Tuesday 6th May 2025

You are hereby summoned to attend the **Annual Meeting of the Sevenoaks Town Council** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 12th May 2025 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, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: https://youtube.com/live/u4BKBM_CxDU 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 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.

L. Lake

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.

PRESENTATIONS

Prior to the commencement of the meeting, the Mayor will address the Council and make the following presentations:

a) Cheques to be awarded to the Mayor's Charities, Sevenoaks Welcomes Refugees and the Bradbourne Riding for Disabled Association
b) Mayor's Award: Homa Ansari
c) Presentation to the outgoing Mayor's Cadets: Sgt Roy Newman & Sgt Florence McDonald.
d) KALC Award to James Ball

AGENDA

1	**ELECTION OF MAYOR** To elect the Mayor for the ensuing Civic year.
2	**DECLARATION OF ACCEPTANCE OF OFFICE BY MAYOR**

	To receive the Mayor's declaration of acceptance of office.
3	**ELECTION OF DEPUTY MAYOR** To elect the Deputy Mayor for the ensuing Civic year.
4	**DECLARATION OF ACCEPTANCE OF OFFICE BY DEPUTY MAYOR** To receive the Deputy Mayor's declaration of acceptance of office.
5	**APOLOGIES FOR ABSENCE** To receive and note apologies.
6	**ELECTION OF LEADER OF SEVENOAKS TOWN COUNCIL** To elect the Leader of the Town Council for the ensuing Civic year.
7	**ELECTION OF DEPUTY LEADER OF SEVENOAKS TOWN COUNCIL** To elect the Deputy Leader of the Town Council for the ensuing Civic year.
8	**REQUESTS FOR DISPENSATIONS** 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).
9	**DECLARATIONS OF INTEREST** To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
10	**COUNCIL MINUTES (Pages 5 to 11)** To receive, adopt and sign the minutes of the meeting of the Town Council held on 14th April 2025
11	**COMMITTEE MINUTES (Circulated separately)** To receive and adopt the minutes of the following Committee Meetings:
11.1	**Planning & Environment Committee** 22nd April 2025 6th May 2025
11.2	**Finance & Delivery Committee** 14th April 2025
12	**APPOINTMENT OF STANDING COMMITTEES/WORKING GROUPS AND APPOINTMENT OF CHAIRS, VICE-CHAIRS AND MEMBERS OF STANDING COMMITTEES/WORKING GROUPS (Pages 13 to 15)**
12.1	**To appoint Standing Committees and their Working Groups for the ensuing Civic year:** **FINANCE & DELIVERY COMMITTEE**

	• Communications Working Group • Community & Wellbeing Working Group • Sports Strategy Working Group • Arts & Culture Working Group • Quarry Liaison Working Group • Greatness Recreation Ground Working Group • Town Team/Business Improvement District (BID) • Bat & Ball User Group • Town of Sanctuary Liaison Group **COMMUNITY ASSETS (OPEN SPACES) COMMITTEE** **PLANNING & ENVIRONMENT COMMITTEE** • Movement & Net Zero Working Group • STNP/Master Plan Working Group **YOUTH SERVICES COMMITTEE** **PERSONNEL COMMITTEE** **STAG TRUSTEES**
12.2	**To appoint Chairs, Vice-Chairs and Members of Standing Committees and Working Groups for the ensuing Civic year.**
13	**REPRESENTATION ON OUTSIDE BODIES (Page 17)** To elect members to serve on various statutory bodies and other outside organisations for the ensuing Civic year.
14	**TO APPROVE THE SEVENOAKS TOWN COUNCIL SCHEME OF DELEGATION, INCLUDING TERMS OF REFERENCE OF STANDING COMMITTEES & WORKING GROUPS (Pages 19 to 42)** To receive and adopt the Sevenoaks Town Council Scheme of Delegation, including Terms of Reference of Standing Committees and Working Groups for the ensuing Civic year.
15	**SCHEDULE OF MEETINGS (Pages 43 to 44)** To receive and adopt the Schedule of meetings for 2025/2026
16	**STANDING ORDERS (Pages 45 to 69)** To receive and adopt the Standing Orders for 2025/2026
17	**FINANCIAL REGULATIONS (Pages 71 to 87)** To receive and adopt the Financial Regulations for 2025/2026

18	**COUNCILLOR CODE OF CONDUCT (Pages 89 to 104)** To receive and adopt the Local Government Association Model Councillor Code of Conduct 2025/2026.
19	**ANNUAL SUBSCRIPTIONS (Page105)** To authorise payment of subscriptions falling to be renewed annually.
20	**VARIABLE DIRECT DEBITS (Page 107)** To approve the use of variable direct debits for the next two years.
21	**GENERAL POWER OF COMPETENCE** To resolve that the Town Council having 100% of its councillors elected on 4th May 2023 and having a Qualified Town Clerk [including S7 of CiLCA 2012] notes that it has adopted the General Power of Competence.
22	**SEVENOAKS TOWN COUNCIL ANNUAL REPORT 2024/2025 (circulated separately)** To receive and consider Sevenoaks Town Council's Annual Report: Sevenoaks Town Council Annual Report 2024- 2025
23	**GENERAL DATA PROTECTION REGULATION POLICIES [GDPR]** To note that the Town Council continues to adopt GDPR practices as required by statute throughout all its day-to-day business, and that the relevant policies will be reviewed at the Finance & Delivery Committee meeting on 9th June 2025.
24	**MAYOR'S CADET** To appoint the Mayor's Cadets for the ensuing Civic year.
25	**CIVIC EVENTS AND MAYOR'S ENGAGEMENTS 2024 to 2025 (Pages 109 to 117)** To note: a. The functions attended by the Mayor, Deputy Mayor or representative during the 2024/2025 civic year. b. The Civic Events held in 2024/2025.
26	**PRESS RELEASE** To consider any agenda item, which would be appropriate for a press release. All reports attached.

Minutes of the meeting of the Sevenoaks Town Council Held on Monday 14 April 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/cVFuZ3t8mDg

Meeting Commenced: 7.00 pm**.** **Meeting Concluded**: 7.09 pm.

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

In Attendance: Town Clerk, Deputy Town Clerk & Responsible Finance Officer, and Senior Committee Clerk

Members of the Public in Attendance: 0
Representations received from Member of the Public: None

18 - APOLOGIES FOR ABSENCE

18.1 RESOLVED: To receive and accept apologies for absence as shown above.

18.2 RESOLVED: To agree extended apologies for absence for Cllr Nick Varley.

19 - REQUESTS FOR DISPENSATIONS

There were no requests for dispensation received.

20 - DECLARATIONS OF INTEREST

There were no declarations of interest received.

21 - MINUTES OF MEETING OF SEVENOAKS TOWN COUNCIL HELD ON 3RD MARCH 2025

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Sevenoaks Town Council held on 3rd March 2025 as a true record.

22 - MINUTES OF COMMITTEES

22.1 - Planning & Environment Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning & Environment Committee held on 10th March 2025, 24th March 2025 and 7th April 2025.

22.2 Minute 631 of the Planning & Environment Committee held on 24th March 2025

RESOLVED: To ratify the following Minute 631of the Planning & Environment Committee held on 24th March 2025:

"631 - LOCAL GOVERNMENT REVIEW - SEVENOAKS DISTRICT COUNCIL PROCESS FOR POTENTIAL TRANSFER OF ASSETS

a) The Committee received notice that Sevenoaks District Council is proposing to introduce a Community Asset Transfer (CAT) process in response to the upcoming Local Government Reorganisation, which would see the District Council, amongst other neighbouring District and Borough Councils within Kent, merged into several unitary authorities.

b) It was noted that, in order for the District Council to consider transferring an asset to the local Town or Parish Council, there must be a clearly defined reason - being economic, social or environmental benefit to the local community - which demonstrates the benefit of the asset's service being transferred to the Town or Parish Council as opposed to being retained by the District Council and its successor. It was further noted that the interested party must also demonstrate its ability to manage the new assets sustainably and maintain their affordability to residents.

c) It was noted that the deadline for Expressions of Interest for any assets which the Town Council would wish to acquire is June 2025, with the second application / business phase of the CAT process expected to take place in October 2025.

d) The following key topics of note were discussed:

