

6th June 2023

You are hereby summoned to attend a meeting of the **SEVENOAKS TOWN COUNCIL** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 12<sup>th</sup> June 2023 at the conclusion of the Finance & General Purposes Committee which commences 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://youtube.com/live/GPnNdsP9Lzo?feature=share> 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](https://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.

#### 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.

#### **AGENDA**

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  
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3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	—
4	<u>MINUTES OF PREVIOUS MEETING</u> To receive, adopt and sign the Minutes of the Annual Meeting of the Sevenoaks Town Council held on 15 <sup>th</sup> May 2023 as a true record.	Attached (Full version including appendices circulated separately)
5	<u>MINUTES OF COMMITTEES</u> Council is asked to consider and adopt the Minutes of the following Committee meetings:  <u>Planning Committee</u> 22 <sup>nd</sup> May 2023 5 <sup>th</sup> June 2023	Copies circulated separately and available on request
6	<u>CASUAL VACANCY: CO-OPTION PROCESS</u> To consider the process for the filling of the casual vacancy that has arisen in Northern Ward	Attached
7	<u>FINANCE REPORTS</u>	
7.1	<u>REVIEW OF INTERNAL CONTROLS</u> To note recommendation arising from the Finance & General Purposes Committee held immediately preceding this meeting, regarding the Review of Internal Controls:  1) That the Statement on the System of Internal Control be approved and signed by the Chairman of the Finance & General Purposes Committee and Responsible Finance Officer.	Please see Agenda Item 6.7, Finance & General Purposes Committee Agenda
7.2	<u>ANNUAL RETURN FOR YEAR ENDED 31<sup>ST</sup> MARCH 2023</u> To consider the recommendations arising from the Finance & General Purposes Committee held immediately preceding this meeting, regarding the Annual Return and Statement of Accounts for the year ended 31 <sup>st</sup> March 2023:  1) That the Accounting Statements 2022/23, signed by the Responsible Finance Officer, be approved and signed by the Mayor;  2) That the Annual Governance Statement 2022/23, signed by the Responsible Finance Officer, be approved and signed by the Mayor;	Please see Agenda Item 6.8, Finance & General Purposes Committee Agenda

	<p>3) That the Annual Governance and Accountability Return 2022/23, including the Annual Governance Statement, Statement of Accounts to 31<sup>st</sup> March 2023, and supporting papers for submission to the External Auditors, be adopted by full Council; and</p> <p>4) That the approved accounts be made available for public inspection for 30 working days, from 15<sup>h</sup> June to 26<sup>th</sup> July 2023</p>	
8	<p><u>BOUNDARY LINES BETWEEN COUNCIL AND 53 BRADBOURNE VALE RD</u> To consider proposed legally arranged land swap.</p>	Attached
9	<p><u>COUNCILLOR REPORTS – STC REPRESENTATIVES ON EXTERNAL ORGANISATIONS</u> To receive reports from representatives on external organisations.</p>	Reports if available
10	<p><u>MAYOR'S ENGAGEMENTS</u> To receive and note:</p> <ul style="list-style-type: none"> <li>a) the functions attended by the Mayor or her representative up to 31<sup>st</sup> May 2023</li> <li>b) the forthcoming Civic Events being organised by the Mayor during 2023/2024</li> </ul>	<p>Attached</p> <p>Attached</p>
11	<p><u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.</p>	–

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Minutes of the Annual Meeting of the Sevenoaks Town Council held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG on Monday 15<sup>th</sup> May 2023.

**Meeting Commenced: 7:00pm**

**Meeting Concluded: 7:46pm**

**PRESENT**

**THE MAYOR, MRS RACHEL PARRY, IN THE CHAIR**

Cllr Libby Ancrum	Present	Cllr Sally Layne	Present
Cllr Sue Camp	Present	Cllr Lise Michaelides	Present
Cllr Dr Marilyn Canet	Present	Cllr Claire Shea	Present
Cllr Tony Clayton	Present	Cllr David Skinner OBE	Present
Cllr Catherine Daniell	Present	Cllr Nick Varley	Present
Cllr Peter Dixon	Present	Cllr Gareth Willis	Present
Cllr Victoria Granville	Apologies	Cllr Nigel Wightman	Present
Cllr Chloe Gustard	Present		

**Also Present**

Town Clerk, Deputy Town Clerk, Senior Committee Clerk, Social Media & Events Assistant  
 Nick Busvine, Andrew Eyre, Roddy Hogarth, Rachel Parry, Richard Parry and Simon Raikes  
 Caroline Berry, Sevenoaks Area Youth Trust (SAYT)  
 Dawn Hallam, Chair of Sevenoaks Area Youth Trust (SAYT)  
 Cpl Libby Simmonds  
 Able Cadet Scarlet Burgess

40 members of the public.

