</p> <p>(iii) 21st June 2021</p>	<p>Attached</p> <p>Attached</p> <p>Attached</p>																				
5	<p><u>MINUTES OF COMMITTEES</u></p> <p>Prior to 6th May 2021, Town Council matters were dealt with by means of virtual meetings, in line with regulations.</p> <p>During the interim period between the ending of the regulations permitting local authorities to hold virtual meetings (6th May 2021) and the removal of all public health restrictions (19th July 2021), Town Council matters have variously been dealt with either in socially distanced face-to-face meetings or under emergency measures (<i>Minute 60, Annual Council Meeting 04.05.2021 refers</i>) including by means of “Working Parties”.</p> <p><i>Council is asked to consider and formally adopt the Minutes of Committees and Working Parties as follows:</i></p> <p>Planning Committee:</p> <table><tr><td>6th April 2021</td><td>Virtual Meeting</td></tr><tr><td>26th April 2021</td><td>Virtual Meeting</td></tr><tr><td>10th May 2021</td><td>Working Party</td></tr><tr><td>17th May 2021</td><td>Working Party</td></tr><tr><td>1st June 2021</td><td>Working Party</td></tr><tr><td>14th June 2021</td><td>Working Party</td></tr><tr><td>28th June 2021</td><td>Working Party</td></tr><tr><td>12th July 2021</td><td>Working Party</td></tr></table> <p>Finance & General Purposes Committee</p> <table><tr><td>12th April 2021</td><td>Virtual Meeting</td></tr><tr><td>7th June 2021</td><td>Working Party</td></tr></table>	6 th April 2021	Virtual Meeting	26 th April 2021	Virtual Meeting	10 th May 2021	Working Party	17 th May 2021	Working Party	1 st June 2021	Working Party	14 th June 2021	Working Party	28 th June 2021	Working Party	12 th July 2021	Working Party	12 th April 2021	Virtual Meeting	7 th June 2021	Working Party	<p>Copies previously circulated and available on request</p>
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	<p>Community Infrastructure Committee</p> <table><tr><td>21st June 2021</td><td>Face-to-face meeting</td></tr></table> <p>Youth Services Committee</p> <table><tr><td>30th June 2021</td><td>Working Party</td></tr></table> <p>Open Spaces & Leisure Committee</p> <table><tr><td>5th July 2021</td><td>Working Party</td></tr></table>	21 st June 2021	Face-to-face meeting	30 th June 2021	Working Party	5 th July 2021	Working Party	
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5 th July 2021	Working Party							
6	<p><u>REVIEW OF SEVENOAKS TOWN COUNCIL’S STANDING ORDERS</u></p> <p>Notice is hereby given that Sevenoaks Town Council will be reviewing its Standing Orders at the next meeting of the Town Council to be held on Monday 13th September 2021.</p>	Draft to follow						
7	<p><u>MAYOR’S ENGAGEMENTS</u></p> <p>To receive and note:</p> <ul style="list-style-type: none">a) the functions attended by the Mayor or her representative during May and June 2021.b) the forthcoming Civic Events being organised by the Mayor during 2021/2022	Attached Attached						
8	<p><u>PRESS RELEASE</u></p> <p>To consider any agenda item which would be appropriate for a press release.</p>							

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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/www2MnbnveE>

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

Minutes of the Annual Meeting of the Sevenoaks Town Council held via Zoom and in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Tuesday 4th May 2021.

Meeting Commenced: 7:00pm

Meeting Concluded: 7:53pm

PRESENT

CLLR N J L BUSVINE OBE, MAYOR, IN THE CHAIR

Cllr Keith Bonin	Present	Cllr Lise Michaelides	Present
Cllr Nicholas Busvine OBE	Present	Cllr Tom Morris Brown	Apologies
Cllr Sue Camp	Present	Cllr Mrs Rachel Parry	Present
Cllr Dr Marilyn Canet	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	Apologies	Cllr Edward Waite	Present

(14)

Also Present

The Mayoress, Madeleine Busvine
 Town Clerk, Senior Committee Clerk, Social Media & Events Assistant
 Sgt Harvey Harris-Tanzer
 Claire Ritchie
 Jamie Alexander Wilson
 Matthew Ball

Livestreamed on YouTube and available to view here: <https://youtu.be/Sl9IDG07IN0>

Number of views to date: 92

PUBLIC QUESTION TIME

No questions were submitted by members of the public.