- While asset transfers processed prior to the pending Reorganisation cannot be overturned by the succeeding unitary authority, it was noted that there was an expectation that a moratorium will eventually be placed to stop further transfers, closer to the date of reorganisation.
- Due to the potential pending moratorium period, it was agreed that the Town Council submit an initial priority list of assets that it considers would be best managed locally, in order to direct Officer's time on the most pertinent of assets. A further second tranche may be submitted by the Town Council at a later date, once the biggest priority items had been processed.
- Members emphasised their intention to submit a second wave of proposed asset transfers which would benefit from being managed locally. Among the list of potential assets for future consideration is the Shambles and Bradbourne Lakes.
- Councillors agreed the importance of consistency in the approach of all District and Borough Councils in Kent towards any transfer of assets to their Town and Parish Councils, in order to maintain equality of opportunity and benefit of the local ownership for the Town or Parish's residents.
- The Councillors' view that any emerging asset transfers should be cost-neutral to both interested parties was further clarified to encompass the entirety of the asset transfer list collectively, as opposed to per item. This in order for assets with higher maintenance costs to be offset by the income from the more self-sustaining assets, thus achieving an equilibrium of maintenance costs transferred from the unitary to the Town Council.
- It was noted that the land on which the markets are hosted is not officially registered on HM Land Registry. This was in need or urgent rectification due to the basis for market charges by the District Council depending on its claim to the land's ownership. Councillors hoped that this could be done in conjunction with transfer of the asset to the Town Council.
- It was noted that the St John's Hill Car Park proposal is inclusive of the toilets, and that the Stag proposal similarly inclusive of the adjacent land to facilitate any future development. It was agreed that these clarifications be made clearer in the resulting submission to Sevenoaks District Council.
- On query as to the method of consultation on the assets which the Town Council was proposing to submit an Expression of Interest for, the Town Clerk clarified that a meeting would be arranged to engage with representatives of local Residents Associations in April 2025, and consultation held shortly thereafter with residents. This would likely include an exclusive Town Crier publication sent to all Sevenoaks Town addresses, with a survey to gather opinions on whether residents agree the assets would be better managed at a local level, and with awareness that this could incur more costs locally and resource implications that the transfers could have.

e) It was **RESOLVED** that:

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- Sevenoaks Town Council seek the transfer of assets, some of which have income generation and some which only have outgoing costs, with the aim that the collective asset transfers be cost neutral both to the new unitary council, and to the local taxpayer.
- Sevenoaks Town Council apply for the following assets in its first round of Expression of Interest and subsequent Business Proposals, for transfer from Sevenoaks District Council as part of the Local Government Reorganisation:
- Sevenoaks Town Council consider applying for additional assets in a second round of Expressions of Interest submissions at a later date, following completion of the below requests having been processed.
- Sevenoaks Town Council consult further with the local community in progressing the above and future asset transfer requests.

Asset to be applied for	ACV	Income Generating	Benefits for the Assets Being Transferred
Stag (including section of car park)	Yes	No	• Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity STC currently has long term lease. Key component of STNP Cultural Strategy Car park areas expansion in the future to increase sustainability.
St John's Hill car park (including Freehold of Public toilet building)	No	Yes	• Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity STC currently has lease and recently invested into refurbishment of public toilets

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			Key component of St John's Hill Masterplan and future development of community spaces and cycle path.
St James car park	No	Yes	• Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity Key component of St John's Hill Masterplan and future development of community spaces and cycle path.
Sevenoaks Market Rights (including the land on which it is hosted, which is currently unregistered on HM Land Registry)	No	Yes	• Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity 5th March 974 Sevenoaks Town Council Minutes relating to Local Government Reorganisation state: *That the Saturday market be the responsibility of the Sevenoaks District Council be accepted but that as this is regarded as part of the ancient history of the Town, the District Council be asked to enter into a covenant to retain the ancient history of a Saturday market and also to the right of the townspeople to reduced stallage rate.* STC operated and invested in the local markets for over 10 years following petition from market traders and local community.

Bradbourne Vale Road Land	Yes	No	• Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity Allocated as allotment land in STNP
Hollybush Recreation Ground and Related Assets	No	Some income	• Local Control & Decision Making • Improved Maintenance & Use • Financial Efficiency • Greater Community Engagement • Preservation of Identity

22.3 - Finance & Delivery Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Finance & Delivery Committee held on 3rd March 2025.

22.4 - Personnel Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Personnel Committee held on 19th March 2025.

22.5 - Community & Wellbeing Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Community & Wellbeing Committee held on 31st March 2025.

23 - REPORTS TO COUNCIL - STC REPESENTATIVES ON OUTSIDE BODIES

Cllr Dixon provided an update from the Friends of Rheinbach, advising that this year was the 25th Anniversary of the signing of the Town Twinning Charter which would be celebrated on the trip to Rheinbach in the summer. The Deputy Mayor would write formally to mark the occasion. Events coming up for the Friends of

Rheinbach were a chat with Sir Sebastian Wood, former British Ambassador to Germany, and a walk.

24 - MAYOR'S ENGAGEMENTS

The Mayor thanked everyone who had supported her at events or attended on her behalf, and in particular the Deputy Mayor.

She reminded members of forthcoming civic events: Knole House Tour on 23rd April 2025 and Lunch at Chevening House on 7th May 2025.

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

a. Functions attended by the Mayor or her representative up to 4th April 2025
b. Forthcoming Civic Events being organised by the Mayor during 2024/2025

25 - PRESS RELEASE

No Press Releases were requested.

There being no further business the Chair closed the Meeting.

Signed: ..... Dated: .....

Mayor

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Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

Committee & Working Group Structure & Members May 2025

LIST OF APPOINTMENTS	APPOINTED
MAYOR	Cllr Tony Clayton
DEPUTY MAYOR	Cllr Victoria Granville
LEADER	Cllr Claire Shea
DEPUTY LEADER	Cllr Catherine Daniell

Standing Committees and Working Groups

Standing Committees to be held approximately every 6 weeks, with exception of Planning & Environment which will be every 2 weeks and Personnel which will be 2 times per year.

Working Group meetings will be arranged as required and will be providing recommendations to Standing Committees. Working Groups can invite external representatives as non-voting members to participate on relevant topics.

The Mayor is a voting member of all Committees and Working Groups.

All Councillors will continue to receive all Agendas and Minutes and can attend meetings should they have a particular interest.

Committee/Working Group	2025/26 Members
FINANCE & DELIVERY COMMITTEE	**Chair:** Cllr Nigel Wightman **Vice-Chair:** Cllr Claire Shea 1. Cllr Libby Ancrum 2. Cllr Catherine Daniell 3. Cllr Dr Peter Dixon 4. Cllr David Skinner
Community & Wellbeing Working Group	**Chair:** Cllr Claire Shea **Vice-Chair**: Cllr Chloe Gustard
Communications Working Group	**Chair:** Cllr Chloe Gustard **Vice-Chair:** Cllr Victoria Granville
Sports Strategy Working Group	**Chair:** Cllr Dr Peter Dixon **Vice-Chair:** Cllr Gareth Willis
Arts & Culture Working Group	**Chair:** Cllr Victoria Granville **Vice-Chair:** Cllr Lise Michaelides

Sevenoaks Town Council
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Committee/Working Group	**2025/26 Members**
Quarry Liaison Working Group (via Tarmac)	1. Cllr Dr Merilyn Canet 2. Cllr Claire Shea 3. Cllr Nigel Wightman 4. Town Clerk Planning Committee Clerk
Greatness Recreation Ground Working Group	1. Cllr Dr Merilyn Canet 2. Cllr Claire Shea Cllr Victoria Granville
Town Team / BID	**Chair:** Cllr Tony Clayton **Vice-Chair:** Town Team member 1. Cllr Libby Ancrum 2. Cllr Victoria Granville 3. Town Clerk
Bat & Ball User Group	**tbc**
Town of Sanctuary Liaison Group	**tbc**
Community Asset (Open Spaces) Committee	**Chair:** Cllr Dr Merilyn Canet **Vice-Chair:** Cllr Dr Peter Dixon 1. Cllr Libby Ancrum 2. Cllr Lionel O'Hara 3. Cllr Lise Michaelides
Planning & Environment Committee	**Chair:** Cllr Sue Camp **Vice-Chair:** Cllr David Skinner All Councillors
Movement & Net Zero Working Group	**Chair:** Cllr David Skinner **Vice-Chair:** Cllr Lionel O'Hara
STNP / Master Plan Working Group	**Chair:** Cllr David Skinner **Vice-Chair:** Cllr Lise Michaelides 1. Cllr Dr Merilyn Canet 2. Cllr Victoria Granville 3. Cllr Claire Shea