Livestreamed on YouTube and available to view here: <https://youtube.com/live/yJoRQduiBbw>

**PUBLIC QUESTION TIME:** No matters raised.

**AWARD PRESENTATIONS**

Mayor Rachel Parry made the following presentations:

- a) **Presentation of Cheque to Mayor's Charity: Sevenoaks Area Youth Trust (SAYT)**  
 The Mayor's chosen charity for her fundraising during her year of office was Sevenoaks Area Youth Trust (SAYT). She was very pleased to present a cheque of £12,000 to Dawn Hallam, Chair of SAYT.
- 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 the Mayor's Award was presented to Caroline Berry in recognition of her work for SAYT, as a member of the Town Council's Youth Services Committee and for the support given to the Mayor during her civic year.

**c) The Mayor's Outgoing Cadet**

Corporal Libby Simmonds was presented with a certificate and a glass plaque as a token of appreciation for her service. The Mayor thanked Libby personally for her support during the year.

**65 ELECTION OF MAYOR**

The Town Clerk read the notice to convene the meeting.

Mayor Rachel Parry invited nominations for the Office of Mayor.

It was proposed by Cllr Wightman and seconded by Cllr Daniell, that Cllr Claire Shea be elected to the office of Mayor for the ensuing year. There were no other nominations.

**RESOLVED:** that Cllr Claire Shea be elected Mayor.

**66 DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Claire Shea read aloud and signed the Statutory Declaration of Acceptance of Office.

The retiring Mayor welcomed her successor and invested her with the Mayoral Chain of Office.

Mayor Shea presented Rachel Parry with her Past Mayor's badge and a gift in thanks for her term of office.

**CLLR CLAIRE SHEA IN THE CHAIR**

**Rachel Parry gave a retiring speech and addressed the Council:**

*"I'd like to take this opportunity to thank the Mayor's secretary, Mrs Avril Mitchem for her support and work throughout my Mayoral Year. Also, I have to thank everyone in the council's offices for the help which I have really appreciated.*

*At the start of my year I pledged to follow the tradition that Mayors are apolitical and so would serve all who live and work in Sevenoaks. I pledged to ensure that the surrounding towns, districts and boroughs, also London boroughs became really aware of what Sevenoaks offers to businesses, residents and visitors, so demonstrating why Sevenoaks is such a super place. I also pledged to raise money for my charity, Sevenoaks Area Youth Trust, and was so pleased a few moments ago to present to them an interim cheque for £12,000.*

*Continuing with "thank yous" I need to thank Biggin Hill Airport, Sevenoaks Lions, the William Sennocke Lodge, the Kent Masons, Warners and Thackray Williams solicitors, Francis Jones Jewellery, Knole Park Golf Club, Delmergate Pharmacy, retiring councillor Hogarth, the Town Council and the Stag for their generous sponsorship and support.*

*As I wrote in the Sevenoaks Souvenir Brochure for the Coronation of His Majesty King Charles the Third and Queen Camilla, this has been an historic year in which to have been the Mayor of Sevenoaks, with so many national events which are unlikely to occur in such proximity for many years to come.*

*I'm sure you'll all remember the various events in June 2022 in particular, from the Platinum Jubilee, the Big Picnic on the Vine, the 900<sup>th</sup> anniversary year celebrations for St. Nicholas Church - the Town's Parish Church, and later in June my Civic Service which included the christening of the Ukrainian baby from Kiev, little Ameliia Yaremko, whose parents Anastasiia and Volodymyr were anxiously waiting for the special robes which luckily did arrive from Kiev that morning!*

*After the many happy events of last summer there came the sad news of the death of our beloved Queen, followed by the Proclamation of our new King Charles the third. At that point all of our Council's activities stopped, apart from the council's essential services. Richard, my consort, and I visited all the Care Homes in the town, taking with us the Town Council's Condolence Book, so that the residents and their carers could write a comment if they wished to do so.*