Mayor Busvine made the following four presentations to:

- a) **The Mayor's Outgoing Cadet**
Sgt Harvey Harris-Tanzer was presented with a certificate and a glass plaque as a token of appreciation for his service. The Mayor thanked him personally for his support, noting that he was a fantastic representative for Sevenoaks Air Cadets, and wishing him well for the future.
- b) **Mayor's Award**
 Throughout the year of office, the Mayor becomes aware of many people who voluntarily provide time and resources for the benefit of the community of Sevenoaks. For this reason, it was decided to create a Sevenoaks Mayor's Award to recognise these contributions. The first Mayor's Award was presented in 2014.

This year two Mayor's Awards were presented to:

Claire Ritchie:

Claire Ritchie decided to set up Lockdown Larder, after seeing there was a need in our community to support those whose income had vanished as a result of the lockdown and were struggling to feed themselves and their families.

Within a week, she had secured funding from Sevenoaks Town Council and set up a gofundme page which raised nearly £7,800 in donations. Within eight weeks and following the support of local supermarkets and businesses, the scheme had already received over 375 applications and supported over 80 families – a staggering achievement and testament to the generosity across our community.

Claire has been an outstanding and dedicated volunteer since day one of the first lockdown and completely worthy of a Mayor's Award for service to the community.

Jamie Alexander Wilson:

Jamie Alexander Wilson has been a central figure in the arts scene of Sevenoaks since he began producing the professional pantomime at The Stag Theatre in 2009. He has provided artistically spectacular and technically advanced shows bringing many household names to Sevenoaks from TV, the stage and from around the World. In addition to The Stag's professional pantomime, he has produced other shows – ranging from Sooty to West End music - providing professional entertainment to the people of Sevenoaks. He also started the successful Stag Youth Theatre which now encompasses the successful 'Film in a Week' courses and which this year branched out into play writing for young people.

In recent years he has used the 20,000+ visitors to his professional pantomime to raise thousands of pounds for many charities such as Medical Detection Dogs and Friends for Families

During the pandemic he turned those entrepreneurial skills and charitable mind to supporting the survival of The Stag Theatre which he holds as his local theatre. He was the driving force behind the booking, production and fronting the artistic and fund-raising success of the Summer 'Live at the Vine' concerts raising more than £10,000 for The Stag as well as providing some work for West End stars many of whom had not worked since before the lockdown of March 2020. He translated this success into a series of concerts in the theatre ("It's Time To Come Back Inside") which were sold out and only stopped by the effects of the virus and Government restrictions.

He also found time to be a Community Lockdown Volunteer in Sevenoaks and is now helping at the Bat & Ball Testing Centre. Throughout he remains an upbeat and positive voice both of reason providing pastoral support to his pantomime family as well as practical support to The Stag and, seemingly, to everyone he meets. These are just some of the reasons the Mayor was pleased to award this year's Sevenoaks Town Mayor's award to Jamie Alexander Wilson.

c) KALC Community Award 2020-21: Matthew Ball

Kent Association of Local Councils (KALC) Community Awards are presented to acknowledge and recognise those who have made a significant contribution to their community. The award is presented to Matthew Ball for the creation of an invaluable, historical resource for

Sevenoaks on the impact of WW1, through his research, website, books, school and community projects; inspiring inter-generational understanding and bringing history to life.

The Mayor was pleased to present the KALC Community Award to Matthew Ball.

Award recipients attended the meeting via Zoom: their awards would be delivered to them.

43 ELECTION OF MAYOR

The Town Clerk read the notice to convene the meeting.

Mayor Busvine invited nominations for the Office of Mayor.

It was proposed by Cllr Tony Clayton, and seconded by Cllr Edward Waite, that Cllr Dr Merilyn Canet be elected to the office of Mayor for the ensuing year. There were no other nominations.

RESOLVED by a unanimous vote that Cllr Dr Merilyn Canet be elected Mayor.

