

20<sup>th</sup> February 2024

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 26<sup>th</sup> February 2024 at 7.00 pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: Youtube link: <https://youtube.com/live/KuxdHNg8E3s?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](http://sevenoakstown.gov.uk) or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. 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	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive and note apologies for absence.	—
2	<b><u>REQUESTS FOR DISPENSATIONS</u></b> 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).	—
3	<b><u>DECLARATIONS OF INTEREST</u></b> To receive any declarations of interest from members in respect of any items of business included in this report.	—

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

4	<p><u>MINUTES OF PREVIOUS MEETING</u> To receive, adopt and sign the Minutes of the Meeting of the Sevenoaks Town Council held on 15<sup>th</sup> January 2024 as a true record.</p>	Attached
5	<p><u>MINUTES OF COMMITTEES</u> Council is asked to consider and adopt the Minutes of the following Committee meetings:</p> <p>5.1 <u>Planning Committee</u></p> <ul style="list-style-type: none"> <li>• 22<sup>nd</sup> January 2024</li> <li>• 5<sup>th</sup> February 2024</li> <li>• 19<sup>th</sup> February</li> </ul> <p>5.2 <u>Finance &amp; General Purposes Committee</u></p> <ul style="list-style-type: none"> <li>• 15<sup>th</sup> January 2024</li> </ul> <p>5.3 <u>Youth Services Committee</u></p> <ul style="list-style-type: none"> <li>• 24<sup>th</sup> January 2024</li> </ul> <p>5.4 <u>Open Spaces &amp; Leisure Committee</u></p> <ul style="list-style-type: none"> <li>• 12<sup>th</sup> February 2024</li> </ul>	Copies circulated separately and available on request
6	<p><u>SCHEME OF DELEGATION (INCLUDING COUNCIL &amp; COMMITTEES TERMS OF REFERENCE)</u></p>	Attached
7	<p><u>LONGSPRING WOODS</u> To consider outcome of Pledge Campaign and possible purchase of Longspring Woods.</p>	To Follow
8	<p><u>REPORTS TO COUNCIL – STC REPRESENTATIVES ON EXTERNAL ORGANISATIONS</u> To note the following: Cllr Dixon advised that on 10th February, the Deputy Mayor attended the Friends of Rheinbach New Year's Dinner accompanied by Cllrs Canet, Skinner, and Dixon.</p>	–
9	<p><u>MAYOR'S ENGAGEMENTS</u> To receive and note:</p> <ol style="list-style-type: none"> <li>a) the functions attended by the Mayor or her representative up to 20<sup>th</sup> February 2024</li> <li>b) the forthcoming Civic Events being organised by the Mayor during 2023/2024</li> </ol>	Attached  Attached
10	<p><u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.</p>	–

**Sevenoaks Town Council**  
**Minutes of the Town Council Meeting held on 15<sup>th</sup> January 2024**

**Held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG**

Livestreamed and available to view on YouTube until approved by Council:

<https://youtube.com/live/sYcTSDx-6EE?feature=share>

**Meeting Commenced:** 8.31 p.m.

**Meeting Concluded:** 8.57 p.m.

Cllr Claire Shea, <b>Mayor</b>	Present		Cllr Chloe Gustard	Present
Cllr Libby Ancrum, <b>Deputy Mayor</b>	Present		Cllr Sally Layne	Present
Cllr Sue Camp	Present		Cllr Lionel O’Hara	Apologies
Cllr Dr Marilyn Canet	Present		Cllr Lise Michaelides	Present
Cllr Tony Clayton	Present		Cllr David Skinner OBE	Present
Cllr Catherine Daniell	Apologies		Cllr Nick Varley	Present
Cllr Peter Dixon	Present		Cllr Nigel Wightman	Present
Cllr Victoria Granville	Present		Cllr Gareth Willis	Apologies

**In Attendance:** Town Clerk, Responsible Finance Officer/Deputy Town Clerk, Senior Committee Clerk and Planning Committee Clerk.

**Members of Public in Attendance:** None

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

**614 Apologies for Absence**

Apologies for Absence were received and accepted as shown above.