*After the Proclamation life in this country returned to a more normal pattern. Since then within Sevenoaks there has been so much going on, in the way of music and performances, by the Sevenoaks Players for example, as an ex member I must mention them, especially last month's super Sweet Charity at the Stag, and many concerts by our variety of orchestras.*

*There were lots of outdoor activities for the South East in Bloom and the Britain in Bloom competitions in which the Town did so well. As did my predecessors, I raised the Union Flag and also special occasion flags for national and local events throughout the year. Unfortunately, I wasn't able to raise the flag on Battle of Britain Memorial Day.*

*Remembrance Day last year was on a Friday and the Sunday Remembrance Day Parade was very well attended, as was the Christmas Lights Switch On, including the Pantomime cast, with as estimated audience of 10,000. All these regular annual occasions took place and knowing of our Town Clerk's efficiency I'm sure they're already planned with dates for the forthcoming year!*

*There were many activities in the town around Christmas, both before with the pantomime and Christmas Lights Switch On, and afterwards, with Chance to Dance at the Stag Theatre. Later on, March was a particularly busy month and probably will be so next spring.*

*My consort and I have also visited many other Mayors in Kent, Surrey, Sussex and London to make sure that they have heard of our town and to help them raise money for their charities, just as they have come to our events in Sevenoaks to help raise money for my charity, SAYT. The final event took place last Wednesday as you know, in the Stag Plaza, "An Evening with Gloria Hunniford and Christopher Biggins," which was very successful.*

*There have been many events for the town's charities, such as Guide Dogs for the Blind, or "Blind Dogs" as a local four-year-old described them! In April I did the Blindfold Walk which was at times slightly scary. It certainly made me appreciate my senses.*

*Richard and I have visited many schools and went to the local Scouts, Cubs, Beavers and Squirrels Weekend Camp, known as Mag Seven, a shortening of Magnificent Seven. The visit was a rather muddy occasion, although the second day was less muddy than the first one.*

*The most recent activities have been those connected with the Coronation. After many meetings and much hard work, the High Street was closed, the sun shone, the trestle tables appeared as if by magic and so did the people. Some came with just a chair or two and a basic picnic, some people dashed into one of the cafes and bought their food and drink, some families came with crowns and other exciting accessories and brought a Glyndebourne style*

*picnic, but there's no doubt that everyone there really enjoyed themselves. The Police, Army and Air cadets were out in force helping everywhere and were put to good use by Linda and others, the raffle happened as planned and it was a most spectacular day!*

*I have to mention our Town Crier, Chris Conlan, who has been a constant presence at our Town's events. I am especially grateful to Chris for helping me through large crowds and gatherings and whose stentorian tones made so many announcements.*

*May I take this opportunity Claire to wish for you a successful year as our Town's Mayor.*

*With the unrivalled help and support of Linda and all the Town Council staff I've had a simply wonderful year, with hundreds of memories to treasure for a long time to come."*

Mayor Shea thanked Rachel Parry for her many years' service as a Town Councillor and on her remarkable year as Sevenoaks Mayor during what was a historic year for the Town and nationally. She also thanked Richard Parry for his role as the Mayor's Consort.

Cllr Dr Canet welcomed Cllr Claire Shea and thanked her for taking office as the new Mayor on behalf of Sevenoaks Town Council. She commented that since moving to Sevenoaks in 2009, Cllr Shea and her family had immersed themselves in the town and its activities; she encouraged others to get involved and would be leading on the citizen led initiatives being planned. Cllr Dr Canet commented that we all want Sevenoaks to be as green, clean and as fair as possible and that Cllr Shea would lead on this work.

The Town Clerk presented the new Mayor with a gift of a plant.

The Mayor thanked her fellow councillors for her election to office, stating that it was an honour and a privilege and she was looking forward to working with them all for the good of the town. She hoped that it was not such an eventful year nationally and that it would be possible to focus on the town. She was looking forward to working with two local charities this year, Sevenoaks Welcomes Refugees and Sevenoaks Larder, both great organisations set up by local citizens to support the community in which we all live.

The Mayor thanked and paid tribute to those councillors who had recently left the Town Council (set out below). Gifts were presented to Nick Busvine, Roderick Hogarth, Rachel Parry, Richard Parry and Simon Raikes at the meeting. Gifts had been sent to those not in attendance.

