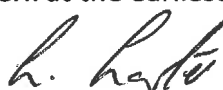


7th September 2021

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 13th September 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/n0h9x1NDqdM> 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).	-

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	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES</u> To receive, adopt and sign the minutes of the meeting of the Sevenoaks Town Council held on 2 nd August 2021 as a true record.	Attached
5	<u>MINUTES OF COMMITTEES</u> Council is asked to consider and adopt the minutes of the following Committee meetings: <u>Planning Committee:</u> 26 th July 2021 9 th August 2021 23 rd August 2021 <u>Finance & General Purposes Committee:</u> 2 nd August 2021 <u>Community Infrastructure Committee:</u> 16 th August 2021	Copies previously circulated and available on request
6	<u>REVIEW OF SEVENOAKS TOWN COUNCIL'S STANDING ORDERS</u> Further to Notice given at the meeting of the Sevenoaks Town Council held on 2 nd August 2021 (<i>Minute 204 refers</i>): To RESOLVE to adopt revised Sevenoaks Town Council's Standing Orders	Attached
7	<u>REVIEW OF TERMS OF REFERENCE</u> To review the Terms of Reference of Sevenoaks Town Council, its Committees and Sub-Committees.	Attached
8	<u>MAYOR'S ENGAGEMENTS</u> To receive and note: <ul style="list-style-type: none"> a) the functions attended by the Mayor or her representative during July and August 2021. b) the forthcoming Civic Events being organised by the Mayor during 2021/2022 	Attached Attached
9	<u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.	

Sevenoaks Town Council
Minutes of the Town Council Meeting held on 2nd August 2021
At Bat & Ball Centre, Crampton's Road, Sevenoaks

Livestreamed on YouTube

Meeting Commenced: 8.08 p.m.

Meeting Concluded: 8.30 p.m.

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

*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.

In Attendance: Town Clerk, Responsible Finance Officer, Social Media & Events Officer, KCC Cllr Streatfield

Representations received from Members of the Public: None

Prior to the beginning of the meeting the Mayor read a letter from Mrs Merrill London congratulating the Town Council on the Bat & Ball Centre and thanking Councillors for naming a room after the late Freeman John London.

199. Apologies for Absence as shown above.

200. Requests for Dispensations: none received.

201. Declarations of Interest: none received.

202. Minutes of the Town Council Meetings held on 12th April, 4th May and 21st June 2021

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

- Town Council Meeting 12th April 2021
- Annual Town Council meeting 4th May 2021
- Town Council meeting 21st June 2021

203. Minutes of Committees

Prior to 6th May 2021, Town Council matters were dealt with by means of virtual meetings, in line with regulations.

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 were variously dealt with either in socially distanced face-to-face meetings or under emergency measures (*Minute 60, Annual Council Meeting 04.05.2021 refers*) including by means of “Working Parties”.

Council was asked to **consider and formally adopt** the Minutes of Committees and Working Parties as follows:

203.1 Planning Committee

RESOLVED:

- 1) To receive and formally adopt the minutes of the virtual meetings held by Zoom on 6th April and 26th April 2021 as true records; and
- 2) To receive and formally adopt the Notes of the Working Parties held on the following dates as true records of the meetings:
10th May, 17th May, 1st June, 14th June, 28th June and 12th July 2021

203.2 Finance and General Purposes Committee

RESOLVED:

- 1) To receive and formally adopt the minutes of the virtual meeting held by Zoom on 12th April 2021 as a true record; and
- 2) To receive and formally adopt the Notes of the Working Party held on 7th June 2021 as a true record of the meeting.

203.3. Community Infrastructure Committee

RESOLVED:

To receive and formally adopt the minutes of the face-to-face meeting held on 21st June 2021 as a true record.

203.4 Youth Services Committee

RESOLVED:

To receive and formally adopt the Notes of the Working Party held on 30th June 2021 as a true record of the meeting.