**615 Requests for Dispensations:** none received.

**616 Declarations of Interest:** none received.

**617 Minutes of the Meeting of Sevenoaks Town Council held on 11<sup>th</sup> December 2023**

**RESOLVED:** to accept and sign the minutes of the Meeting of Sevenoaks Town Council held on 11<sup>th</sup> December 2023 as a true record.

**618 Minutes of Committees**

**Planning Committee**

**RESOLVED:** To receive and adopt the minutes of the meetings of the Planning Committee held on 18<sup>th</sup> December 2023 and 8<sup>th</sup> January 2024 as true records.

**619 Sevenoaks Town Council Precept Recommendation for 2024 -2025**

The Town Council received and noted the recommendation unanimously agreed at the meeting of the Finance & General Purposes Committee meeting held immediately prior to this Council meeting [*Minute 609, F&GP 15.01.24 refers*].

**Sevenoaks Town Council**  
**Minutes of the Town Council Meeting held on 15<sup>th</sup> January 2024**

It was noted that the precept recommendation would enable the Town Council to maintain all services currently delivered; to increase its grant budget for local organisations; support youth services in the town; and include Living Wage and Minimum Wage increases.

Officers and Councillors involved in the preparation of the budget were thanked for their hard work.

**RESOLVED:** That the Town Council approve the precept recommendation of £1,437,614 for 2024-2025 which is a 4.9% increase to the 2023-24 precept resulting in a Band D equivalent household rate of £145.33 per year, which equates to £2.79 per week an 11p increase per week.

**620 Community Investment Plan 2023 - 2027**

The Town Council considered the draft Community Investment Plan 2023-2027

A few typographical errors were identified.

**RESOLVED:** that, subject to the amendment of typographical errors identified, the Community Investment Plan 2023-2027 be approved and adopted.

**621 Appointment of Leader and Deputy Leader of Sevenoaks Town Council**

At the meeting of the Town Council held on 27<sup>th</sup> November (*Minute 522 refers*), the process and protocol for the appointment of a Leader and Deputy Leader for the Town Council was adopted.

Consideration was given to formally appointing councillors to those roles.

It was proposed by Cllr Wightman and seconded by Cllr Camp, that Cllr Tony Clayton be elected to the office of Leader of Sevenoaks Town Council.

**RESOLVED:** that Cllr Tony Clayton be elected Leader of Sevenoaks Town Council.

It was proposed by Cllr Camp and seconded by Cllr Varley, that Cllr Nigel Wightman be elected to the office of Leader of Sevenoaks Town Council.

**RESOLVED:** that Cllr Nigel Wightman be elected Deputy Leader of Sevenoaks Town Council.

**622 Reports to Council: Town Council Representatives on External Organisations**

**RESOLVED:** To note the reports on the Friends of Rheinbach and the Darent Valley Community Rail Partnership

**623 Mayor's Engagements**

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

- a) functions attended by the Mayor or her representative up to 24<sup>th</sup> December 2023; and

**Sevenoaks Town Council**  
**Minutes of the Town Council Meeting held on 15<sup>th</sup> January 2024**

b) forthcoming Civic Events being organised by the Mayor during 2023-24

**624 Press Releases**

**RESOLVED:** That a press release be issued in respect of

- 2024/2025 Precept
- Community Investment Plan 2023-2027

There being no further business the Mayor closed the meeting.

Signed .....

Mayor

Dated .....

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**Scheme of Delegation  
(including Council & Committees  
Terms of Reference)**

Approved by Council: 26<sup>th</sup> February 2024

Review following each election or if change of Committee structure.

## SCHEME OF DELEGATION

**By this Scheme of Delegation, the Council in pursuance of its powers under section 101 of the LGA 1972 Local Government Act and in pursuance of its powers under section 15 of the LGA 2000 Local Government Act, General Power of Competence Localism Act 2011 and to the extent of their respective powers authorising the Proper Officer (Chief Executive / Town Clerk) and Responsible Financial Officer / Deputy Town Clerk, Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.**

**The intention of the Scheme of Delegation is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that Officers are given power over the day to day administration and operation of the Council.**

**Sevenoaks Town Council is accredited with the General Power of Competence and a Local Council Gold Award status, Investor in People and a Civility and Respect Pledge.**

### Proper Officer (Chief Executive / Town Clerk) – Duties and Powers

The Proper Officer of the Council has statutory duties which are set down in legislation.