Sevenoaks Town Council
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Committee/Working Group	**2025/26 Members**
Youth Services Committee	**Chair**: Cllr Chloe Gustard **Vice-Chair:** Cllr Catherine Daniell 1. Cllr Libby Ancrum 2. Cllr Dr M Canet 3. Cllr Gareth Willis
Personnel Committee	**Chair:** Cllr Libby Ancrum **Vice-Chair:** Cllr Claire Shea Cllr Lise Michaelides Cllr Lionel O'Hara Cllr Nigel Wightman
Stag Trustees	**Chair:** Cllr Nigel Wightman Interested Councillors

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Sevenoaks Town Council
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REPRESENTATION ON OUTSIDE BODIES

Organisation	2024 - 2025	2024- 2025
Age UK (Council & Exec)	Cllr Dr M Canet	Cllr Dr M Canet
Citizens Advice Bureau	Cllr Chloe Gustard	Cllr Chloe Gustard
Dorothy Parrott Trust	Mayor Deputy Mayor	Mayor Deputy Mayor
Friends of Pontoise	Cllr Nick Varley	tbc
Friends of Rheinbach	Cllr Dr Peter Dixon	Cllr Dr Peter Dixon
KALC (Area & County)	Cllr Tony Clayton Cllr Dr Merilyn Canet	Cllr Tony Clayton Cllr Dr Merilyn Canet
Kentish Opera - Patron	Mayor	Mayor
League of Friends of Sevenoaks Hospital	Mayor	Mayor
Lady Margaret Boswell's Church of England Educational Charity for a *period of four years*	Cllr Dr M Canet 4-year term from 09.12.2024	Cllr Dr M Canet 4-year term from 09.12.2024
Sevenoaks Almshouse Charity	Cllr Dr Merilyn Canet	Cllr Dr Merilyn Canet
Sevenoaks CPRE Committee	Cllr Lise Michaelides	Cllr Lise Michaelides
Sevenoaks District Arts Council	Cllr Sally Layne	Cllr Sally Layne
Sevenoaks Summer Festival	Cllr Victoria Granville Cllr Sally Layne	Cllr Victoria Granville Cllr Sally Layne
Sevenoaks Wildlife Reserve Working Group	Cllr Libby Ancrum	Cllr Libby Ancrum
Visit Kent	Cllr Libby Ancrum	Cllr Libby Ancrum
Woodside Private Road Ltd	Cllr David Skinner	Cllr David Skinner

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Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

To be Approved at the Annual Town Council Meeting – 12th May 2025

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

To be Approved by Council: 12th May 2025

Revisions to this document:

- STNP / Masterplan Terms of Reference updated and approved by STNP / Masterplan Working Group on 1st July 2024
- Minor grammatical and formatting corrections made throughout on 25th November 2024
- Changes to Committee & Working Group structure & terms of reference 12th May 2025

Review following each election or if change of Committee structure.

Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

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 the 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, Investors in People, Civility and Respect Pledge and Town of Sanctuary status.

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.

In the absence of the Town Clerk the Deputy Town Clerk is delegated to take on said responsibilities.

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 23rd 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.

Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

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

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

(i) The Committee Structure including terms of reference, membership etc

STANDING COMMITTEES & WORKING GROUPS

Sevenoaks Town Council will operate and govern under a Committee and Working Group system with the following delegated powers.

Councillors shall be members of the Standing Committees and Working Groups of the Council in accordance with Standing Orders.

Standing Committees to meet approximately every 6 weeks, with exception of Planning & Environment which will be every 2 weeks and Personnel which will normally be 2 times per year.

Working Groups will meet as and when required and will be providing recommendations to Standing Committees. Working Groups can invite external representatives as non-voting members to participate on relevant topics. Working Groups with external representatives will not be recorded for YouTube.

The Mayor is a voting member of all Committees and Working Groups.

All Councillors regardless of whether they are on a Committee or Working Group will receive all Agendas, Supporting Papers, and Minutes.

A quorum of a Committee is one third.

TERMS OF REFERENCE – FINANCE & DELIVERY COMMITTEE

(a) To study the long term aims and objectives of the Town Council in the context of the STNP and Community Investment Plan 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
xvi)To receive and approve grant applications normally twice a year.

(c) To receive reports from the Town Team/BID and the following Working Groups: Community & Wellbeing, Communications, Sports Strategy, Arts & Culture, Quarry Liaison, Greatness Recreation Ground, Bat & Ball User Group and Town of Sanctuary Liaison Group.

TERMS OF REFERENCE – COMMUNITY & WELLBEING WORKING GROUP

(a) To pursue Objective 12 of the STNP (to deliver enhanced community assets for the town) and implement Policy COM1 (promote new health and education provision, faith facilities and other necessary community infrastructure as an integral part of new development)

(b) To receive reports and recommendations from three Working Groups - Youth Services, Sports Strategy and Arts & Culture)

(c) To identify community groups to support and promote

(d) To identify gaps in community support (including healthcare) and lobby for improvement

TERMS OF REFERENCE – COMMUNICATIONS WORKING GROUP

(a) To review the internal and external communication strategy of Sevenoaks Town Council and make recommendations to the Finance & Delivery Committee.

(b) The Working Group can invite external representatives as non-voting members to participate on relevant topics.

(c) Meetings of the Communications Working Group will meet as and when required.

TERMS OF REFERENCE - SPORTS STRATEGY WORKING GROUP

Aim: To create a second Sevenoaks Town Sports Strategy for the STNP revision and to establish sporting needs within Sevenoaks Town for the next 10 years in line with Objective 14 of the STNP (to deliver enhanced recreational and sports facilities for the town) and Policies S1 & S2.

1. Naming and role

1.1 The Working Group shall be referred to as the Sevenoaks Town Sports Strategy Group (STSS).

1.2 Topics for consideration by the Working Group may be added, provided that they are within the scope of the Sports Strategy process and do not conflict or duplicate the work being carried out by another Sevenoaks Town Council (STC) Committee or Working Group.

1.3 Any proposed modification to the list of topics to be considered by the Working Group must be approved by the STC Community & Wellbeing Committee before they may take effect.

2. Membership

2.1 Excluding elected Councillors, members of the STSS shall be limited to representatives of Sports organisations within Sevenoaks Town.

2.2 Members of the STSS shall be, as far as possible, representative of the demographics within Sevenoaks Town.

2.3 The formal list of members of the STSS and all related General Data Protection Regulation (GDPR) matters will be maintained and controlled by the Community & Wellbeing Committee.

2.4 Meetings of the STSS will be open to all members of the public who wish to attend.

2.5 Members of the public in attendance at a STSS meeting shall be free to contribute to the discussions taking place however will not hold voting rights.

2.6 Members of the STSS must disclose any personal or financial interests which may

conflict or coincide with the topics being considered by the Sub Committee.

3. Governance and decision making.

3.1 The STSS will be presided over by a Chair or Vice Chair who must be an elected member of Sevenoaks Town Council.

3.2 If the Chair is not able to be present, meetings shall be chaired by the Vice Chair. If neither are present, members shall elect a Chair for the meeting from those present.

3.3 Decisions will be made by the consensus of formal members present at the STSS meeting. When a vote is tied the Chair will have the casting vote.

3.4 Recommendations made by the STSS will be considered as purely advisory and hold no weight unless explicitly ratified by Sevenoaks Town Council's Community & Wellbeing Committee.

4. Meetings

4.1 It is for the individual STSS to determine frequency of meetings; however, the frequency should be adequate to allow the STSS to meet deadlines set by the Community & Wellbeing Committee.

4.2 It is recommended that as soon as possible a schedule of STSS meeting dates is agreed and circulated to members.

4.3 Sevenoaks Town Council must be notified at least 5 working days in advance of any proposed meetings to allow them to be publicised adequately.

5. Record Keeping

5.1 Sevenoaks Town Council will endeavour to have an Officer present at meetings of STSS who will be responsible for the production of the minutes.

5.2 Minutes of meetings will be publicly available and will be publicised on Sevenoaks Town Council's website.

5.3 Agendas for the STSS will be circulated via email to all who have expressed an interest in the second Sevenoaks Town Sports Strategy process. Paper copies will be made available at the meeting.

Sevenoaks Town Council
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TERMS OF REFERENCE - ARTS & CULTURE WORKING GROUP

(a) To pursue Objective 13 of the STNP (to develop and promote a cultural quarter in the town centre and to enhance the town's cultural offer and improve access to existing cultural assets)

(b) To implement Policy COM2 (the Town Council will promote the development of a cultural quarter in the town centre together with an arts and cultural strategy)

(c) To liaise with the Sevenoaks Summer Festival and consider all other opportunities to promote the arts in the town.