Keith Bonin	Elected 2019	Vice-Chairman of Finance & General Purposes Committee
Nick Busvine	Elected 2012	Mayor 2019-2021 Chairman of Open Spaces & Leisure Committee Chairman of Stag Trustees
Andrew Eyre	Elected 2007	Mayor 2016-2017 Chairman of Stag Trustees for many years



		Chairman of Open Spaces & Leisure Committee and Sevenoaks Town Team Chairman
Roderick Hogarth	Elected 2007	Mayor 2013-2014 Deputy Mayor 2017-2018 Mayor 2018-2019
Tom Morris Brown	Elected 2019	
Rachel Parry	Elected 2015	Mayor 2022-2023 Chairman Youth Services Committee
Richard Parry	Elected 1999	Mayor 2002-2003 Mayor 2007-2008 Deputy Mayor 2011-2012 Mayor 2012-2013
Robert Piper	Elected 2003	Mayor 2005-2006 Chair of Finance & General Purposes Committee and Planning Committee for many years
Simon Raikes	Elected 2007	Mayor 2010-2011 Mayor 2014-2015 Chairman of Finance & General Purposes Committee Chairman of Planning Committee Chairman of Stag Trustees

**67     ELECTION OF DEPUTY MAYOR**

The Mayor invited nominations for the office of Deputy Mayor.

It was proposed by Cllr Camp and seconded by Cllr Clayton, that Cllr Libby Ancrum be elected to the office of Deputy Mayor for the ensuing year. There were no other nominations.

**RESOLVED** that Cllr Libby Ancrum be elected as Deputy Mayor.

**68     DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Mayor, Cllr Libby Ancrum, read aloud and signed the Statutory Declaration of Acceptance of Office.

The Mayor provided the Deputy Mayor with her badge of office and a gift of a plant.

**69     DECLARATIONS OF ACCEPTANCE OF OFFICE BY COUNCILLORS**

The Town Clerk reported that Declarations of Acceptance of Office had been signed and received from 15 councillors. She reported that Declaration had not been received from the 16<sup>th</sup> elected Councillor and that seat would therefore be subject to the election process.

**70     APOLOGIES FOR ABSENCE**

**RESOLVED:** to note and accept apologies received from Cllr Victoria Granville.

**71     REQUESTS FOR DISPENSATIONS**

**RESOLVED:** to note none had been received.

**72     DECLARATIONS OF INTEREST**

**RESOLVED:** to note none had been received.

**73     MINUTES OF COUNCIL MEETING – 24<sup>th</sup> April 2023**

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

**74     MINUTES OF PLANNING COMMITTEE – 2<sup>nd</sup> May 2023**

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

**75     MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE – 24<sup>th</sup> April 2023**

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

**76     APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES**

**RESOLVED:** that Standing Committees and Sub Committees be appointed as follows (Appendix A):

- Finance & General Purposes Committee
- Open Spaces & Leisure Committee
- Planning Committee
- Personnel Committee
- Community Infrastructure Committee
- Youth Services Committee
- Bat & Ball Centre Users Group

Other:

- Sevenoaks Town Team
- Sevenoaks Youth Council

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

It was agreed that the committee appointments set out in the report relating to the elected councillor who had not accepted office (See Minute 69 above) be marked as vacant, pending the outcome of the election process.

Revisions to the appointment of Chairman and Vice-Chairman of the Youth Services Committee set out in the circulated report were agreed at the meeting, as follows:

Chairman – Cllr Chloe Gustard

Vice-Chairman – Cllr Catherine Daniell

Members – Dr Marilyn Canet, Sally Layne, Gareth Willis

**RESOLVED:** that, subject to the amendments set out above, the report appointing Chairmen, Vice-Chairmen and Members of Standing and Sub-Committees be received and adopted. (Appendix B).

**78      REPRESENTATION ON OUTSIDE BODIES**

It was agreed that the appointment set out in the report relating to the elected councillor who had not accepted office (See Minute 69 above) be marked as vacant, pending the outcome of the election process.