44 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Dr Merilyn Canet read aloud and signed the Statutory Declaration of Acceptance of Office.

The retiring Mayor welcomed his successor and invested her with the Mayoral Chain of Office. (In line with Covid safe practices, the Mayoral chain was sanitised and the new Mayor placed the chain around her own neck)

Mayor Canet presented Cllr Busvine with his Past Mayor's badge and gifts for himself and Madeleine Busvine in thanks for their two years term of office.

CLLR DR MERILYN CANET IN THE CHAIR

Cllr Nick Busvine gave a retiring speech and addressed the Council:

- *I never imagined as I toiled through various schools in Sevenoaks that I would one day serve as Mayor. Still less that I would end up doing so for two straight years..... as in line with most other councils around the country, I was asked to remain as Mayor for the duration of the pandemic, which I am glad to say now appears to be all but over.*
- *So, it was a term that was very much in two halves*
- *As a former diplomat and veteran of various conflicts around the world – Syria in the first Gulf War, the Mozambique civil war, insurgency and drugs wars in Colombia and over a year in Baghdad during the height of the Iraq war – I was proud to serve alongside many members of our armed forces. It therefore seemed entirely appropriate that I should select the Armed Forces welfare organisation SSAFA as my principal charity. I am delighted to say that before the lockdown bar came down, we managed to raise over £6,500 for SSAFA. My second charity was the Sevenoaks Air Cadets, for whom we raised almost £4,500. Flying is also close to my heart. I have been a pilot since 1988 – and currently teach people how to fly gliders. The Air Cadets are a brilliant group – and I do hope that this money will help with all the great activities they will be planning to undertake post-lockdown. In addition, we raised nearly £1,000 for the Stag theatre, as well as contributing £650 to the SRFC*

- *Covid put paid to traditional fund-raising activity. So I made 'Saving our Stag' my key focus for the year. I am incredibly proud of what the Town Council and Sevenoaks residents were able to do to raise money for the Stag – at a time when we were very seriously concerned that the theatre might have to close. Jamie Wilson was the driving creative force behind the Live on the Vine concerts last year – ably supported by the STC and Stag teams – including a regiment of volunteers. I think the Live on the Vine represented for me the best of Sevenoaks – rallying in a time of crisis to a very worthy cause. In October, it was incredible to be able to present a cheque totalling over £70,000 to the Stag team*
- *I think the level of commitment shown by the town helped to secure generous government Covid grant funding.*
- *My last Civic duty – last week – was to welcome back Oakley the deer – who is looking very splendid, and to do a tour of the Stag to see at first hand all the work that has been done on the fabric of the building during lockdown. The Stag is even more of an asset now than it was pre-Covid. I would like to thank our MP Laura Trott for helping to secure those Stag grant funds. But most of all, I would like to pay tribute to Stag Manager Andrew Eyre and his team for doing such an incredible job, when at times they must all have feared for their futures.*
- *During the past year, all our lives have been incredibly constrained. So, as Mayor, I tried to focus on writing longer pieces than usual in the Town Crier, in an effort to capture the spirit of the times and the determination of local residents to see the crisis through.*
- *Much of what I did was low profile, but I hoped made a helpful impact in a low-key way. I remember being very moved to be asked, for example, to record a video message to the students at Walthamstow Hall – where I ended by reading W H Davies's poem 'Leisure' 'What is life, if full of care, we have no time to stand and stare....'. If nothing else, we did have time to pause and reflect and, and I reminded the pupils - in Mohamed Ali's memorable words: 'Don't count the days, make the days count.'*
- *The response of residents of Sevenoaks to the crisis was amazing. Organisations sprang up, such as Care for our Community – which STC looked to support from a newly established Resilience Fund. I have made awards today to Claire Ritchie and Jamie Wilson – but honestly, there were many, many people in our town who rallied round to help people get through. We all owe them a very big thank you.*
- *The Council, of course, marched firmly on under Linda Larter's brilliant leadership. Our normal business continued (albeit with many staff on furlough). Councillors were introduced to the mysteries of Zoom meetings. And, if I hear one more time, 'you are muted councillor so-and-so', I think I'll probably go mad. Thankfully we are back to face-to-face meetings very soon.*
- *I think the Town Council Annual Report – which is attached to your agendas explains far more eloquently than I ever could what has been achieved during lockdown.*
- *But the absolute highlights for me were the opening of our brand-new Community Centre – which was promptly mobilised as an asymptomatic testing centre – and the saving of the Stag*
- *I was also proud to have been able to represent STC and local residents on Armed Forces Day, VJ Day 75 and Remembrance Day. A particularly moving moment for me was personally laying crosses on all the war graves at Greatness Cemetery on Armistice Day. Instead of the usual civic group, it fell to just Father Robin Jones and me to pay tribute to our war dead. I hope we did them justice.*
- *All of these events and occasions only happened, of course, due to the tireless dedication of our Town Council staff.*
- *So, to conclude, I would like to pay tribute once again to Linda Larter and her amazing team. I must also give a special thank you to Avril Mitchem who manages the Mayor's complex diary in normal times with such skill and who kept me on track during the first half of my term of office.*
- *It only remains for me to wish the new Mayor, Cllr Dr Marilyn Canet, and Deputy Mayor, Cllr Rachel Parry, the very best of luck during the more normal times that we all hope lie ahead.*