(d) To receive regular reports from the Stag Theatre & Cinema as to its performance and consider all requests from the Stag for funding.

TERMS OF REFERENCE – QUARRY LIASON WORKING GROUP

The Quarry Liaison Group is arranged by Tarmac and Sevenoaks Town Council has representatives from Ward Councillors and the Town Clerk.

TERMS OF REFERENCE - GREATNESS RECREATION GROUND WORKING GROUP

(a) To review the responses from the Greatness Recreation Ground public survey and feed into a revised Greatness Recreation Ground Management Plan.

(b) To meet as and when required.

TERMS OF REFERENCE – SEVENOAKS TOWN TEAM

1. Name

The partnership will be called the 'Sevenoaks Town Team' (formally known as Partnership).

The Town Team was established with the aim of working together with a wide range of people in the local community to make Sevenoaks Town a prosperous, vibrant, and attractive place to live, visit, and do business.

2. Aim

2.1. To pursue objectives 10 & 11 of the STNP and where relevant implement Policies

E1, E2, E3, E4 & E5.

2.2. To develop a Business Improvement District (BID) to referendum stage.

3. Objectives

3.1. Improving engagement between public, private and community sector partners in order to use this combined expertise and resources to improve the town.

3.2. Increasing visitors (footfall) in the town centre to support local businesses and organisations.

3.3. Encourage inward investment in the town and make Sevenoaks an attractive place for businesses looking to start-up.

3.4. Improving the accessibility and environment of Sevenoaks Town.

3.5. Invest and investigate different forms of digital marketing.

3.6. Produce a Yearly Calendar of Events.

3.7. Market the town as 'clean and safe'.

3.8. Produce initiatives to address 'Empty Shops' issues

3.9. Retain and improve upon the services provided to local residents.

4. Membership

4.1 Members should be welcomed from a wide range of different sectors to reflect the diverse aspirations of people in the town.

4.2 **Governance.**
Members who are appointed by organisations should be clear that they act to represent their own organisation and in doing so should obtain from their organisation the necessary consent or ratification for any commitment or decision to which they are party on behalf of the Town Team.

Members may also be known as an 'Individual Member' when they are not representing an organisation.

4.3 The Chair of the Town Team will be an elected member recognising responsibility of public money and national code of conduct.

4.4 Members of the Executive Board who miss more than 3 months of meetings will cease to be members. Exceptions will be considered on a case by case basis.

4.5 The Town Team will ensure that it remains a fully representative body.

4.6 The Town Team will seek to ensure the full participation of the community wherever possible and seek to inform the community of the progress of its work.

4.7 The Town Team will comply with the Sevenoaks Town Council Equal Opportunities statement.

4.8 The Partnership will operate in an environment which is fully accountable and transparent.

4.9 Any alterations to the terms of reference must be agreed by the Town Team.

5 Meetings and Decision Making

5.1 Sevenoaks Town Team Facilitator, in consultation with the Chair of the Town Team, will timetable at least 4 full Town Team meetings at regular intervals throughout the financial year.

5.2 Additional meetings may be called by 5 or more members indicating to the Chair that a meeting is needed.

5.3 Agenda items for such a meeting should be agreed in consultation with the Chair and notice given to the Clerk at least 10 days in advance.

5.4 Decisions will be made by consensus of those present on a majority vote

5.5 It is recognised that many members of the Town Team will have a personal interest in promoting the best interests of the business of the partnership and that conflicts of interest are therefore difficult to identify. However, partners should declare a personal interest that might represent a conflict with the best interests of the partnership.

6. Administration

6.1 Sevenoaks Town Council will undertake the administrative functions necessary for the co-ordination of the Town Team.

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TERMS OF REFERENCE - BAT & BALL 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 & Delivery Committee

Sevenoaks Town Council
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TERMS OF REFERENCE – TOWN OF SANCTUARY LIAISON GROUP

In 2023 Sevenoaks Town Council became the first Town of Sanctuary in the UK.

In order to continue to keep this accreditation the Town Council must demonstrate its ongoing commitment via various actions.

The Town Council does this by working through an Action Plan with Sevenoaks Welcomes Refugees and people who have sought sanctuary in the town.

- Delegated Town Councillors including Mayor will meet regularly throughout the year with Sevenoaks Welcomes Refugees and people who have sought sanctuary in the town.

- The Town of Sanctuary Action Plan and Strategy will be considered, worked on and developed.

- The Town of Sanctuary aims will be promoted wherever possible via Town Council's functions and facilities and in partnership with other organisations.

TERMS OF REFERENCE – COMMUNITY ASSET (OPEN SPACES) COMMITTEE

Aim: to pursue relevant objectives in the STNP (in particular objectives 4, 5 & 6) and where appropriate implement policies L1, L2, L3, L4, L5 & L8.

To consider all matters relating to the following items and make recommendations to the Finance & Delivery Committee.

(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

(n) Public Lavatories

TERMS OF REFERENCE – PLANNING & ENVIRONMENT COMMITTEE

Aim: To pursue relevant objectives of the STNP (in particular objectives 1, 2, 3, 15, 16 & 17) and implement relevant policies (in particular C1 – C10 and D1 – D6).

(a) To consider and have executive powers except to address 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 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

(d) The Chair of the Committee, or in his/her absence the Vice Chair, 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

(e) 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

(f) The Chair of the Committee or in his/her absence the Vice Chair 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

(g) 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

(h) Conservation Areas and Environmental Improvements except where relating to Town Council land and properties

(i) Formation of Neighbourhood Plans (& Masterplans)

(j) Tree Work Applications - The Chair of the Committee or in his/her absence the Vice Chair 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.

(j) To receive reports and recommendations from the Movement & Net Zero Working Group, the STNP / Masterplan Working Group and the Quarry Liaison Working Group.

Sevenoaks Town Council
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TERMS OF REFERENCE – MOVEMENT & NET ZERO WORKING GROUP

To consider matters relating to the following items and make recommendations as necessary to the Finance and Delivery Committee or the Planning and Environment Committee as appropriate:

1. The Town Council's aim to improve sustainable movement with the Town.

2. The Town Council's strategic aims in relation to working towards net zero.

3. The implementation of the sections of the Sevenoaks Town Neighbourhood Plan relevant to movement and achieving net zero. In particular Objectives 7 – 9 and Policies and Aims M1 – M12.

4. Sevenoaks Town Council's Green Community Investment Plan.

5. Initiatives from other organisations relating to movement and or net zero.

6. 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

7. 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

8. 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

9. All matters relating to road safety

10. To set out objectives for the Working Group.

Sevenoaks Town Council
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TERMS OF REFERENCE – STNP / MASTERPLAN WORKING GROUP

Terms of Reference for Sevenoaks Town Neighbourhood Plan / Masterplan Working Group – originally the STNP Monitoring & Implementation Group

1. Naming and role

1.1 The Group will be referred to as the "Sevenoaks Town Neighbourhood Plan / Masterplan Working Group" – STNP / Masterplan Working Group

1.2 The STNP / Masterplan Working Group is not a formal Committee of Sevenoaks Town Council. It may make recommendations to the Town Council's Planning & Environment Committee, which will make the final decision.

1.3 The Group will be responsible for:

i. The oversight of how the Sevenoaks Town Neighbourhood Plan Policies and Aims are being implemented, and annual review of how policy performance and wording can be improved – via Annual Report. This to include recommendations to be presented to the Planning & Environment Committee for consideration.

ii. Actively promoting the STNP process to residents, local businesses, Residents Associations, and stakeholders to encourage a participation in the continuing project and the sharing of views.

iii. The production of the Monitoring and Implementation Strategy document and any subsequent modifications. This will itemise each policy, aim and objective, and provide details of the targets, performance indicators and delivery status. Any iterations to be agreed by the Planning & Environment Committee.

iv. Provide recommendations on actioning of any further studies or projects as identified in the STNP or later during its review process by the Independent Examiner, to be approved by the Planning & Environment Committee.

v. Recommending further studies or projects that will improve the evidence base of the STNP – including a Masterplan for Sevenoaks Town Centre. These to be approved by the Planning & Environment Committee.

vi. The production and analysis of any relevant public consultations on the aforementioned projects or studies.

vii. Assessing new and existing evidence bases which will impact development in Sevenoaks Town during the plan period.

viii. Undertaking of a 5-year review of the STNP, as required by the Independent Examiner, and implementation of any improvements to policy wording identified in the aforementioned annual reports.

ix. Consulting on emerging or amended policies identified and recommended in the 5-year review of the STNP.

x. Reviewing the STNP in relation to SDC's expected Local Plan.

xi. Oversight of any future edits or reiterations of the Plan.