The Chief Executive / Town Clerk is the Proper Officer of the Council and as such is specifically authorised to:

- i) Receive Declarations of Acceptance of Office
- ii) Receive and Record notices from Councillors of Disclosing Interests
- iii) Receive, Retain and process plans and documents
- iv) Sign notices or other documents on behalf of the Council
- v) Sign and issue summonses to attend meetings of the Council and Committees
- vi) Give public notice of the time, place, and agenda at least three clear days before a meeting of the Council or Committees (provided that the public notice with agenda of an Extra Ordinary meeting of the Council convened by Councillors is signed by them)
- vii) Convene a meeting of the Council for the election of a new Mayor and Deputy Mayor of the Council.

In addition, the Chief Executive / Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- i) The day to day administration and operation of services, together with routine inspection and control.
- ii) Day to day supervision and control of all staff employed by the Council
- iii) Authorisation of routine expenditure within the agreed budget.
- iv) Emergency expenditure up to £10,000 outside of the agreed budget in consultation with the Chair and Vice Chair of Finance & General Purposes Committee.



- v) Project Manage and associated expenditure on projects approved by the Council and up to budget approved.

Delegated actions of the Chief Executive / Town Clerk shall be in accordance with Legislation, Standing Orders, Financial Regulations and this Scheme of Delegation and Committee Terms of Reference with directions given from the Council from time to time.

Delegated Authority is given to Council Officers to make decisions on behalf of the Committees, in the case of the Chief Executive / Town Clerk full Council, **on urgent matters between meetings**. These decisions are to be made after consultation with Councillors.

### **CHIEF EXECUTIVE / TOWN CLERK EMERGENCY DELEGATED AUTHORITY**

In extreme cases for example the Covid pandemic lockdown Emergency Delegated Authority is required for the Chief Executive / Town Clerk (Deputy Town Clerk) to enable the day to day operation of Sevenoaks Town Council to continue to operate within legislation when the Council cannot meet in person and a legal alternative is not available.

The following is an example of the delegation used in such circumstances.

#### **Council Meeting 23<sup>rd</sup> March 2020 Minute 567 ii)**

**RESOLVED:** To agree emergency measures that if it was not possible to convene a meeting of the Council or Committee in reasonable time or where restrictions are in place, the Town Clerk (and Deputy Town Clerk) shall have delegated authority under s.101 of the Local Government Act 1972 to make decisions on behalf of the Council where such decision cannot be reasonably deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The Town Clerk will further consult with the Mayor for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decision made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

### **RESPONSIBLE FINANCE OFFICER**

The Responsible Financial Officer within the meaning of the Accounts and Audit Regulations 1996 and subsequent legislation shall be responsible for the Town Council accounting procedures and financial governance in accordance with the Council's Financial Regulations in force at any given time.

The Responsible Financial Officer as Deputy Town Clerk will also assume the Town Clerk's role if there is an absence and need.

The Responsible Financial Offer has delegated authority for day to day responsibility for:

- Fiscal Governance
- Accounts Management
- Budget & Financial Monitoring / Predictions
- Insurance
- Financial Risk Management
- Internal Financial Controls
- External & Internal Audits
- Payroll & Pensions administration
- VAT
- Performance of Finance Team
- Financial Transparency

### 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 Mayor, Deputy Mayor, Leader, Deputy Leader
- (e) Appointment of Committees, Chairmen and Vice Chairmen thereof
- (f) Appointment of Representatives on Outside Bodies
- (g) Annual Subscriptions
- (h) 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.

All Councillors regardless of whether they are on a Committee will receive all Agendas, Supporting

Papers, and Minutes.

### **FINANCE & 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 Team
  - (xiv) Assets including Bat & Ball Centre, Bat & Ball Station, Business Hub
  - (xv) Christmas Lighting & Town Centre Events/Festivals
  - (xvi) Markets

### **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

### **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

- (i) 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:-
  - (1) Car Parks and car parking charges
  - (2) Public Transport Services associated with the Town
  - (3) Any proposed Motorway Interchanges affecting the Town
  - (4) Rail Services
  - (5) Air transport
- (j) 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
- (k) All matters relating to road safety
- (l) Conservation Areas and Environmental Improvements except where relating to Town Council land and properties
- (m) Formation of Neighbourhood Plans (& Masterplans)
- (n) 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 need meeting of the Town Council if sooner.