Cllr Shea thanked Cllr Busvine for his two years of service as Mayor on behalf of Sevenoaks Town Council. She noted the extremely busy programme of events in the first year and thanked Cllr and Mrs Busvine for agreeing to continue as Mayor and Mayoress during the extremely difficult second year. She acknowledged their positivity and dedication despite the challenges of the pandemic, and thanked them for their time, energy and commitment.

Cllr Clayton welcomed Cllr Canet as the new Mayor on behalf of Sevenoaks Town Council. He commented on her commitment to a green agenda, her involvement in allotments and planting and growing and her understanding of the connection between wellbeing and nature. He noted that she had spent time as a volunteer on the vaccine programme. Cllr Clayton wished the new Mayor all the best for the year ahead. The Town Clerk presented the new Mayor with a bouquet of flowers.

Cllr Mrs Parry thanked Madeleine Busvine for her skill, support and dedication to being Mayoress for the past two years and commented on the success of her and Cllr Busvine's term of office.

Mayor Canet gave a speech expressing her thanks for election to office and setting out her priorities:

- **Priorities for 2021-22**

Rebuilding after Covid and its three lockdowns is a challenge for many people - but also an opportunity for our community. Individuals and families have been isolated, businesses have been damaged, or died. But we have learned even more strongly how important it is to support each other. So many people have volunteered or looked out for neighbours. New organisations have sprung up to mobilise concern for others. We can be proud of Sevenoaks – and aim to build on all the strengths it has shown.

We're lucky to live in one of the most attractive towns, full of exceptionally able people, with lovely countryside, great connections and one of the most active voluntary sectors in the UK. We know our people are willing to get stuck in to help, and to change things where needed. So, we can tackle the big challenges to help our town, and each other, by using the talents and determination of Sevenoaks citizens.

- **Getting Sevenoaks Zero Carbon back on track**

We know what the biggest challenge for the planet is – for our children and grandchildren. The NDP needs to be put in place this year, without more delay, and the measures to green streets, create safer routes for walking and cycling, to plant trees, promote public transport, active travel, and energy efficient homes must speed up. We should aim to involve citizens in this process – residents associations, schools and others have been crucial in making progress in areas like safer streets, and we need to work with them to move faster.

- **Reconnecting our community**

People have felt so isolated this last year, and rebuilding connections isn't always easy. Our Town Council is best placed to help many of them re-connect:

- *Using the new Bat & Ball Centre and Station as a focus for community activity*

- *Developing and promoting the Business Hub as a part of a network for thousands of people now working from home at least part of the time*
 - *Helping local businesses adapt to meet new needs – trading outdoors this summer, then supporting the new home workers*
 - *Supporting the Stag as a community cultural and arts centre in the heart of the town*
- **Supporting each other**
We should recognise many people have found the lockdown tough, for their health, mentally and economically. Supporting and growing the volunteer network which has kept us healthy, shopped for the vulnerable, given us advice is important. We should pay special attention to mental health groups and their ability to help those who have suffered the most isolation and anxiety. That includes many older people, but there's also the impact of lost opportunities for young people too – whose transition from school or university to work has been suspended for months. If we can build bridges between young people, the volunteer sector and business, using the Town Council contacts and funding, it will make a difference. As part of the same process we must start developing the ideas in STC's priorities for community activities to share, repair, and recycle, which will make both an economic and a social contribution to recovery.