2. Membership

2.1. The STNP / Masterplan Working Group shall be made up of Local Stakeholders, Residents, and professionals.

2.2 Members of the Group shall be, as far as possible, representative of the demographics within Sevenoaks Town.

2.3 At the Monitoring and Implementation Group meeting held on 27th September 2023, it was agreed that membership would remain fluid and open to new members, to encourage higher engagement and involvement of different stakeholders as relating to the various Themes of the STNP.

2.4 Where members of the Group are representatives of an organisation it is the responsibility of the individual members to ensure that they have obtained the necessary consent of their organisation.

2.5 All meetings of the STNP / Masterplan Working Group will be open to members of the public who wish to attend.

2.6 Members of the Public in attendance at the Group meetings shall be free to contribute to the discussions taking place however will not hold voting rights.

2.7 Members of the Group must disclose any personal or financial interests which may conflict or coincide with the topics being considered as part of the Sevenoaks Town Neighbourhood Plan and must sign a document declaring these if applicable.

3 Governance and recommendation making

3.1 The STNP / Masterplan Working Group will be presided by a Chair or Vice Chair who must be an elected member of Sevenoaks Town Council.

3.2 If the Chair is not able to be present, meetings shall be chaired by the Vice Chair. If n either are present, members shall elect a Chair for the meeting from those present.

3.3 Decisions will be made by the consensus of the formal STNP / Masterplan Working

Group members present at the meeting. Where a vote is tied the Chair will have the casting vote.

3.4 All decisions must be approved by Sevenoaks Town Council's Planning & Environment Committee before they may be actioned.

4. Meetings

4.1 Meetings of the STNP / Masterplan Working Group will typically be held from 6:00pm in the Sevenoaks Town Council Chamber where possible.

4.2 Meetings will be structured to focus on one Theme of the STNP at a time, with relevant stakeholders to be invited as deemed appropriate.

4.3 The Group will aim to meet with a frequency not less than once every 12 weeks.

4.4 Additional meetings may be arranged by Sevenoaks Town Council, subject to at least 5 working days' notice being given prior to the date of the meeting to allow for adequate publicity.

5. Record keeping

5.1 The Town Council will endeavour to have an Officer present at all meetings of the Group who will be responsible for the production of minutes.

5.2 Minutes of meetings will be publicly available and will be publicised both on Sevenoaks Town Council's website, and on the Sevenoaks Town Neighbourhood Plan website.

5.5 Agendas for the STNP / Masterplan Working Group will be circulated via email to all who have expressed an interest in the Neighbourhood Plan Process. Paper copies will be made available at the meeting.

6. Modifications to Terms of Reference

The STNP / Masterplan Working Group shall review its Terms of Reference throughout the project and amend as it deems fit. Any amendments to the Terms of Reference will require the agreement of Sevenoaks Town Council prior to taking effect.

7. General Data Protection Regulation

All General Data Protection Regulation matters will be the responsibility of Sevenoaks Town Council

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TERMS OF REFERENCE - YOUTH SERVICES COMMITTEE

To consider all matters relating to the following items and make recommendations to the Community & Wellbeing Committee in respect of:

(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 Working Group may co-opt non-voting members to the Committee, including two Youth Councillors.

(f) Meetings of the Youth Services Working Group normally to be held after Youth Council meetings.

(g) A quorum of the Youth Services Working Group will be three voting (elected) members

(h) Approve Youth Grants within allocated Youth Outreach budget.

(i) The Youth Services Working Group shall be constructed as follows:
Town Councillors will be appointed at the Annual Meeting of the Town Council, plus the Chair or Vice-Chair of the Finance & Delivery Committee and the Town Mayor (ex-officio). The Youth Services Working Group can increase its membership with Co-Opted Members from members of other youth related organisations.

(j) <u>Co-opted members</u>

All Co-Opted members of the Working Group 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.

(k) <u>Finance</u>

The Youth Services Working Group shall make recommendations on the budgets associated with its activities for:

- Youth Council
- HitB Youth Café
- Youth Grants

Sevenoaks Town Council
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TERMS OF REFERENCE - 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:

(a) Terms and conditions of service in respect of staff
(b) Responsibility for Health and Safety Matters

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 voting member of all Committees and Working Groups 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.

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CHAIR OF COMMITTEES (& WORKING GROUPS)

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 or Working Group in a fair and transparent manner and summarising decisions that have been made. If required, the Chair of the Committee or Working Group 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 issued 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, Annual Council Meeting – 12th May 2025

DRAFT Committee Meeting Schedule 2025-26

MAY 2025		
Mon 05	Early Spring Bank Holiday	
Tues 06	Planning & Environment	
Weds 07	Youth Council	Youth Services
Mon 12	Annual Council Meeting	
Mon 19	Planning & Environment	
Mon 26	Late Spring Bank Holiday	
Weds 28	Town Team	
JUNE 2025		
Mon 02	STNP	Planning & Environment
Mon 09	Finance & Delivery	Council
Mon 16	Planning & Environment	
Mon 23	Community Asset (Open Spaces)	
Mon 30	Planning & Environment	
JULY 2025		
Weds 02	Stag Trustees	
Mon 07	**No meeting**	
Weds 09	Youth Council	Youth Services
Mon 14	Planning & Environment	
Mon 21	Council	Finance & Delivery
Wed 23	Town Team	
Mon 28	Planning & Environment	
AUGUST 2025		
Mon 04	Community Asset (Open Spaces)	
Mon 11	Planning & Environment	
Mon 18	**No meeting**	
Mon 25	August Bank Holiday	
Tues 26	Planning & Environment	
SEPTEMBER 2025		
Mon 01	Council	Finance & Delivery
Mon 08	Planning & Environment	
Weds 10	Youth Council	Youth Services
Weds 10	Stag Trustees	
Mon 15	Community Asset (Open Spaces)	
Wed 17	Town Team	
Mon 22	Planning & Environment	
Mon 29	**No meeting**	
OCTOBER 2025		
Mon 06	Planning & Environment	
Mon 13	Council	Finance & Delivery
Mon 20	Planning & Environment	
Mon 27	Personnel	
NOVEMBER 2025		
Mon 03	Planning & Environment	
Mon 10	Community Asset (Open Spaces)	
Wed 12	Town Team AGM	
Mon 17	Planning & Environment	
Wed 19	Youth Council	Youth Services
Mon 24	Council	Finance & Delivery
Weds 26	Stag Trustees	
DECEMBER 2025		
Mon 01	Planning & Environment	
Mon 08	Council - Christmas	
Mon 15	Planning & Environment	
Mon 22	Planning & Environment	
Thurs 25	Bank Holiday - Christmas	
Fri 26	Bank Holiday – Boxing Day	
Thurs 25th Dec to Thurs 1st Jan – STC Offices Closed		
JANUARY 2026		
Thurs 01	Bank Holiday -New Year	
Mon 05	Planning & Environment	
Mon 12	Finance & Delivery	Council
Mon 19	Planning & Environment	
Wed 21	Town Team	
Mon 26	Community Asset (Open Spaces)	
FEBRUARY 2026		
Mon 02	Planning & Environment	
Wed 11	Youth Council	Youth Services
Mon 16	Planning & Environment	
Mon 23	Council	Finance & Delivery
MARCH 2026		
Mon 02	Planning & Environment	
Mon 09	Annual Town Public Meeting	
Mon 16	Planning & Environment	
Wed 18	Personnel Committee	
Mon 23	Community Asset (Open Spaces)	
Mon 30	Planning & Environment	
APRIL 2026		
Weds 01	Youth Council	Youth Services
Mon 06	Easter Monday Bank Holiday	
Mon 13	Planning & Environment	

Sevenoaks Town Council, Annual Council Meeting – 12th May 2025

DRAFT Committee Meeting Schedule 2025-26

Mon 20	Council	Finance & Delivery
Mon 27	Planning & Environment	
MAY 2026		
Mon 04	Early May Bank Holiday	
Tues 05	Community Asset (Open Spaces)	
Mon 11	Planning & Environment	
Wed 13	Town Team	
Mon 18	Annual Council Meeting	
Mon 25	**Spring Bank Holiday**	
Tues 26	Planning & Environment	
JUNE 2026		
Mon 01	**No meeting**	
Mon 08	Planning & Environment	
Mon 15	Finance & Delivery	Council
Mon 22	Planning & Environment	

F&D meetings commence at the conclusion of Town Council meetings (or vice versa as agenda items require).