**RESOLVED:** that, subject to the amendment above, the schedule of Representation on Outside Bodies be received and adopted (**Appendix C**):

**79      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**).

**80      SCHEDULE OF MEETINGS 2023/2024**

**RESOLVED:** that the Schedule of Meetings for 2023/2024 be received and adopted. (**Appendix E**)

**81      STANDING ORDERS 2023/2024**

**RESOLVED:** that Sevenoaks Town Council's Standing Orders 2023/2024 be approved and adopted (**Appendix F**)

**82      COUNCILLOR CODE OF CONDUCT**

**RESOLVED:** That Sevenoaks Town Council adopt the Local Government Association Model Councillor Code of Conduct 2020. (**Appendix G**)

**83      ANNUAL SUBSCRIPTIONS**

**RESOLVED:** that the schedule of Annual Subscriptions for 2023/2024 be received and agreed. (**Appendix H**).

**84      GENERAL POWER OF COMPETENCE**

**RESOLVED:** that the Town Council having 100% of its councillors elected on 4<sup>th</sup> May 2023 and having a Qualified Town Clerk (including S7 of CiLCA 2012) re-adopts the General Power of Competence.

**85      SEVENOAKS TOWN COUNCIL ANNUAL REPORT 2022/23**

**RESOLVED:** that the Town Council Annual Report 2022-23 be received and noted.

**86      GENERAL DATA PROTECTION REGULATION POLICIES [GDPR]**

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

**87      APPOINTMENT OF MAYOR'S CADET**

**RESOLVED:** that Able Cadet Scarlet Burgess, Westerham Sea Cadets, be appointed as the Mayor's Cadet for the 2023-2024 Civic Year. The Mayor presented her with the Mayor's Cadet Badge of Office.

**88      CIVIC EVENTS AND MAYOR'S ENGAGEMENTS 2022-2023**

**RESOLVED:** to note

- 1) the functions attended by the Mayor, Deputy Mayor or representative during 2022-2023
- 2) the Civic Events held during the 2022-2023 civic year

**89      PRESS RELEASE**

**RESOLVED:** that press releases be issued in respect of the election of Cllr Claire Shea as Sevenoaks new Mayor and the success of the Sevenoaks Neighbourhood Town Plan Referendum.

**90      BANK SIGNATORIES**

**RESOLVED:** that arrangements be made for the following current elected Councillors to be added as Sevenoaks Town Council bank signatories:

- The Mayor
- Chairman & Vice-Chairman of the Finance & General Purposes Committee
- Chairman of Community Infrastructure Committee
- Chairman of Open Spaces & Leisure Committee

The meeting closed at 7:46pm

Signed: ..... Date: .....  
Mayor

Sevenoaks Town Council Meeting - 12<sup>th</sup> June 2023

**Sevenoaks Town Council Co-Option Process / Policy**

Background

In May 2023 Sevenoaks Town Council had a full council of 16 Town Councillors democratically elected. 15 Town Councillors were Liberal Democrats, and 1 Town Councillor was Conservative who declined to fulfil the legal requirements to take up the post.

The non compliance with legal matters resulted in Sevenoaks Town Council having a Casual Vacancy and a requirement to follow the statutory process to fill the position.

On 19<sup>th</sup> May 2023 in accordance with Section 87(2) of the Local Government Act 1972 a public declaration was made that there was a vacancy for a Councillor of Sevenoaks Town Council for Northern Ward.

If by 9<sup>th</sup> June 2023 a request for an election to fill the said vacancy is made in writing to the Proper Officer (SDC) by TEN electors an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option. If an election is called, it will take place not later than 11<sup>th</sup> August 2023.

**RECOMMENDATION:** Sevenoaks Town Council adopts the attached Co-Option Policy and Procedure.

## Sevenoaks Town Council – Co Option Policy & Procedure

### Introduction

1. Co-option is the process by which a parish / town council selects a new Councillor when a vacancy exists on that Council that has not been filled by an electoral process.
2. Although the process for co-option is not prescribed in law, the Society of Local Council Clerks and the National Association of Local Councils provide best practice advice and guidelines, and this has been considered in this policy.
3. It is especially important that all applicants be treated alike so that the arrangements are seen as open, fair, and transparent.
4. The Co-option process to be used by Sevenoaks Town Council is as follows:
  - 4.1. Whenever the need for Co-option arises, Sevenoaks Town Council will seek and encourage applications from anyone in the town who is eligible to stand as a Town Councillor.
  - 4.2. Councillors or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for Co-option.
5. The Co-option policy will be reviewed every four years.