45 ELECTION OF DEPUTY MAYOR

Mayor Canet invited nominations for the office of Deputy Mayor.

It was proposed by Cllr Nick Busvine, and seconded by Cllr Robert Piper, that Cllr Mrs Rachel Parry be elected to the office of Deputy Mayor for the ensuing year. There were no other nominations.

RESOLVED by a unanimous vote that Cllr Mrs Rachel Parry be elected as Deputy Mayor.

46 DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Mayor, Cllr Mrs Rachel Parry, read aloud and signed the Statutory Declaration of Acceptance of Office.

Mayor Canet advised that Cllr Mrs Parry's badge of office and a bouquet of flowers would be delivered to her.

Cllr Bonin thanked Cllr Dr Canet, as outgoing Deputy Mayor, for her support to the outgoing Mayor during the Covid crisis. The deferment last year of her term of office as Mayor had not dented her cheerful attitude; he thanked her for her service as Deputy Mayor and wished her well in her new role as Mayor.

47 APOLOGIES FOR ABSENCE

RESOLVED: to note and accept apologies received from Cllr Roderick Hogarth and Cllr Tom Morris Brown.

48 REQUESTS FOR DISPENSATIONS

RESOLVED: to note none had been received.

49 DECLARATIONS OF INTEREST

RESOLVED: to note none had been received.

- 50 MINUTES OF COUNCIL MEETING – 12th April 2021
RESOLVED: to accept and sign the Minutes as a true record of the meetings.
- 51 MINUTES OF PLANNING COMMITTEES – 6th and 26th April 2021
RESOLVED: to accept and sign the Minutes as true records of the meetings.
- 52 MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE – 12th April 2021
RESOLVED: to accept and sign the Minutes as a true record of the meetings.
- 53 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES
RESOLVED: that Standing Committees and Sub Committees be appointed as follows
(Appendix A):
Community Infrastructure Committee
Finance & General Purposes Committee
Open Spaces & Leisure Committee
Personnel Committee
Planning Committee
Youth Services Sub-Committee
Bat & Ball Centre Users Group
Sevenoaks Town Team
- 54 APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB-COMMITTEES
RESOLVED: that the report appointing Chairmen, Vice-Chairmen and Members of Standing and Sub-Committees be received and adopted. **(Appendix B).**
- 55 REPRESENTATION ON OUTSIDE BODIES
RESOLVED that the schedule of Representation on Outside Bodies be received and adopted subject to the following addition **(Appendix C):**

Representatives on Tarmac & KCC Liaison Group to be:
 - Chairman of Open Spaces & Leisure Committee
 - Cllr Andrew Eyre
 - Cllr Claire Shea
- 56 APPROVAL OF TERMS OF REFERENCE – STANDING COMMITTEES/SUB-COMMITTEES
RESOLVED: that the Terms of Reference for Standing Committees and Sub-Committees be received and adopted. **(Appendix D).**
- 57 STANDING ORDERS
RESOLVED that:
 - 1) Sevenoaks Town Council's Standing Orders be approved and adopted; **(Appendix E)**
 - 2) It be noted that NALC had revised its Model Standing Orders; and
 - 3) A Working Group of Committee Chairmen be created to review the Standing Orders in the light of the new NALC Model Standing Orders.
- 58 COUNCILLOR CODE OF CONDUCT
RESOLVED: That Sevenoaks Town Council adopt the Local Government Association Model Councillor Code of Conduct 2020. **(Appendix F)**

59 ANNUAL SUBSCRIPTIONS

RESOLVED: that the schedule of Annual Subscriptions for 2021/2022 be received and agreed. (**Appendix G**).

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

RESOLVED: 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.

Legally these meetings would be “Working Parties” until such time as they can be returned to normal practice. They will follow the same schedule of meeting dates, Terms of Reference and Standing Orders.