## 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 Health and Safety Matters

### **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.

### **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) The Youth Services Committee may co-opt non-voting members to the Committee, including two Youth Councillors.
- (f) Meetings of the Youth Services Committee normally to be held after Youth Council meetings.
- (g) A quorum of the Youth Services Committee will be three voting (elected) members
- (h) Have executive authority to award Youth Grants to the

- (i) The Youth Services Sub Committee shall be constructed as follows:-

A minimum of six Town Councillors one of whom shall be the Chair to be appointed at the Annual Meeting of the Town Council, plus the Chair or Vice-Chair of the Finance & General Purposes Committee and the Town Mayor (both ex-officio). The Youth Sub Committee is to increase its youth membership from members of the Youth Council and other organisations.

- (j) Co-opted members

Members to be invited from other youth groups i.e.

- i) Sevenoaks Youth Council
- ii) Other Youth Groups
- iii) Hillingdon & Greatness Youth Forum
- iv) Sevenoaks Area Youth Trust
- v) West Kent Housing Association
- vi) Community Safety Team

- (k) All Co-Opted members of the Committee would not be voting members; it is hoped most decisions would be agreed by consensus and will serve for a period of one year but can be re-elected.

- (l) Finance

- (i) The Youth Services Committee shall act within the budgets associated with its activities for:

- Youth Council
- HitB Youth Café
- Youth Grants

- (ii) The Youth Services Committee shall have executive authority to determine grant awards up to and provided the amount is within the allocated Youth Grants annual budget.

- (iii) Recommendations on Grants exceeding the Youth Grants annual budget will be made to the Finance & General Purposes Committee.

- (iv) The Committee shall not normally support 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.

**BAT & BALL CENTRE / STATION USER GROUP**

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

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

- (a) Membership will consist of the following representatives: -
  - (i) 2 Town Councillors
  - (ii) User Groups

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

- (b) The Council will invite organisations who use the centre to nominate representatives to the Group to ensure community input to the Bat & Ball Centre and to the Bat & Ball Station
- (c) A Councillor is to be elected annually as Chair of the User Group, together with one other Councillor. Should the Chair 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 normally meet two times per year
- (f) The Town Council may consult the User Group, as appropriate, about any projects relating to the Bat & Ball Centre and Bat & Ball Station.
- (g) A quorum will be the Chair, or in their absence, a 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 Chair, if necessary, will have a casting vote.
- (j) Notes of meetings to be reported to the Finance & General Purposes Committee



## **MAYOR OF SEVENOAKS TOWN**

Sevenoaks Town Council is a small local authority which does not have the legal powers to operate with a 'portfolio' system as per larger local authorities. Decisions are made in a transparent manner in public by being placed on an agenda and discussed and a decision made within Council or a Committee meeting.

The Mayor is not directly elected and is chosen at the May Annual Meeting from the sixteen elected members. It is normal protocol for the Deputy Mayor to become Mayor Elect.

The Mayor is responsible for Chairing the full Council meetings in a fair and transparent manner and summarising decisions that have been made. If required, the Mayor will have a casting vote.

In addition, the Mayor is a non-voting member of all Committees and will Chair the Annual Town Public Meeting and any other Public Meetings which could be called.

The Mayor does not have any executive powers to instruct staff, and or make decisions between meetings.

The Mayor represents the Council at civic and public events.

## **CHAIR OF COMMITTEES**

Sevenoaks Town Council is a small local authority which does not have the legal powers to operate with a 'portfolio' system as per larger local authorities. Decisions are made in a transparent manner in public by being placed on an agenda and discussed and a decision made within a Committee.

The Chair is responsible for Chairing the Committee in a fair and transparent manner and summarising decisions that have been made. If required, the Chair of the Committee will have a casting vote.

The Chair does not have any executive powers to instruct staff, and or make decisions between meetings.