### Co-Option Policy

6. The advertisement to Co-opt will include:
  - 6.1 the method by which applications can be made
  - 6.2 the closing date for all applications, at least two weeks' notice to be given.
  - 6.3 a contact point to obtain more information
  - 6.4 show that further information is available electronically via the website, to include application forms and information about the roles and responsibilities of the council.
7. Existing Town Councillors may point out the vacancies and the process to any qualifying candidate(s).
8. Any candidate(s) found to be offering inducements of any kind will be disqualified.

Sevenoaks Town Council Meeting - 12<sup>th</sup> June 2023

9. Those seeking Co-option should apply to be Co-opted in writing to the Chief Executive / Town Clerk completing the prescribed form which will set out their reasons for standing and a confirmation that they meet the eligibility criteria. This must be supplied by the closing date for applications which will be at least 14 days prior to the decision meeting.
10. Eligibility of the candidate will be confirmed by Sevenoaks Town Council's Chief Executive / Town Clerk.

To qualify to be eligible to be a Town Councillor you must answer yes to the following.	
Are you a British citizen, a Commonwealth citizen, or a citizen of a member of the European Union Country?	Yes / No
Are you 18 or over?	Yes / No
Are you on the electoral register for Sevenoaks parish?	Yes / No
Have you lived either in the area covered by Sevenoaks Town Council parish, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the area covered by Sevenoaks Town Council for at least the last year?	Yes / No
Have you had your only or main place of work in the area covered by Sevenoaks Town Council for at least the last year?	Yes / No
To qualify to be eligible to be a Town Councillor you must answer no to the following.	
Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a Member of a local authority?	Yes / No

11. All eligible candidates will be invited, by letter, to attend the next full Sevenoaks Town Council meeting following the application deadline. If candidates are unable to attend, this meeting will not be rearranged. The Co-option will still take place and voting on this vacancy will be subsequently based on this meeting and the candidate application form.
12. All Town Councillors will receive copies of candidate applications, along with the summons to attend the next full Town Council meeting following the application deadline. Candidate names will be displayed on the agenda of the meeting at which the Co-option will occur. No other details apart from the candidates names will be displayed. Candidate applications are strictly confidential.
13. An agenda item will be set aside for candidates to make a brief verbal presentation to Town Councillors, outlining their relevant skills and experience. Each candidate will be allocated a maximum of three minutes. After presentations Town Councillors may ask candidates questions if considered necessary. These presentations and questions will be in public open session.
14. The Mayor will then request those Town Councillors present to nominate a candidate to become a Town Councillor. A Co-option to the Town Council is by Council resolution and require a proposer and seconder to progress to the voting stage.

**Sevenoaks Town Council Meeting - 12<sup>th</sup> June 2023**

15. The Mayor will then place the names of nominated candidates in alphabetical order and proceed to vote.
16. A current Town Councillor may request that a signed ballot is used. The Chief Executive / Town Clerk will prepare voting slips for this purpose.
17. Only Town Councillors present in person at the meeting may vote upon a person to fill the vacancy. Town Councillors will have one vote per vacancy to be filled.
18. If a candidate is a relative of a Town Councillor, that Town Councillor should declare a prejudicial interest and withdraw from the meeting.
19. A successful candidate must have received an absolute majority vote by those Town Councillors present.
20. It follows that if there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again. This process must if necessary be repeated until an absolute majority is obtained.
21. The Mayor has the casting vote if necessary.



## Sevenoaks Town Council Co-Option Form

### Sevenoaks Town Council Co-Opted Councillor Person Specification

#### Personal Attributes

- Sound knowledge and understanding of local affairs and the local community
- Forward thinking
- Can bring a skill, expertise, or key local knowledge to the Council.

#### Experience, Skills, Knowledge, and Ability

- Ability to listen constructively
- A good team player
- Ability to pick up and contribute to a variety of projects
- Solid interest in local matters
- Ability and willingness to represent the Council and their community
- Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others point of view and accept majority decisions.
- Ability to communicate succinctly and clearly
- Ability and willingness to work closely with other Councillors and to maintain good working relationships with all Councillors and staff
- Ability and willingness to undertake relevant training
- Basic knowledge of issues relating to town and parish councils or local authorities.

