

Sevenoaks Town Council

Minutes of the Town Council Meeting held on 21st November 2022 Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG

Livestreamed and available to view on You Tube until approved by Council

https://youtu.be/OpOQf_IXxaWE

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8:05 p.m.

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

In Attendance: KCC Cllr Richard Streatfeild, Town Clerk, Responsible Financial Officer, Committee Clerk

Prior to the commencement of the meeting Cllr Streatfeild provided an update on the recent work of KCC.

There were no members of the public present and therefore no public questions.

437. Apologies for Absence

As above.

438. Requests for Dispensations

There were no requests for dispensations.

439. Declarations of Interest

There were no declarations of interest.

440. Minutes of the Sevenoaks Town Council held on 26th September 2022.

It was noted that the Minutes should read Chris Hix not Richard Hix.

RESOLVED: subject to the amendment detailed above the Minutes of the Meeting be accepted and signed as a true record.

441. Minutes of Committees

441.1 Planning Committee held on 3rd October 2022, 17th October and 31st October 2022.

RESOLVED: the Minutes of the Meeting be accepted and signed as a true record.

441.2 Finance and General Purposes Committee held on 26th September 2022

RESOLVED: The Minutes of the Meeting be accepted and signed as a true record.

441.3 Open Spaces and Leisure Committee held on 10th October and 7th November 2022

RESOLVED: The Minutes of the Meeting be accepted and signed as a true record.

441.4 Community Infrastructure Committee held on 24th October 2022

RESOLVED: The Minutes of the Meeting be accepted and signed as a true record.

441.5 Personnel Committee held on 24th October 2022

RESOLVED: The Minutes of the Meeting be accepted and signed as a true record.

441.6 Youth Services Committee held on 2nd November 2022

RESOLVED: The Minutes of the Meeting be accepted and signed as a true record.

442. Standing Orders and Sealing of Documents

Sevenoaks Town Council has the following Standing Order in relation to sealing of official documents. Following Council resolution all sealed documents are consecutively numbered and details entered into the Seal Register which is also signed by the Mayor and Town Clerk.

15 b xviii. Proper Officer

Retain custody of the Seal of the Council (if there is one) which shall not be used without a resolution to that effect

24. Execution and Sealing of Legal Deeds

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

From time to time the Town Council via the Mayor is asked to verify residents' documents for overseas pensions etc. Where possible the Town Council will emboss the document without using a seal, however this is not always acceptable to the relevant authorities and a seal is needed.

RECOMMENDED TO FOLLOWING COUNCIL MEETING:

- i) Delegated authority is provided to the Mayor and Town Clerk to 'seal' the personal documents as required subject to a separate register of records being maintained.
- ii) Standing Order 24 b) be amended to reflect current practice as follows:

Subject to Standing Order 24 a) the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of *the Mayor* who should sign the deed as a witness.
- iii) As per Standing Order Requirement any change to Standing Orders is recommended by one Council meeting to be resolved at the following meeting.

443 Mayor's Engagements

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

- a) The functions attended by the Mayor or her representative up to 16th November 2022
- b) The forthcoming Civic Events being organised by the Mayor during 2022 /23

444 Press Release

RESOLVED: To issue a press release relating to the Town Council's forthcoming festive activities.

At the end of the meeting the Mayor presented a small token of appreciation to the male Councillors in recognition of International Men's Day.

There being no further business the Mayor closed the meeting.

Signed
Mayor

Date