## LEADER & DEPUTY LEADER OF THE COUNCIL PROCESS & PROTOCOL

In the unusual situation where all councillors on Sevenoaks Town Council are from a single party, to ensure transparency, clarity, and accountability in the way the Council operates, for life of the current Council the following Process & Protocol for Sevenoaks Town Council Leader and Deputy Leader has been adopted and will be reviewed at each Annual Meeting in May.

### PROCESS

#### Leader of the Council

1. The Annual Council Meeting may elect a Councillor as Leader of the Council, at the same time they may elect a Deputy Leader of the Council.
2. The Leader of the Council may be replaced at any meeting of Full Council. Motion to replace the Leader must be notified in the Agenda.
3. The Leader of the Council will usually be the Leader of the largest political group of Councillors.
4. The Leader is the most senior Councillor of the Council politically. The Leader will lead the decision-making process at Councillor level and liaise with the Town Clerk on those issues, forward plans and matters of policy or strategic direction. The Leader has no legal status or civic and ceremonial responsibilities.
5. The Town Clerk may use the Leader and Chairs of Committees as a 'sounding board' in advance of formal consideration of any matter to assist in gauging likely Councillor reaction to a proposal,
6. The Deputy Leader can deputise for any actions normally carried out by the Leader.

### LEADER PROTOCOL

#### Introduction

This protocol aims to ensure that the Leader and the Town Clerk are guided by a set of ground rules designed to maintain high standards of public accountability, mutual respect, and an understanding of the Council's decision-making structures. If a Deputy Leader has been elected, this protocol shall also apply when the Deputy is acting in place of the Leader.

#### 1. General Principles

- i) In accordance with the Statutory Code of Conduct, the Leader must not use Council resources for party political purposes. The Leader must uphold the political impartiality of the Town Clerk, and not ask the Town Clerk to act in any way which would conflict with the Council's Officer Professional Code of Conduct, Protocol on Member / Officer relationships, or Conditions of Service.
- ii) The Leader does not have line management responsibilities for the Town Clerk and should not issue management instructions to the Town Clerk.
- iii) Where a decision is required following discussion between the Leader and the Town Clerk, the matter will be submitted to Council or a Committee for consideration, unless the matter is already delegated to the Town Clerk in consultation with the Leader.
- iv) Matters wholly within the responsibility of the Town Clerk, or which have been delegated to the Town Clerk without consultation requirements, may still be discussed between the Leader and the Town Clerk.
- v) In undertaking their roles, the Leader and Town Clerk should respect the following principles:

**Principle 1** As a 'visible' and accountable elected representative, with defined responsibilities, the Leader will need to be properly briefed on all significant aspects of the work of the Council. The Town Clerk should ensure a proper information flow so as to ensure that the Leader can effectively 'lead'.

**Principle 2** Good communications can be best achieved through planned and programmed meetings and briefing arrangements. On the basis that the Town Clerk should be ensuring that the information needs of the Leader are met. The Leader, should in turn, seek to avoid making requests for unanticipated briefings.

**Principle 3** The Leader (and all the Councillors) should channel significant requests for information, advice, and other support via the Town Clerk (or in absence Deputy Town Clerk – in which case the Town Clerk will be copied into requests). Other arrangements may apply as agreed and established between the Leader and the Town Clerk. The Leader shall not approach other staff directly with requests for information (except in the cases of emergency in the absence of the Town Clerk and Deputy Town Clerk) or seek to commission work from individual staff, as this may confuse day-to-day line management accountabilities.

**Principle 4** The Leader may work with the Town Clerk and or the other senior managers in the development of policies and programmes.

**Principle 5** All Councillors have collective responsibility to the Council for the conduct of employment policy, and the Council acts as the employing body for all Council staff. Employment policies, having been set by the Council, are implemented via the Town Clerk.

**Principle 6** When a report to Committee or Council is being prepared, the Leader is entitled to discuss issues with the Town Clerk and with other officers concerning the contents of such reports and the framing of recommendations. Whilst the Leader may wish

to make suggestions on content and drafting, the Leader should not attempt to edit out or override any content of reports which the Town Clerk or other officer feels is important to put before the Council.