203.5 Open Spaces and Leisure Committee

RESOLVED:

To receive and formally adopt the Notes of the Working Party held on 5th July 2021 as a true record of the meeting.

204. Review of Sevenoaks Town Council's Standing Orders

RESOLVED: That notice was formally given of the Town Council's intention to review and adopt updated Standing Orders at the next meeting of the Town Council, to be held on Monday 13th September 2021.

205. Mayors Engagements

The Council noted the functions attended by the Mayor or her representative during May, June and July 2021 and the forthcoming Civic Events being planned by the Mayor during 2021/2022.

RESOLVED: To note and accept the reports relating to Mayoral activities.

206. Press Release: None.

There being no further business the Mayor closed the meeting.

Signed

Mayor

Dated

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Sevenoaks Town Council

Standing Orders

Historic

11.01.2016

22.02.2016

Adopted Resolution 410

15.05.2016

Adopted Resolution 61

15.05.2017

Adopted Resolution 64

14.05.2018

Adopted Resolution 70

13.05.2019

Adopted Resolution 62

04.05.2021

Adopted Resolution 57

SEVENOAKS TOWN COUNCIL STANDING ORDERS 2021

(ADAPTED FROM NALC MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020))

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1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded or presented by the Chairman.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion and shall not have effect of rescinding original or substantive motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of a motion or the mover of an amendment shall have a right of reply not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply (in respect of the substantive motion) either at the end of debate on the first amendment or at the very end of

- debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
 - p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
 - q A point of order shall be decided by the chairman of the meeting and the decision shall be final.
 - r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a councillor or person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
 - s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply. (The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption).
 - t Excluding motions moved under standing order 1(r), the contributions or

speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) is normally 15 minutes and shall not exceed 30 minutes, unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i At Council meeting person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). At Committee meeting a person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

(Those exercising their right to report on the proceedings of a meeting are required to comply with Sevenoaks Town Council's Protocol for the recording of meetings)

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Mayor of the Council, if present, shall preside at a Council meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a Council meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
 -
 -
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
 -
 - *See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

(A member dissenting from a committee decision may, on request, have their name recorded as dissenting therefrom)
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
 -
 -
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** In the case of the Planning Committee and the Finance and General Purposes Committee, the

quorum shall be six members.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. The Proper Officer shall record the names of those members present and those absent and any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- x A meeting shall not exceed a period of 3.5 hours. Meetings shall commence at 7.00pm and conclude at 10.30pm unless a majority of those present by Resolution extend that closure to 11.00pm on the same day.
- y Questions
 - i. A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
 - ii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
 - iii. Every question shall be put and answered without discussion.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may, at its annual meeting, appoint standing committees or may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. *shall, subject to standing orders 4(b) and (c), appoint and determine the*

terms of office of members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting)

- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer by noon on the day of the meeting that they are unable to attend;

An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three. In the case of the Planning Committee and the Finance and General Purposes Committee, the quorum shall be six members
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- f **The Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until the successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees (and the number of members);
 - vii. Appointment of members to existing committees (including, if appropriate, substitute members);
 - viii. Appointment of any new committees in accordance with standing order 4;

- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.(and review of contributions made to expenditure incurred by other local authorities);
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

(The General Power of Competence

On 19 November 2012 [Minute271] Sevenoaks Town Council passed a resolution that It had fulfilled the criteria in order to become an eligible town council as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965 which came into force in April 2012 to use the General Power of Competence. The resolution must be re-affirmed at the annual meeting of the council after the ordinary election every four years.)