Town Team meetings commence at 6.30pm.

Youth Council commences at 6pm.

STNP meetings commence at 6pm.

All other meetings commence at 7pm.

DRAFT

Sevenoaks Town Council

Standing Orders

Historic

11.01.2016

22.02.2016
Adopted Resolution 410
15.05.2016
Adopted Resolution 61
15.05.2017
Adopted Resolution 64
14.05.2018
Adopted Resolution 70
13.05.2019
Adopted Resolution 62
04.05.2021
Adopted Resolution 57
09.05.2022
Adpoted Resolution 78
15.05.23
Adopted Resolution 81
13.05.24
Adopted Resolution 96
22.07.24
Adopted Resolution 216

SEVENOAKS TOWN COUNCIL STANDING ORDERS 2024

(ADAPTED FROM NALC MODEL STANDING ORDERS 2018 FOR ENGLAND (updated April 2022)

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NB: standing orders in bold type contain legal and statutory requirements.

1. Rules of debate at meetings

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded or presented by the Chair.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion and shall not have effect of rescinding original or substantive motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of a motion or the mover of an amendment shall have a right of reply not exceeding 3 minutes.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply (in respect of the substantive motion) either at the end of debate on the first amendment or at the very end of

debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chair of the meeting and the decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a councillor or person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.).

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and

shall not exceed 3 minutes without the consent of the chair of the meeting.

2. Disorderly conduct at meetings

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting**

● d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) is normally 15 minutes and shall not exceed 30 minutes, unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i At Council meeting person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). At Committee meeting a person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

(Those exercising their right to report on the proceedings of a meeting are required to comply with Sevenoaks Town Council's Proocol for the recording of meetings)

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**

p **The Mayor of the Council, if present, shall preside at a Council meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a Council meeting, a councillor as chosen by the**

councillors present at the meeting shall preside at the meeting.

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

(A member dissenting from a committee decision may, on request, have their name recorded as dissenting therefrom)

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case**

shall the quorum of a meeting be less than three. In the case of the Planning Committee the the quorum shall be six members.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting..

x A meeting shall not exceed a period of 3.5 hours. Meetings shall commence at 7.00pm and conclude at 10.30pm unless a majority of those present by Resolution extend that closure to 11.00pm on the same day.

y Questions

i. A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
ii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
iii. Every question shall be put and answered without discussion.

4. Committees and sub-committees

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may, at its annual meeting, appoint standing committees or may at any other time appoint such other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting)

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer by noon on the day of the meeting that they are unable to attend;

An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three. In the case of the Planning & Environment Committee and the Finance and Delivery Committee, the quorum shall be six members

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**

d **In addition to the annual meeting of the Council, at least three other**

ordinary meetings shall be held in each year on such dates and times as the Council decides.

e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**

f **The Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until the successor is elected at the next annual meeting of the Council.**

g **The Deputy Mayor of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees (and the number of members);

vii. Appointment of members to existing committees (including, if appropriate,

substitute members);

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.(and review of contributions made to expenditure incurred by other local authorities); (these are reviewed on an annual rolling basis)

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, the council to confirm it has in place all of the criteria to remain eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings;(*to be reviewed at first meeting of Finance and Delivery Committee following the annual meeting of the Council)*

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks; (to be reviewed at Finance and Delivery Committee)

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure; (*to be reviewed Finance and Delivery Committee)*

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (to be reviewed at first meeting of Finance and Delivery Committee following annual meeting of the Council)

xviii. Review of the Council's policy for dealing with the press/media;*(to be reviewed at first meeting of Finance and Delivery Committee following annual meeting of the Council)*

xix. Review of the Council's employment policies and procedures via Personnel Committee (Employment Handbook);

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. Extraordinary meetings of the council, committees and sub-committees

a **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by (no less than a quarter of the) members of the committee [or the sub-committee], those members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee]. (The public notice giving the time, place and agenda for such a meeting shall be signed by councillors calling the meeting.)

7. Previous resolutions

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

c Every plan/amended plan which is validated by Sevenoaks District Council is considered by Sevenoaks Town Council on its own merits and does not recommend Approval or Refusal based on prior recommendations to previous applications and the recommendations which were provided.

8. Voting on appointments

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory

functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. Management of information

See also standing order 19.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification**.

e A councillor in breach of the provisions of standing order 11(d) above may be removed from a committee or a sub-committee by a resolution of the Council.

12. Draft minutes

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b All councillors shall where possible undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.

d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in

which they had the interest.

e **Dispensation requests shall be in writing and submitted prior to the meeting to the Proper Officer** by 12 Noon on the day of the meeting.

f A decision as to whether to grant a dispensation shall be by the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

g A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

h Subject to standing orders 13(e) and (g), a dispensation request shall be considered by the Proper Officer before the meeting, and agreed by the meeting, or, if this is not possible, at the start of the meeting for which the dispensation is required.

i A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

a ~~On receipt of an alleged breach of the Council's code of conduct, the Monitoring officer at the District Council to be advised.~~

~~b Upon notification by the District Council that it has found that a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.~~

~~c Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of Council of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).~~

~~d The Council may:~~

~~provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;~~

~~seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~

e Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. Proper Officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a

full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at lease 4 days before the meeting confirming their withdrawal of it..

iii. **convene a meeting of the Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests; *;*

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed *(and sealed using the Council's common seal)*
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority;

xv. Refer a planning application received by the Council to the Chair or in his absence the Vice-Chair of the Planning Committee in consultation with one other committee member and the Town Clerk, to have executive powers to make observations, 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 the 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;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect; (s*ee also standing order 24).*

16. Responsible financial officer

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply at each Finance & Delivery Committee a statement to summarise:

i. the Council's income and expenditure for the most recently closed month, and any months that have closed since the previous Finance & Delivery Committee;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the year to date balances held at the end of the month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide at the Finance & Delivery Committee:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the final month and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with

proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council, currently 5 days in line with agenda deadline. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£~~30~~60,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

~~c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**~~

~~d.~~c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the exection of works shall include, as a minimum the following steps:

- ~~Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.~~
- ~~The invitation shall in addition state that tenders must be addressed to~~

~~the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.~~

- ~~Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of the council.~~

- ~~Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any of the tender before the expiry of the deadline for submission.~~

- ~~Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a late tender, estimate or quote who was present when the original decision making process was undertaken.~~

- A specification ofr the goods, materials, services or the execution of works shall be drawn up.

- An invitation or tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- Tenders are to be submitted in writing in a sealed envelope addressed to the Property Officer unless an electronic tendering process has been agreed by the Council.

- Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the dealine for submission of tenders as passed.

- Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any of the tender before the expiry of the deadline for submission.

- Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d Neither the Council, nor a committee or a sub committee with delegated respoinsibility for considering tenders, is bound to accept the lowest value tender.

e **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, th Council must comply with procurement rules. NALC's procurement guidance contains further details.**

~~**Where the value is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**~~

19. Handling staff matters

a A matter personal to a member of staff that is being considered by any meeting is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Personnel Committee of absence occasioned by illness or other reason.

c The chair of the Personnel Committee and Finance and Delivery Committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual Personal Development Plan (appraisal) of the work of the Town Clerk. It should be reported to the Personnel Committee that this has taken place.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel Committee or in their absence, the vice-chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised relates to the chair or vice-chair of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

20. Canvassing of and recommendations by councillors

a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

21. Responsibilities to provide information

See also standing order 22.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. [*If gross annual income or expenditure (whichever is the higher) exceeds £200,000*] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

22. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

23. Relations with the press/media

a Requests from the press or other media for an oral or written comment or

statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

24. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

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 the Mayor/Deputy Mayor who shall sign the deed as a witness.**

c Delegated authority is provided to the Mayor and Town Clerk to 'seal' personal documents as required subject to a separate register of records being maintained.

25. Communicating with district and county councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

26. Restrictions on councillor activities

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

27. Casual Vacancy

Following the death of a Councillor, Casual Vacancy notices will be placed the day after the funeral.

28. Standing orders generally

a All or part of a standing order, except one that incorporates mandatory

statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.

c A motion to *permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two thirds of the councillors at a meeting of the council vote in favour of the same.*

d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible upon delivery of his declaration of acceptance of office.

e The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

f A councillors failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders

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FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council for the financial year 2025~~4~~/26~~5~~ at its meeting held on ~~10th June 2024~~12th May 2025

Signed by the Mayor .....