**Principle 7** When the Leader (and all Councillors) wish to put forward proposals of their own, it is the responsibility of the Councillor (via the Town Clerk) to produce a report to the relevant Committee for consideration. The Town Clerk may wish, and has a right, to add comments to such reports.

**Principle 8** The Town Clerk, managers and other officers exercise statutory functions and have individual responsibilities. The Leader should understand and respect these roles.

## **2 The Leader and Fellow Councillors**

- i) The distinctive role of the Mayor, Committee Chairs and Councillors are already well established at the Town Council.
- ii) The Leader should ensure to consult as necessary with colleagues in the early stages of formulating proposals. Committee Chairs, in particular, should be consulted on issues relevant to their Committee and the Mayor should be involved in any civic related matters or issues which may affect the conduct of Council meetings.

**Principle 9** nothing in these arrangements shall infringe:

- The right and duty of each individual councillors to speak and vote according to their best judgement
- The right of all councillors to information and guidance from Council officers, or
- The duty of Council officers to support each councillor with equal consideration

Sevenoaks Town Council – 26<sup>th</sup> February 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
Tues 5.00	6 June	Birketts informal drinks and canapes evening	Mayor
Sun 3.00	11 June	Church of Scientology, Saint Hill Manor – Shakespeare Open Air Theatre – A Comedy of Errors	Mayor & Guest
Tues 4.00	13 June	Presentation of Safari Voucher at Bat & Ball Sports	Mayor
Tues 6.00	13 June	Thank You Event for Sevenoaks Town Neighbourhood Plan	Mayor
Mon 10.30	19 June	Sevenoaks DC – Fly the Flag for Armed Forces Day	Mayor
Tues 8.00	20 June	Sevenoaks Welcomes Refugees – Film Night “The Breadwinner” at the Stag	Mayor
Thurs 7.30	22 June	Annual General Meeting – League of Friends of Sevenoaks Hospital	Mayor
Sat 6.30	24 June	Sevenoaks Three Arts Festival – Festival Cup Winners Concert at Walthamstow Hall	
Sun 6.45	25 June	Chance to Dance – Summer Performance at the Stag	Deputy Mayor
Wed 11.30	28 June	Kippington Nursing Home – Open week	Mayor
Thur 2.00	29 June	Weald Heights Care Home – Summer Festival	Mayor
Fri 9.45	30 June	South & South East in Bloom Judging	Mayor
Sat 7.00	1 July	D’Vine Singers – Community Concert	Deputy Mayor
Sat 1.00	1 July	Sevenoaks Primary School – Colour Fest & Colour Run	Mayor
Sat 7.30	1 July	Sevenoaks Philharmonic Choir and Sevenoaks Symphony Orchestra – Verdi’s Requiem at the Stag	Mayor
Sun 5.30	2 July	Kentish Opera – Opera Gala at Chiddingstone Castle	Mayor

