

Minutes of the Annual Meeting of the Sevenoaks Town Council held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 13 May 2013 at 7.00 pm.

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## PRESENT

Cllr R J Parry – Town Mayor  
Cllr R M C Hogarth – Deputy Town Mayor

Cllr S L Arnold	Cllr Mrs M A London
Cllr C L L Baker	Cllr R L Piper
Cllr N J L Busvine	Cllr S G Raikes
Cllr Mr M E Crabtree	Cllr P E Towell
Cllr Mrs A E Dawson	Cllr Mrs P C Walshe
Cllr A Eyre	(13)

## Also Present

Cllr J F London, Freeman of the Town of Sevenoaks  
Town Clerk  
Deputy Town Clerk  
Committee Clerk  
Press  
Members of the Public - 31

**Apologies for absence:** Cllrs J M Canet, G R S Clack and A S Clayton

## PUBLIC QUESTION TIME

No questions were posed by members of the public present.

## 500 ELECTION OF MAYOR

The Town Clerk read the notice to convene the meeting. The Mayor, Cllr R J Parry nominated Cllr R M C Hogarth for the office of Mayor for the ensuing year. Cllr A Eyre seconded the proposal.

There were no other nominations. **It was unanimously RESOLVED that** Cllr R M C Hogarth be elected Mayor.

## 501 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr R M C Hogarth signed the Statutory Declaration of Acceptance of Office.

The retiring Mayor welcomed his successor and invested him with the Mayoral Badge of Office. The new Mayor presented the retiring Mayor with a memento of his year of Office, whilst congratulating him on his outstanding contribution to the Town of Sevenoaks and invited him to say a few words.

## **Cllr R M C HOGARTH IN THE CHAIR**

The retiring Mayor, Cllr R J Parry, thanked his wife the Mayoress, Mrs Rachel Parry, for her tremendous support and organisational skills that had contributed so much to the success of the Mayoral year.

Cllr R J Parry also gave special thanks to the officers of the Town Council paying special regard to Mrs A Mitchem for her administrative assistance over the year. He also thanked the Deputy Mayor and other Members for their support in attending events and representing the Town Council when there were multiple events on the same day. Cllr R J Parry also thanked the Trustees of Chevening House, Sevenoaks School, El Matador, Flowers and Glory and Sevenoaks Florist for all their help and generosity with events over the past year.

The Mayor raised in excess of £14,000 to date: His two charities for 2012/2013 were: Riding for the Disabled Sevenoaks and Age UK Sevenoaks & Tonbridge Befriending Project.

Cllr R L Piper thanked Cllr R J Parry for all he had done for Sevenoaks over the past year, and fulfilling his promise to raise the profile of the town. Last year was a busy with celebratory events for the Queens Diamond Jubilee and the 2012 Olympic Torch passing through Sevenoaks. The Mayor and Mayoress had attended a significant number of events both within the Town and further afield. Cllr R L Piper stated that the Town Council owed a great deal of gratitude to him.

Cllr R L Piper welcomed the new Mayor and wished him a very successful and enjoyable year of office.

Cllr Mrs Crabtree sincerely thanked the Mayoress for all the time and work she had given to the Town Council and presented Mrs Rachel Parry with a small gift on behalf of the Town Council as a memento.

Cllr R M Hogarth thanked his fellow Members for his election to office and said that he would be happy to do honour to the town itself during his ensuing Civic Year. He thanked the retiring Mayor and Mayoress and Officers for their support over the past year, which has been spent preparing in anticipation for the coming year.

The Mayor also thanked his wife, Mary, for her help as Deputy Mayoress over the last year and thanked everyone for attending his election as Mayor and drew attention to the fact that he would be the first American to be installed as Mayor of Sevenoaks

The Mayor announced that their two charities for 2013/2014 would be the Hospice in the Weald and the Stag Youth Theatre.

The Mayor said that this would be a year of innovation for the Town Council as it would be the first time that a Mayor would tweet and blog regularly with news and photos of mayoral events.

The newly elected Mayor asked everyone to follow his tweets @sevenoaksmayor and hoped to gain many followers during his year of office.

502 ELECTION OF DEPUTY MAYOR

The Mayor called for nominations for the office of Deputy Mayor for the ensuing year. Cllr S L Arnold was proposed by Cllr S G Raikes and seconded by Cllr R L Piper.

**It was UNANIMOUSLY RESOLVED that**  
Cllr S L Arnold be elected as Deputy Mayor.

503 DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Mayor signed his Declaration of Acceptance of Office. The Mayor invested the Deputy Mayor with the Badge of office and invited him to take his seat next to him on the rostrum.

504 DEPUTY MAYORESS' BADGE OF OFFICE

Cllr S G Raikes formally thanked Cllr R M C Hogarth for his generosity in gifting the Deputy Mayoress' Badge of Office to the Town Council.