61 SEVENOAKS TOWN COUNCIL ANNUAL REPORT 2020/21

Councillors commented on the excellence of the Annual Report and the achievements during the difficult circumstances of the covid pandemic. In particular, the completion of the Bat & Call Centre and near completion of the Business Hub were noted. Thanks were given to the Town Clerk and her team, local residents and voluntary groups.

RESOLVED: that the Town Council Annual Report 2020-21 be received and noted.

62 GENERAL DATA PROTECTION REGULATION POLICIES [GDPR]

RESOLVED to note:

- 1) 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.
- 2) that the Town Council continues to adopt GDPR practices as required by statute throughout all its day-to-day business.

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

Councillors thanked Cllr and Mrs Busvine and Cllr Dr Canet, in her role as former Deputy Mayor, for all they had done during the past difficult year.

RESOLVED to note:

- 1) the functions attended by the Mayor, Deputy Mayor or representative during 2019/20;

- 2) that the functions attended by the Mayor, Deputy Mayor or representative during 2020/21 had been severely curtailed by the pandemic, but to note the events which were able to take place; and
- 3) that Civic Events for the 2021/22 civic year would be considered in due course as the Covid-19 pandemic restrictions allow.

64 PRESS RELEASE

It was **resolved** that press releases be issued in respect of:

- a) the election of Cllr Dr Marilyn Canet to the position of Mayor;
- b) the election of Cllr Mrs Rachel Parry to the position of the Deputy Mayor; and
- c) the presentation of awards to Sgt Harvey Harris-Tanzer, Claire Ritchie, Jamie Alexander Wilson and Matthew Ball.

The meeting closed at 7:53pm

Signed: Date:
Mayor

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Sevenoaks Town Council
Minutes of the Town Council Meeting held on 21st June 2021

Available to view on YouTube: <https://youtu.be/irSuu5bbPOg>

Meeting Commenced: 7:00 p.m.

Meeting Concluded: 7:11 p.m.

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

In Attendance:

In person: Town Clerk

Via Zoom: Cllr Richard Streatfeild (KCC) and Responsible Finance Officer

*Members attending via Zoom took part in discussion but were not permitted to vote on matters under consideration, legally they do not constitute as being “present” at the meeting.

Representations received from Members of the Public: None

115. Apologies for Absence

Apologies for absence were received and noted as shown above.

It was **RESOLVED** to accept the long-term apologies for Cllr Waite for medical reasons and wish him well from everyone at Sevenoaks Town Council.

116. Requests for Dispensations: none received.

117. Declarations of Interest: none received.

118. Annual Return for Year Ended 31st March 2021

118.1 Internal Audit Report for Year End Visit 2020/21

The Town Council received and noted the Internal Audit Report for the Year End Visit 2020/21.

118.2 Annual Internal Audit Report 2020/21

The Town Council received and noted the Annual Internal Audit Report 2020/21.

118.3 Statement on the System of Internal Control

The Town Council received and noted the Statement on the System of Internal Control, which had been approved at the meeting of the Finance and General Purposes Committee on 7th June 2021 (*Minute 98.2, F&GP 07.06.2021 refers*), subject to the receipt of the final audit inspection report.

RESOLVED: That the Statement on the System of Internal Control be approved and signed by the Chairman or Vice-Chairman of the Finance and General Purposes Committee.

118.4 Annual Governance Statement 2020/21

The Town Council reviewed and confirmed the following statements:

1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Agreed
2.	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Agreed
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Agreed
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Agreed
5.	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Agreed
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Agreed
7.	We took appropriate action on all matters raised in reports from internal and external audit.	Agreed
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Agreed

RESOLVED: That the Annual Governance Statement 2020/21 be approved and adopted.

118.5 Accounting Statements 2020/21

The Town Council reviewed the Accounting Statements 2020/21.

RESOLVED: That the Accounting Statements 2020/21 be approved and adopted.

119. New Post Office Service, Station Parade, Sevenoaks

The Town Council welcomed the news that a new Post Office would be opening at 2 Station Parade, Sevenoaks, TN13 1DL from Monday 12th July 2021 at 13:00.