#### Circumstances

- Ability and willingness to attend meetings of the Council, normally Monday evenings and or meetings of other local authorities and organisations as may be necessary.

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web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

Town Clerk

## SEVENOAKS TOWN COUNCIL CO-OPTION APPLICATION FORM

Full name	
Home address including postcode	
Telephone number	
Mobile Number	
Email	

### LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR

(To qualify you must be able to answer 'Yes' to the questions below)

Are you a British citizen, a Commonwealth citizen, or a citizen of a member of the European Union Country?	Yes / No
Are you 18 or over?	Yes / No
Are you on the electoral register for Sevenoaks parish?	Yes / No
Have you lived either in the area covered by Sevenoaks Town Council parish, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the area covered by Sevenoaks Town Council for at least the last year?	Yes / No
Have you had your only or main place of work in the area covered by Sevenoaks Town Council for at least the last year?	Yes / No

(You must be able to answer No to all the questions below)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a Member of a local authority?	Yes / No

*Please briefly outline why you are interested in becoming a Sevenoaks Town Councillor?*

*Please tell us something about the life experience and skills you will bring to the Council, for example, work in the voluntary or charitable sector.*

*What would you like to achieve as a Councillor?*

*Are there any questions you would like to ask the council about your application or the role of councillor?*

Signed ..... Dated .....

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Sevenoaks Town Council Meeting - 12<sup>th</sup> June 2023

**Boundary Lines between Council and 53 Bradbourne Vale Rd**

The owners of the Council's neighbouring property are involved in negotiations to sell their property, this has led to a need for a clarification of the registered boundary between the two sites. Unfortunately, the HM Land Registry boundaries do not coincide with the boundaries on the ground.

The owner of the neighbouring property has asked to buy the small piece of land (shown on map hatched in green), from the Council, he and council officers believe he already owned and has occupied.

The land is within his brick wall and steps out with a brick-built BBQ. For the Council to sell any land e.g., disposing of a public asset is a complicated process involving Secretary of State approval.

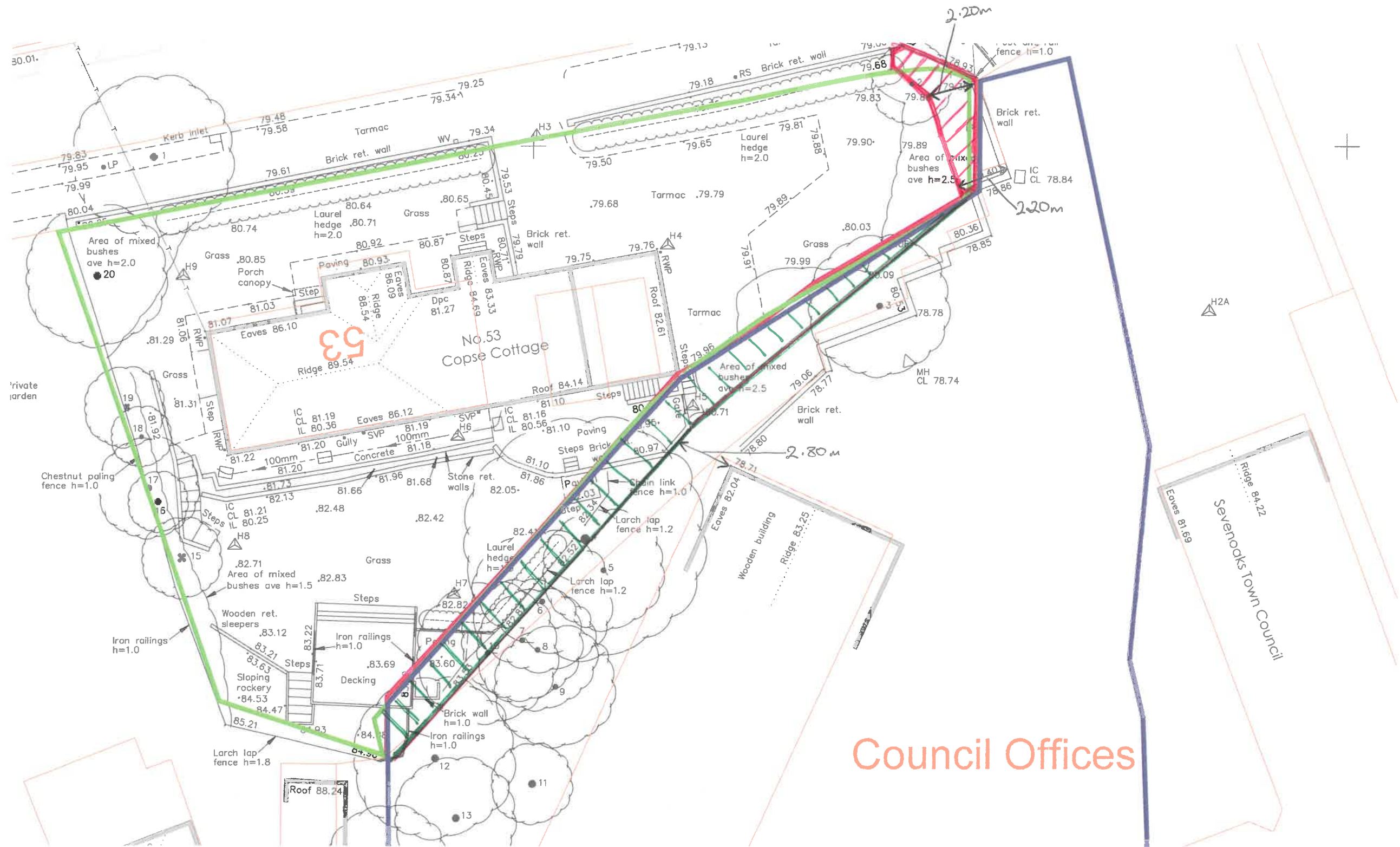
There is a small area of land (shown on map outlined in red) at the entrance of the Council site which although used and maintained by the Council is owned by the neighbour but lies outside his boundary fence. This would be useful to the Council as it would enable them to install a good size sign to the entry of the site, a long-term plan.

