

## Sevenoaks Town Council

### Minutes of the meeting of Sevenoaks Town Council Held on Monday 9<sup>th</sup> June 2025 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/G-pc35bphUk>

Meeting commenced: 8.04pm

Meeting Concluded: 8.10pm

#### Present:

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

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

No Members of the Public were present.

**PUBLIC QUESTIONS: None**

#### 128 - CHAIR OF THE MEETING

In the absence of the Mayor and Deputy Mayor, it was agreed that Cllr Shea, Leader of the Town Council, would Chair the meeting.

**RESOLVED:** That Cllr Shea be appointed Chair of this meeting.

#### 129 - APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted as noted above.

#### 130 - REQUESTS FOR DISPENSATIONS

No requests for dispensations were received.

#### 131 - DECLARATIONS OF INTEREST

No declarations of interest were received.

### 132 - MINUTES OF ANNUAL MEETING OF SEVENOAKS TOWN COUNCIL -12TH MAY 2025

**RESOLVED:** To receive, adopt and sign the Minutes of the Annual Meeting of the Sevenoaks Town Council held on 12th May 2025 as a true record.

### 133 - MINUTES OF COMMITTEES

**RESOLVED:** To receive and adopt the Minutes of the following Committee meetings:

#### **Planning & Environment Committee**

- 19th May 2025
- 2nd June 2025

### 134 - FINANCE REPORTS

#### 134.1 - REVIEW OF INTERNAL CONTROLS

**RESOLVED:** to note that the Statement on the System of Internal Control, signed by the Responsible Finance Officer, was approved at the meeting of the Finance & Delivery Committee, held immediately preceding this Council meeting (*Minute 117.3(3), F&D 09.06.25 refers*), and signed by the Chair of that Committee.

#### 134.2 - ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2025

The Town Council considered the recommendations of the Finance & Delivery Committee meeting, held immediately preceding this Council meeting (*Minute 117.4, F&D 09.06.25 refers*), regarding the Annual Governance Return and Statement of Accounts for the year ended 31<sup>st</sup> March 2025.

**RESOLVED** that:

- 1) the Annual Governance Statement 2024/25, signed by the Town Clerk, be approved and signed by the Chair of this meeting;
- 2) the Accounting Statements 2024/25, signed by the Responsible Finance Officer, be approved and signed by the Chair of this meeting;
- 3) the Annual Governance and Accountability Return 2024/25, including the Annual Governance Statement, Statement of Accounts to 31st March 2025, and supporting papers for submission to the External Auditors, be adopted by full Council; and
- 4) the approved accounts be made available for public inspection for 30 working days, from 11th June to 22<sup>nd</sup> July 2025.

### 135 - REPORTS TO COUNCIL - STC REPRESENTATIVES ON OUTSIDE BODIES

Cllr Skinner reported on a successful visit by the Friends of Pontoise team who attended a gala dinner at the Bat & Ball Centre, also attended by the Mayor, Deputy Mayor, Cllr Ancrum and Cllr Skinner. He also advised of the cake competition for the best cake in Sevenoaks, judged by the Pontoise visitors.

**136 - MAYOR'S ENGAGEMENTS**

The Chair reminded Councillors of the Mayor's Civic Service at The Drive Methodist Church on Sunday 22 June 2025 at 10.30am and asked them to let the office know if they would be attending

**RESOLVED** to note:

- a. Functions attended by the Mayor or his representative up to 2nd June 2025
- b. Forthcoming Civic Events being organised by the Mayor during 2025/2026

**137 - PRESS RELEASE:** None

There being no further business the Chair closed the Meeting.

Signed

Chair

Dated .....