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Day & Time	Date	Organisation & Event/Venue	Attending
Mon 10.30	3 July	Rockdale Housing Assoc – Garden & Tour/Art & Craft Exhibition by residents	Mayor
Sat 5.00	8 July	Sevenoaks Sings – Picnic on the Vine	Mayor
Thurs 5.30	13 July	Knole Academy – Production of Little Shop of Horrors	Deputy
Sun 4.00	16 July	Mayor of Swanley – Meal at The Thai Emperor	Mayor
Sat 7.30	29 July	The Lydian Orchestra – Summer Concert	Deputy & Guest
Mon 10.00	31 July	Family Fun Day at Greatness Recreation Ground	Mayor
Tues 2.00	22 Aug	Goldilocks and Friends at the Bat and Ball Centre	Mayor
Wed 2.00	23 Aug	Goldilocks and Friends at Pontoise Park	Mayor
Thurs 2.00	24 Aug	Goldilocks and Friends at Greatness Recreation Ground	Mayor
Fri 11.00	25 Aug	Crufts event at Weald Heights Care Home	Deputy
Fri 2.00	25 Aug	Goldilocks and Friends at The Vine Gardens	Deputy
Fri 6.00	25 Aug	Mayor of Swanley – 40 <sup>th</sup> Anniversary Firework Event	Deputy + 1
Fri 9.45	1 Sept	Chairman SDC – Fly the Red Ensign for Merchant Navy Day	Mayor
Mon 1.00	4 Sept	Rockdale Housing Assoc. 75 <sup>th</sup> Anniversary Celebration	Mayor
Mon 10.00	4 Sept	Mayor of Hawkinge – Visit Battle of Britain Museum	Deputy +1
Wed 12.00	6 Sept	Photoshoot with Panto Cast	Mayor
Fri 8.50	8 Sept	Sevenoaks D C – Fly the 999 Day Flag	Mayor
Sat 2.00	9 Sept	Bradbourne Residents Association – Picnic in the Park	Mayor
Sun 2.00	10 Sept	Garden Party at the Bat and Ball Centre	Mayor
Sun 6.00	10 Sept	Stag Youth Theatre project – Film in a week	Mayor + 1
Wed 11.00	13 Sept	Mayor of Medway – Call the Midwife Tour at Chatham Dockyard	Mayor + 1
Wed 6.00	13 Sept	Final meeting of the youth Council 2021 – 2023	Mayor
Fri 10.00	15 Sept	Guide Dogs for the Blind – Blindfold Walk	Mayor
Mon 1.00	18 Sept	Visit to Sevenoaks School – Tour of the campus with the Headmaster, Jesse Elzinga	Mayor
Fri 5.30	22 Sept	Chairman SDC – Tour of the Eden Valley Museum	Mayor
Fri 10.00	29 Sept	South & South East in Bloom Awards at Wisley	Mayor + 1
Tues 7.00	3 Oct	Sevenoaks Counselling – Annual Open Meeting	
Wed	4 Oct	Sevenoaks Chamber of Commerce – Networking meeting at the Bat and Ball Centre	Mayor
Mon 10.00	9 Oct	Judge entries to the Christmas Lights Competition	Mayor
Fri 9.30	13 Oct	Mayor of Tunbridge Wells – Charity Clay Shoot	Mayor & Guest
Sat 5.30	14 Oct	Mayor of Faversham – Carnival and Torchlight Procession	Mayor & Guest
Wed 2.00	18 Oct	Gloucester House Care home – Opening of the Reminiscence Shops	Mayor
Fri 6.00	20 Oct	Sevenoaks Business Awards at the Bat and Ball Centre	Mayor

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<b>Day &amp; Time</b>	<b>Date</b>	<b>Organisation &amp; Event/Venue</b>	<b>Attending</b>
Tues 2.00	24 Oct	Weald Heights Care Home – Understanding Dementia	Mayor
Tues 11.00	24 Oct	Opening of the refurbished Greatness Skate Park	Mayor
Wed 6.00	1 Nov	First youth Council Meeting following the Elections	Mayor
Sat 6.00	4 Nov	Sevenoaks Indian Community -Diwali Party at the Bat and Ball Centre	Mayor
Mon 7.00	6 Nov	Mayor of Maidstone – Charity Dinner at Bliss Bar and Restaurant	Mayor +
Thurs 6.00	9 Nov	Cook – Informal Gathering	Deputy Mayor
Sat 11.00	11 Nov	Armistice Day – Laying Crosses at Greatness Cemetery	Mayor
Sun 11.00	12 Nov	Remembrance Sunday	Mayor
Thurs 2.00	16 Nov	Mayor of Faversham – Visit to the Kent Police Museum and Faversham Charters & Magna Carta	Mayor + 1
Sat 7.00	18 Nov	Mayor of Medway – Evening of Nepalese Culture and Cuisine	Mayor + 1
Sun 3.00	19 Nov	Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	Mayor
Fri 6.00	24 Nov	Christmas Lights Switch-on	Mayor
Sat 2.00	25 Nov	Bradbourne Residents Association – Open New Duck Feeder at Bradbourne Lakes Park	Mayor
Sat 7.00	25 Nov	Sevenoaks Lions Charter Dinner at Wildernesse Golf Club	Mayor + 1
Sun 10.30	26 Nov	Sevenoaks Welcomes Refugees Winter Party	Mayor
Sun 11.00	26 Nov	West Heath School Christmas Fair	Mayor
Wed	29 Nov	Mayor of Margate – Private conducted tour of Hornby Hobbies	Mayor + 1
Sat 7.30	2 Dec	Sevenoaks Philharmonic Choir Ceremony of Carols at St Nicholas Church, Sevenoaks	Mayor + 1
Sun 6.00	3 Dec	Mencap Carols and Mince Pies in the Mencap Hall	Mayor
Mon 7.00	4 Dec	Community Carols involving groups across Sevenoaks including PHAB, Primary Schools and WKM Skiffle at St Luke’s Church	Mayor
Tues 11.00	5 Dec	Judging of the Best Dressed Christmas Window	Mayor
Sun 6.00	10 Dec	Stag Pantomime – Jack & the Beanstalk	Mayor
Tues 10.00	12 Dec	Presenting Awards for the Best Dressed Window	Mayor
Tues 12.30	12 Dec	Call in to Staff Christmas Meeting to wish them a Merry Christmas	Mayor
Wed 12.00	13 Dec	Tree Planting at Greatness Recreation Ground	Mayor
Thurs 2.00	14 Dec	Tree of Hope Fundraising Carol Service at St Nicholas Church	Mayor + 1
Fri 12.30	15 Dec	Sevenoaks Almshouses Christmas Lunch	Mayor