505 COUNCIL MINUTES

**It was RESOLVED that** the minutes of the meeting of the Town Council held on 25 February 2013 be adopted and signed as a true record of events by the Mayor.

506 PLANNING COMMITTEE

**It was RESOLVED that** the minutes of the Planning Committees held on 8 and 18 March and 8 and 22 April and 7 May 2013 be received and adopted.

507 FINANCE & GENERAL PURPOSES COMMITTEE

**It was RESOLVED that** the minutes of the Finance & General Purposes Committees held on 25 February and 29 April 2013 be received and adopted.

508 OPEN SPACES AND LEISURE COMMITTEE

It was **RESOLVED that** the minutes of the Open Spaces and Leisure Committee held on 25 March 2013 be received and adopted.

509 SUB COMMITTEES

It was **RESOLVED that** the minutes of the Youth Council meeting and Youth Services Sub Committee meeting held on 8 May 2013 be deferred to a future meeting.

510 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES

**It was RESOLVED that** Standing Committees and Sub Committees be appointed as follows:

- Finance & General Purposes Committee
- Open Spaces & Leisure Committee
- Personnel Committee
- Planning Committee
- Sevenoaks Town Partnership
- Community Centre User Group
- Raleys User Group
- Youth Services Sub Committee

511 APPOINTMENT OF CHAIRMEN, VICE CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB COMMITTEES

**It was RESOLVED that** the report appointing Chairmen, Vice Chairmen and Members of Standing and Sub committees be received and adopted (as Appendix A), subject to the removal of the Market Liaison Group.

512 REPRESENTATION ON OTHER BODIES

**It was RESOLVED that** the schedule of Representation on Outside Bodies be received and adopted (as Appendix B), subject to noting that Cllr S G Raikes would be the town Council Representative for the Churches Group for Social Concern.

513 APPROVAL OF TERMS OF REFERENCE – STANDING COMMITTEES/SUB COMMITTEES

**It was RESOLVED that** the Terms of Reference for Standing Committees and Sub Committees be received and adopted (as Appendix C), subject to the amendments listed:

- a. Addition of a preliminary paragraph to standing Committees
  - Sevenoaks Town Council operates and governs under a committee system with the following delegated powers
- b. Removal of 2 b (d)
  - to compile the Best Value Performance Plan
- c. Removal of 2 b (n)
  - a. Tourist Information Centre
- d. Removal of 3 (n)
  - b. Street Lighting
- e. Removal of 3 (p)
  - c. Town Band
- f. Addition of 4 (d)
  - 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
- g. Addition of 4 (l)
  - e. Formation of Neighbourhood Plans

514 STANDING ORDERS

**It was RESOLVED that** the new Standing Orders be received and adopted (as Appendix D), subject to the following amendments to sections 7, 25 and 30:

7 Code of Conduct

- a. Amended to read
  - Pursuant to section 27 of the Localism Act 2011, Sevenoaks Town Council had adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.
- c. Amended to read
  - Where a matter arises at a meeting which relates to a pecuniary interest the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her Interest is If It is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- d. Amended to read
  - **Dispensations**  
On a written request made to the Council's Proper Officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has a pecuniary interest if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

25 Power of well-being (England)

Has been removed and replaced with the General Power of Competence

25 The General Power of Competence

- a. 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.

30 Financial Matters

- e. Amended to read
- Where the value of a contract is likely to exceed £173,934 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

515 SCHEDULE OF MEETINGS 2013/2014

**It was RESOLVED that** the Schedule of Meetings for 2013/14 be received and adopted (as Appendix E).

516 ANNUAL SUBSCRIPTIONS

**It was RESOLVED that** the schedule of Annual Subscriptions for 2013/2014 be received and adopted.

517 COMPLAINTS PROCEDURE

**It was RESOLVED that** the Town Council's Complaints Procedure to enable Vice Chairmen of Committees to be members of the Complaints Panel be adopted (as Appendix F)

518 TOWN COUNCIL STRATEGY

**It was RESOLVED that** the Town Council's Strategy for the period 2013-2015 be received and adopted (as Appendix G).

519 CIVIC EVENTS AND INFORMATION

i) Town Mayor's Engagements 2012/2013

The list of functions attended by the Mayor and Deputy Mayor or representative from May 2012 to May 2013 was received and noted.

ii) Armed forces Day Concert

It was noted that a concert in aid of Help for Heroes will be held on Saturday 29 June 2013 at 7:30pm at the Sevenoaks Community Centre.

520 PRESS RELEASE

It was unanimously **RESOLVED** that the election of Cllr R M C Hogarth to the position of Mayor and the election of Cllr S L Arnold to the position of Deputy Mayor be worthy of a press release.

The meeting closed at 7:34pm

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MAYOR