120. Press Release

That a press release be issued regarding the Town Council's return to a face-to-face meeting with Remote Access by Zoom available to councillors not in attendance and livestreamed for the public to view.

There being no further business the Mayor closed the meeting.

Signed
Mayor

Dated

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Sevenoaks Town Council – 2nd August 2021

Events Accepted/Attended – 2021/2022

Mayor: Councillor Dr Marilyn Canet

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 1.30	12 May	Visit to Trinity School – Creation Care ‘Growing Hope’ Garden	Mayor & Cllr Michaelides
Fri 6.00	14 May	Les Amis de Sevenoaks and the Friends of Pontoise – Zoom Meeting	Mayor
Mon 2.15	24 May	War Graves Week – Lay crosses at Greatness Cemetery	Mayor & Cllr Granville Baxter
Sun 2.30	30 May	Joint Open Day at Sevenoaks Bowls Club	Mayor
Sun 7.45	30 May	Concert Major to Minor live at the Stag	Mayor & Jill Webster
Sat 10.00	5 June	Vegan Market in Buckhurst Lane Car Park	Mayor
Tues 4.00	8 June	Opening of the Business Hub	Mayor
Thurs 2.00	10 June	Visit to Lady Boswell’s Primary School	Mayor
Thurs 4.15	10 June	Celebrate Steph Harrison’s achievement of walking 100 miles for Breast Cancer Now	Mayor
Thurs 5.45	10 June	Kent Armed Forces Briefing – Zoom meeting	Mayor
Sat 10.30	12 June	St Nicholas Church – Churches Count on Nature	Mayor
Mon 13.25	14 June	Visit to St Thomas’s Catholic Primary School to inform the children about the role of Mayor and the work of the Town Council	Mayor
Wed 10.00	16 June	Visit to Sevenoaks Primary School to see the Forest School, wildlife pond and allotment areas	Mayor
Thurs 1.00	17 June	Meeting with the Directors of Sevenoaks Bowls Club	Mayor
Fri 9.00	18 June	Visit to Sevenoaks School to see Y 11 Geography presentations	Mayor
Tues 11.50	22 June	Grand Opening of The Fish Shop	Mayor & Cllr Michaelides
Thurs 6.00	24 June	Disability at Work Zoom meeting	Deputy Mayor
Sun 10.00	27 June	Mayor of Dartford’s Civic Service	Deputy Mayor & Cllr Richard Parry
Wed 5.00	30 June	Age UK Retirement Reception for Gillian Shepherd-Coates	Deputy Mayor & Cllr Richard Parry
Sat 5.45	3 July	Chance to Dance performance at the Stag Theatre	Deputy Mayor & Cllr Richard Parry
Sat 7.30	3 July	Sevenoaks Music Club – Concert at Walthamstow Hall	Cllr. Simon Raikes & Mrs Christine Raikes
Mon 11.00	5 July	NHS Social Care & Frontline Workers’ Day – Raise the Flag on the Vine	Deputy Mayor
Mon 2.00	12 July	Opening of the ‘Bee Hotel’ at the Pound	Mayor
Thurs 9.30	15 July	Meet and Greet Judges – Sevenoaks in Bloom	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 3.00	17 July	Chairman of Sevenoaks D C – Civic Service at St Luke's Church, Eardley Road	Mayor, Deputy Mayor & Cllr Richard Parry
Sat 7.30	17 July	The Lydian Orchestra Concert at St Peter & St Paul Church, Tonbridge	Mayor & Mr & Mrs Ken Clarke



2021 – 2022

The Mayor of Sevenoaks Councillor Dr Merilyn Canet
Provisional Dates for Mayoral Events

May/June 2021 26 th June Armed Forces Day	July 2021 5 th July NHS & Frontline Workers Day	August 2021
September 2021 3 rd September Merchant Navy Day	October 2021	November 2021 11 th November Armistice Day 14 th November Remembrance Day Tree Planting
December 2021	January 2022 Staff Fundraising Lunch	February 2022 12 th February Quiz Night
March 2022 14 th March Commonwealth Day	April 2022 20 th April Tour of Knole House	May 2022 4 th May Luncheon at Chevening

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