Sevenoaks Town Council – 26<sup>th</sup> February 2024

Day & Time	Date	Organisation & Event/Venue	Attending
Sun 4.00	17 Dec	Eynsford Concert Band and Kent Youth Wind Orchestra – Spirit of Christmas Concert in the Space, Pamoja Hall	Mayor + 1
Sun 4.00	17 Dec	Mayor of Swanley – Christmas Carol Concert at St Mary the Virgin Church	Deputy + 1
Tues 7.15	19 Dec	Westerham Sea Cadets Awards Evening	Mayor
Wed 7.30	20 Dec	The Lydian Orchestra – Winter Concert in the Pamoja Hall, Sevenoaks School	Deputy + 1
Sun 11.00	24 Dec	Midnight Mass at St Nicholas Church	Mayor
Fri 6.00	12 Jan	Private View – Samuel Palmer: Visionary Landscapes	Mayor
Fri 2.00	19 Jan	Meeting with Linda and Mr Elzinga at Sevenoaks School to discuss future Firework Events	Mayor
Sat 7.00	20 Jan	Sevenoaks Air Cadets – Burns Night Dinner at Hever Castle Golf Club	Mayor + 1
Sun 12.00	21 Jan	Mayor of Bromley – Traditional Sunday Lunch at The Warren Croydon Road, Bromley	Mayor + 1
Sat 11.25	27 Jan	The Childrens Challenge prize giving	Mayor
Sat 6.30	27 Jan	Mayor of Swanley – Rainbow Ball at the Alexandra	Mayor + 1
Tues 11.00	30 Jan	Presentation of the Coronation Bench – Warners Solicitors	Mayor
Tues 12.00	30 Jan	Sanctury network meeting	Mayor
Sun 10.30	4 Feb	Chinese New Year Celebrations at Walthamstow Hall	Mayor + 1
Tues 5.30	6 Feb	Lord Mayor of Canterbury -Civic Service in Canterbury Cathedral	Mayor + 1
Thur 11.00	8 Feb	Friends of Pontoise New Year Lunch at Bat and Ball Centre	Mayor
Fri 6.00	9 Feb	Sevenoaks Larder – Thank You Party at Hope Church	Mayor
Sat 7.00	10 Feb	Friends of Rheinbach – New Year’s Dinner at Bat and Ball Centre	Deputy
Sun 12.30	11 Feb	Mayor of Gravesham – Sunday Lunch at Cobham Hall	Mayor + 1





**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>  Friday 21 <sup>st</sup> June Peppercorn Rent Ceremony	<b>August 2023</b>
<b>September 2023</b>  3 September Merchant Navy Day  Sunday 10 <sup>th</sup> September Mayor's Garden Party at Bat & Ball Centre	<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  Wednesday 17 April Tour of Knole House  Saturday 27 April Mayors Charities Concert at The Stag Theatre	<b>May 2024</b>

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