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These Financial Regulations were adopted by the council at its meeting held on 12th May 2025~~10th June 2024.~~

1. General

1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4 In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in The Practitioners' Guide
- Practitioners' Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and bold text refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5 The Responsible Finance Officer (RFO) holds a statutory office, appointed by the council. The Responsible Finance Officer;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6 The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7 In addition, the council shall :

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2 The Town Clerk, with the Responsible Finance Officer shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3 When considering any new activity, the Town Clerk, with the Responsible Finance Officer shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5 The accounting control systems determined by the Responsible Finance Officer must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6 At least once in each quarter, and at each financial year end, a member shall ~~be appointed to~~ verify bank reconciliations (for all accounts) produced by the Responsible Finance Officer. The member shall sign the reconciliations as evidence of verification.

2.7 Back-up copies are ongoing via the cloud system. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1 All accounting procedures and financial records of the council shall be determined by the Responsible Finance Officer in accordance with the Accounts and Audit Regulations.

3.2 The accounting records determined by the Responsible Finance Officer must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4 The Responsible Finance Officer shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Responsible Finance Officer shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the Responsible Finance Officer, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7 The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8 The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11 The Responsible Finance Officer shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12 The Responsible Finance Officer shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

4.2 Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and minuted. The Responsible Finance Officer will inform committees of any salary implications before they consider their draft their budgets.

4.3 No later than November each year, the Responsible Finance Officer shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance & Delivery Committee not later than the end of November each year.

4.6 The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Delivery Committee and a recommendation made to the council.

4.7 Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

4.9 The Responsible Finance Officer shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11 Earmarked reserves are agreed by the Council and withdrawals for the agreed purpose are delegated to the Town Clerk and Responsible Finance Officer. If the funds are required to be spent on alternative projects approval would be needed from the Finance and Delivery Committee.

5. Procurement

5.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers and consideration given to the Green Community Investment Plan and social value.

5.2 The Responsible Finance Officer should verify the lawful nature of any proposed purchase before it is made.

5.3 Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

~~**5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**~~

5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any

superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the ~~advertising of contract opportunities and the~~ publication of invitations and notices. ~~about the award of contracts.~~

5.7 For contracts greater than £3,000 excluding VAT the Town Clerk or Responsible Finance Officer shall seek at least 3 fixed-price quotes;

5.8 where the value is between £500 and £3,000 excluding VAT, the Town Clerk or Responsible Finance Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.9 For smaller purchases, the clerk or Responsible Finance Officer shall seek to achieve value for money.

5.10 Contracts must not be split ~~into smaller lots~~ to avoid compliance with these rules.

5.11 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.12 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or Finance & Delivery Committee. Avoidance of competition is not a valid reason.

5.13 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.14 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Town Clerk or Responsible Finance Officer, under delegated authority, for any items below £5,000 excluding VAT.
- the Council for all items over £5,000 – two councillors to agree via email to the Finance Department;

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

such authority is to be evidenced by a purchase order (unless the order is under a contract, or of a de minimis value, and then a purchase order will not be required) and financial report to the Finance & Delivery Committee.

5.15 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.16 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.17 In cases of serious risk to the delivery of council services or to public safety on council premises, the Town Clerk/ Responsible Finance Officer, in consultation with the Chair and Vice Chair of the Finance and Delivery Committee, may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to councillors as soon as practicable thereafter.

5.18 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.19 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.20 Any ordering system can be misused and access to them shall be controlled by the Finance Department.

6. Banking and payments

6.1 The council's banking arrangements, including the bank mandate, shall be made by the Responsible Finance Officer and authorised by the council in line with its Investment Policy.

6.2 The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Responsible Finance Officer.

6.4 Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5 All payments shall be made by online banking, cheque, or credit card in accordance with a resolution of the council unless the council resolves to use a different payment method.

6.6 For each financial year the Responsible Finance Officer may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or the Finance & Delivery Committee may authorise in advance for the year.

6.7 The regular payments are dual authorised for every payment.

6.8 A list of such payments shall be reported to the next appropriate meeting of the Finance and Delivery Committee for information only.

6.9 The Town Clerk, Deputy Clerk and Responsible Finance Officer shall have delegated authority to authorise payments

6.10 The Responsible Finance Officer shall present a schedule of payments at every Finance and Delivery Committee meeting for noting.

7. Electronic payments

7.1 Where internet banking arrangements are made with any bank, the Responsible Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of officers/members who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2 All authorised signatories shall have access to view the council's bank accounts online.

7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent to two authorised signatories.

7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6 Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7 Evidence shall be retained showing which officers approved the payment online.

7.8 A full list of all payments made in a month shall be provided to the next Finance & Delivery Committee meeting.

7.9 With the approval of the Finance & Delivery Committee in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may

be made by variable direct debit, provided that the instructions are signed by two bank signatories and reported to the Finance and Delivery Committee. The approval of the use of each variable direct debit shall be reviewed by the Finance & Delivery at least every two years.

7.10 Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance and Delivery Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two bank signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance & Delivery Committee at least every two years.

7.12 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13 Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

7.14 Cards and card readers for the purposes of internet banking payments should be pin and password protected and kept in the safe when not in use. Passwords shall be changed regularly. Access to any internet banking accounts will be directly to the access page, and not through a search engine or email link. Remembered or saved passwords facilities should not be used on any computer.

8. Cheque payments

8.1 Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two signatories.

8.2 A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3 To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Town Clerk, Deputy Clerk and Responsible Finance Officer and any balance shall be paid in full each month. Other members of the finance team will have access to the corporate credit card for making payments

on line or over the telephone but only upon instructions from either the Town Clerk, Deputy Clerk or the Responsible Finance Officer.

9.2 Personal credit or debit cards of members or staff shall not be used.

10. Petty Cash

10.1 The finance department shall maintain a petty cash float for the purpose of defraying operational and other expenses. The total aggregate amount of the petty cash float across all committees must not exceed £1,000.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3 Salary rates shall be agreed annually by the council, or a duly delegated committee/ Town Clerk.

11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance and Delivery Committee to ensure that the correct payments have been made.

11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4 All investment of money under the control of the council shall be in the name of the council.

12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the Responsible Finance Officer.

12.6 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the Responsible Finance Officer.

13.2 The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The Responsible Finance Officer shall be responsible for the collection of all amounts due to the council.

13.3 Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Responsible Finance Officer and shall be written off in the year. The council's approval shall be shown in the Minutes.

13.4 All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Responsible Finance Officer considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5 Personal cheques shall not be cashed out of money held on behalf of the council.

13.6 The Responsible Finance Officer shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7 Where significant sums of cash are regularly received by the council, the Responsible Finance Officer shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8 Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1 Where contracts provide for payment by instalments the Responsible Finance Officer shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2 Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4 The Responsible Finance Officer shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1 The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2 The Responsible Finance Officer shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of

the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3 The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £1,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1 The Responsible Finance Officer shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2 The Town Clerk shall give prompt notification to the Responsible Finance Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3 The Responsible Finance Officer shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Finance & Delivery Committee at the next available meeting. The Responsible Finance Officer shall negotiate all claims on the council's insurers in consultation with the Town Clerk.

17.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

18. Charities

18.1 Where the council is sole managing trustee of a charitable body the Town Clerk and Responsible Finance Officer shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and Responsible Finance Officer shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1 The council shall review these Financial Regulations annually and following any change of Town Clerk or Responsible Finance Officer. The Town Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2 The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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Local Government Association
Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit- for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;
b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- **a. given to me in confidence by anyone**
- **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - **i. I have received the consent of a person authorised to give it;**
  - **ii. I am required by law to do so;**
  - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - **iv. the disclosure is:**
    1. **reasonable and in the public interest; and**
    2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
    3. **I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

"**Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** –
    a. your own financial interest or well-being;
    b. a financial interest or well-being of a relative or close associate; or
    c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

    you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above*)* ***affects*** the financial interest or well-being:
    a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
    b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

    You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

    If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body
- (i) exercising functions of a public nature
- (ii) directed to charitable purposes or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