- xiii. Review of inventory of land and other assets including buildings and office equipment;(*to be reviewed at first meeting of Finance and General Purposes Committee following the annual meeting of the Council*)
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks; (to be reviewed at first meeting of Finance and General Purposes Committee following the annual meeting of the Council)
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure; (*to be reviewed at first meeting of Finance and General Purposes Committee following annual meeting of the Council*)
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); (to be reviewed at first meeting of Finance and general Purposes Committee following annual meeting of the Council)
- xviii. Review of the Council's policy for dealing with the press/media;(*to be reviewed at first meeting of Finance and General Purposes Committee following annual meeting of the Council*)
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-committees

- a **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by (no less than a quarter of the) members of the committee [or the sub-committee], those members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee]. (The public notice giving the time, place and agenda for such a meeting shall be signed by councillors calling the meeting.)

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
- c Every plan/amended plan which is validated by Sevenoaks District Council is considered by Sevenoaks Town Council on its own merits and does not recommend Approval or Refusal based on prior recommendations to previous applications and the recommendations which were provided.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. To dispose of business, if any, remaining from the last meeting
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;
 - v. to refer a motion to a particular committee or sub-committee;
 - vi. to appoint a person to preside at a meeting;

- vii. to approve the absence of councillors;
- viii. to change the order of business on the agenda;
- ix. to proceed to the next business on the agenda;
- x. to close or adjourn debate
- xi. to refer by formal delegation a matter to a committee, sub-committee or an employee
- xii. to require a written report;
- xiii. to appoint a committee or sub-committee and their members;
- xiv. to receive nominations to a committee or sub-committee;
- xv. to dissolve a committee or sub-committee;
- xvi. to note the minutes of a meeting of a committee or sub-committee;
- xvii. to consider a report and/or recommendations made by a committee or a sub-committee or an employee;
- xviii. to consider a report and/or recommendations made by an employee, professional advisor, expert or consultant;
- xix. to authorise legal deeds to be sealed by the council's common seal;
- xx. to authorise the payment of monies;
- xxi. to amend a motion relevant to the original or substantive motion under consideration which will not have the effect of nullifying it;
- xxii. to extend the time limits for speaking;
- xxiii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xxiv. to not hear further from a councillor or a member of the public;
- xxv. to exclude a councillor or member of the public for disorderly conduct;
- xxvi. to give the consent of the Council if such consent is required by standing orders;
- xxvii. to temporarily suspend the meeting;
- xxviii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xxix. to adjourn the meeting; or
- xxx. to close the meeting.
- xxxi. To appoint representatives to outside bodies and to make arrangements

for those representatives to report back the activities of outside bodies

xxxii. To answer questions from councillors

- b. If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience

11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.
- e Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- f A councillor in breach of the provisions of standing order 11(d) above may be removed from a committee or a sub-committee by a resolution of the Council.
- d Recordings of meetings shall remain in the public domain until the Minutes have been accepted at a Council meeting.

12. Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors

with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
 -
 -
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b All councillors shall where possible undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall (not participate in a discussion or vote on the matter) withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall (not participate in a discussion or vote on the matter) withdraw from a meeting when it is considering a matter in which they have

another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- e **Dispensation requests shall be in writing and submitted prior to the meeting to the Proper Officer** 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).
- f A decision as to whether to grant a dispensation shall be by the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- g A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a On receipt of an alleged breach of the Council's code of conduct, the Monitoring officer at the District Council to be advised.
- b Upon notification by the District Council that it **has found that** a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- c Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of Council of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined

and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- d The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice.
 - iii. **convene a meeting of the Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**

- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests; (and any changes to it) and keep copies of same available for inspection and forward to the Monitoring officer;
- viii. *keep proper records required before and after meetings;*
- ix. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiii. arrange for legal deeds to be executed *(and sealed using the Council's common seal)*
(see also standing order 23);
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xvi. Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Planning Committee in consultation with one other committee member and the Town Clerk, to have executive powers to make observations, 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 the 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;
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect;
(see also standing order 23).