The suggestion has therefore been made that the two landowners have a legally arranged land swap to the benefit of both parties.

All legal fees will be met by the owner of the neighbouring property.

Warners Solicitors have prepared the legal agreement which is available to review on request.

**RECOMMENDED:** Sevenoaks Town Council sign the legal agreement enabling the land swap as identified in the legal agreement.



Council Offices

Sevenoaks Town Council

KAC

Sevenoaks Town Council – 12<sup>th</sup> June 2024

## Events Attended – 2023/2024

Mayor: Councillor Claire Shea

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 10.30	13 May	Darent Valley Photographic Exhibition at Bat & Ball Station	Mayor & Deputy
Thur 5.45	18 May	Meet and Greet Friends of Pontoise at Bat and Ball Centre	Deputy
Fri 7.00	19 May	Friends of Pontoise Gala Dinner in the Harry Garrett Hall	Mayor & Cllr Varley
Sat 7.00	20 May	Sevenoaks Welcomes Refugees – Concert in Ship Theatre, Walthamstow Hall	Deputy
Sun 7.30	21 May	Sevenoaks Symphony Orchestra – Concert at the Pamoja Hall	Mayor & Guest
Mon 9.00	22 May	Opening of the new Specsavers Store	Mayor
Thur 10.30	25 May	Mayor of Maidstone – Scenic Cruise & Tour of Allington Castle	Mayor & Guest
Sat 10.00	27 May	Presentation of Shield to Billy Westley – 40 Years as a stallholder in the Market	Mayor & Cllr Clayton
Sun 10.30	28 May	Sevenoaks Indoor and Outdoor Bowls Club – Big Bowls Weekend	Mayor



## 2023 – 2024

### The Mayor of Sevenoaks Councillor Claire Shea Provisional Dates for Mayoral Events

<b>May/June 2023</b>  24 <sup>th</sup> June Armed Forces Day	<b>July 2023</b>	<b>August 2023</b>
<b>September 2023</b>  3 September Merchant Navy Day	<b>October 2023</b>	<b>November 2023</b>  Saturday 11 November Armistice Day  Sunday 12 November Remembrance Day Tree Planting
<b>December 2023</b>	<b>January 2024</b>	<b>February 2024</b>
<b>March 2024</b>  8 March International Women's Day Lunch  Monday 11 March Commonwealth Day  Quiz Night Saturday 16 March	<b>April 2024</b>  End of Term Reception  Tour of Knole House	<b>May 2024</b>