- xix. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders

16. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply at each Finance & General Purposes Committee a statement to summarise:
 - i. the Council’s income and expenditure for the most recently closed month, and any months that have closed since the previous Finance & General Purposes Committee;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the year to date balances held at the end of the month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide at the Finance & General Purposes Committee:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the final month and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council, currently 5 days in line with agenda deadline. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council

for consideration and formal approval before 30 June.

f Estimates/precepts

The Council shall approve written estimates for the coming financial year at its meeting before the end of January.

Any committee (other than Finance & General Purposes Committee) desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- c. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- d. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
- e. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Government Contracts Finder website (or equivalent) regardless of what other means it uses to advertise the opportunity.**
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or**

supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by any meeting is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Personnel Committee of absence occasioned by illness or other reason.
- c The chairman of the Personnel Committee and Finance and General Purposes Committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual **Personal Development Plan** (appraisal) of the work of the Town Clerk. **It should be reported to the Personnel Committee that this has taken place.**
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Personnel Committee or in their absence, the vice-chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised relates to the chairman or vice-chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same
- i In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

21. Responsibilities to provide information

See also standing order 22.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**
- c Inspection of documents

Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors of the Council.

22. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**
- d The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- e The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- f The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- g Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

24. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 24(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

(In the presence of the Mayor, Deputy Mayor or one other member who shall sign the deed as witnesses)

25. Communicating with district and county councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

26. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c A motion to *permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two thirds of the councillors at a meeting of the council vote in favour of the same.*

- d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible upon delivery of his declaration of acceptance of office.
 - e The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.
 - f A councillors failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders
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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
- (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

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
- (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
- (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.

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

Sevenoaks Town Council – 13th September 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
Thurs 7.30	22 July	Mayor of Dartford – Evening at Eifes Turkish Restaurant	Mayor & Guest
Sun 9.00	25 July	Official Opening of the Bat and Ball Centre	Mayor
Wed 10.30	28 July	Mayor of Maidstone’s Scenic Cruise	Mayor & Guest
Thurs 12.30	29 July	Unveiling of the National Railway Heritage Awards Plaque	Mayor
Thurs 1.30	29 July	Chairman SDC – From Commune to Consummate at St Julians lu8b	Mayor & Guest
Sun s.00	1 Aug	Mayor of Ashford – Civic Service	Deputy Mayor & Cllr Richard Parry
Wed 12.00	4 Aug	Tour of Wildernes House and Lunch in Pavilion Restaurant	Mayor
Sat 7.00	7 Aug	Mayor of Bexley – Charity Appeal Launch BBQ	Mayor & Guest
Thurs 7.00	12 Aug	Mayor of Dartford – Come and Meet the Mayor	Mayor & Guest
Fri 11.00	13 Aug	Peppercorn Rent Ceremony	Mayor
Tues 11.00	17 Aug	Free Family Fun Day at Greatness Recreation Ground	Mayor
Wed 2.00	18 Aug	Lady Mayoress of Canterbury – Afternoon Tea at Tower House	Mayor & Guest
Fri 3.00	20 Aug	Mayor Sandwich – Garden Party	Mayor & Guest
Thurs 12.00	26 Aug	Boxing 4 Parkinson’s & Dementia Road Show at the Vine Gardens	Mayor
Thurs 2.00	26 Aug	Greatness Recreation Ground – Alice in Wonderland	Mayor
Fri 6.00	27 Aug	Mayor of Swanley – 1812 Night	Mayor & Guest
Sun 2.00	29 Aug	Chairman of Tandridge District Council – Reception, Tea with Music	Mayor & Guest
Mon 3.00	30 Aug	Live on the Vine – West End Stars- Magical Musicals	Mayor
Fri 10.00	3 Sept	Merchant Navy Day – Flag Raising ceremony at the Vine Flagpole	Mayor
Fri 12.00	3 Sept	Non Visible Disability Initiative at Rochester Cathedral	Mayor
Sun 12.00	5 Sept	Mayor of Tenterden – Civic Service	Deputy Mayor & Cllr. Richard Parry



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 14 th September Bowls Match	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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