STC Annual Council Meeting - 12th May 2025
Annual Subscriptions 2025/26

RESOLUTION

Prices are without VAT

	Body	Due Date	2023/24	2024/25	2025/2026
aa	Trailtale Limited	April			150
a	Institute of Cemetery and Crematorium Management	April	£190.00	£190.00	£ 215.00
b	Kent Association of Local Councils	April	£1,655.00	£1,695.00	£ 1,870.00
c	South East Employers	April	£356.00	£371.00	£ 400.00
d	NLA Media Access Limited	April	-	£333.00	£ 344.50
e	Zoom	April	£240.00	£240.00	£ 259.80
f	Survey Monkey	April	-	£565.00	£ 625.00
g	Chartered Institute of Horticulture	April	£233.00	£233.00	£ 246.00
h	Institute of Groundsmanship	April	£164.35	£164.35	£ 196.00
i	Parish Online	June	£378.00	£350.00	£ 378.00
j	Information Commissioner's Office	June	£35.00	£35.00	£ 35.00
k	City of Sanctuary	June	-	£150.00	£ 150.00
l	Association of Town Centre Management	June	£570.00	£595.00	£ 605.00
m	National Allotment Society	July	£55.00	£55.00	£ 55.00
n	AAT (Accounting Technicians)	October	£256.00	£161.00	£ 161.00
o	Local World - Sevenoaks Chronicle	September	£106.00	£131.00	£ 140.00
p	Amazon Prime	September	£79.00	£95.00	£ 95.00
q	Institute of Chartered Accountants in England and Wales	December	£415.00	£400.00	£ 405.00
r	Sevenoaks District Chamber of Commerce	January	£290.00	£290.00	£ 290.00
s	Friends of Rhinebach	August	£30.00	£30.00	£ 30.00
t	Kent Farmer's Market Association	February	£60.00	£60.00	£ 60.00
u	Local Government Association (via NALC)	Feb	£530.00	£580.00	£ 580.00
v	National Association of British Markets	March	£384.00	£434.00	£ 434.00
w	Sevenoaks Parish Advertising	March	£19.00	£19.00	£ 19.00
x	Local Government chronicle	March	£385.00	£416.00	£ 420.00
y	Society of Local Council Clerks	June	£552.00	£991.00	£ 1,000.00
z	CPRE	March	£60.00	£60.00	£ 60.00

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Sevenoaks Town Council, Annual Council Meeting 12th May 2025

Variable Direct Debits

American Express	Credit card charges from the cafes
British Gas Business	Gas
B2 Mobility GmbH	Fuel for open spaces vehicles
Connectaphone	Telephones
Countrystyle Recycling	Glass collection
EDF Energy	Electricity
EMAP Publishing Limited	subscription for Local Government Chronicle
Everflow Limited	Water
Go Cardless	Nexadus - Business Hub
Legal & General	Pension
Nest	Pension
ICO	Information Commissioners Office
Natwest One Card	Credit Card
Public Work Loans Board	B&B Centre loan
Reposs Limited	Till at Café
S/Line	Worldpay card machines
Sage Software	Payroll Software
Sevenoaks District Council	Business rates for each site
South East Water	Water
UK Fuels	Fuel Cards
Yu Energy	Streetlighting

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Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

Events Attended – 2024/2025

Mayor: Councillor Libby Ancrum
Deputy Mayor: Councillor Tony Clayton
& Mayor's Representatives

Day & Time	Date	Organisation & Event/Venue	Attended	
Wed 12.00	15 May	Women of Kent Luncheon – Mercure Hotel Maidstone	Mayor	1
Sun 7.30	19 May	Sevenoaks Symphony Orchestra = Orchestral Concert	Mayor	2
Thurs 2.30	23 May	Kippington Nursing Home – Celebration of recent refurbishment	Deputy	3
Fri 6.30	24 May	Porchlight Sleepout – Walthamstow Hall Senior School	Deputy	4
Sun 10.30	26 May	Sevenoaks Bowling Club – Open Day	Deputy	5
Tues. 6.30	28 May	Guided Tour of Sevenoaks Town	Mayor	6
Sun 3.30	2 June	Sevenoaks Quaker Meeting – Rising Stars and the Way Ahead	Mayor	7
Thur 7.00	6 June	D-Day 80 – Procession and Beacon Lighting on the Vine	Mayor	8
Wed 10.30	12 June	Spadework's 40th Anniversary	Mayor	9
Sat 9.55	15 June	Infinity Launch	Mayor	10
Mon 9.00	17 June	Refugee Week – Desperate Journeys with St Thomas's School	Mayor	11
Wed 1.15 7.00	19 June	Refugee Week – Desperate Journeys with Lady Boswell's School With SWR	Mayor	12 13
Thurs 7.00	20 June	Refugee Week – Desperate Journeys with Air Cadets	Mayor	14
Fri 2.00	21 June	Lullingstone Country Park -Unveiling of a Sculpture in the Landscape.	Mayor	15
Sat 11.00	22 June	Opening of the Sevenoaks Summer Festival	Mayor	16
Sat	22 June	Go Wild at Bat and Ball Centre	Mayor	17
Sun 3.00	23 June	Mayor's Civic Service at St Luke's Church	Mayor	18
Sun 7.30	23 June	Sevenoaks Philharmonic Choir – The Mikado at the Stag	Mayor	19
Mon 10.20	24 June	Chairman SDC – Fly the Flag for Armed Forces Day	Mayor	20
Tues 10.15	25 June	Chairman KCC – Armed Forces Day Flag Raising	Mayor & Consort	21

Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

Day & Time	Date	Organisation & Event/Venue	Attended	
Wed 3.00	3 July	Riding for the Disabled – Carriage Driving Event	Deputy	22
Thurs 4.45	4 July	Friends of Rheinbach – Meet and Greet visitors from Germany	Deputy	23
Sat	6 July	Rheinbach Dinner	Mayor	24
Tues 7.15	9 July	Sevenoaks Air Cadets – Annual General Meeting	Mayor	25
Thurs 11.00	11 July	Mayor of Medway – Call the Midwife Tour at Chatham Dockyard	Mayor + 1	26
Thurs 1.30	11 July	West Heath School – Prize Giving	Deputy & Cllr. Canet	27
Thurs 6.00	11 July	S'oaks Chamber of Commerce Penshurst Place	Mayor	28
Fri 5.00	12 July	Community Police VAWG Walk & Talk Knole Park	Mayor	29
Thurs 6.30	18 July	Kent Police – S'oaks Independent Advisory Service	Mayor	30
Sat 10.00	**20 July**	**Green Walk & Talk with the Mayor**	**Mayor**	31
Sat 6.30	20 July	Royal British Legion – Kent County Coronation Dinner at Bearsted Golf club	Mayor & Cllr Camp	32
Sat 7.30	27 July	Lydian Orchestra Concert at Unity Hall, Southborough	Mayor & Cllr Shea	33
Mon 11.30	29 July	Peppercorn Rent Ceremony The Vine	Mayor	34
Thur 10.30	01 Aug	Family Fun Day at Greatness Recreation Ground hosted by Town Council	Mayor	35
Thurs 6pm	08 Aug	Committee meeting: League of Friends Sevenoaks Hospital	Mayor	36
Tues 2.30-3.45	13 Aug	Crufts event at Weald Heights Care Home	Mayor	37
Wed 10:30	14 Aug	Rockdale Housing Association – Garden Refurbishment	Mayor	38
Mon 12.30	19 Aug	Rockdale Housing Assoc. – Rockdale Fete launch of Village	Cllr Granville & Cllr Canet	39
Tues 1.50	20 Aug	Wind in the Willows, Bat and Ball Centre	Cllr Shea & Cllr Dixon	40
Thur1.50	22 Aug	Wind in the Willows, Greatness Recreation Ground	Cllr Canet	41
Fri 1.50pm	23 Aug	Wind in the Willows, Vine Gardens	Cllr Granville & Cllr Canet	42
Friday 11am	23 Aug	Greatness Skate Park Event	Cllr Granville & Cllr Canet	43
Friday 6.00pm	23 Aug	Mayor of Swanley 50th Anniversary Spectacular	Deputy Mayor & Consort	44

Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

Day & Time	Date	Organisation & Event/Venue	Attended	
Thurs 6.00pm	29 Aug	Makers Exhibition – Kaleidescope Gallery, Private view	Deputy Mayor	45
Sat 11.00 2.00pm	31 Aug	Faversham Int Hop Festival	Deputy Mayor & Consort	46
Sun	1 Sept	Heavy Horse Show (S'oaks RDA) stand at show	Deputy Mayor	47
Sun 3.00	1 Sept	Oxted Band at Vine Bandstand – last STC concert of summer season	Cllr Layne	48
Tues 9.45	3 Sept	Fly the Flag for Merchant Navy Day- SDC Offices	Deputy	49
Wed 11.00 -2.00pm	4 Sept	Mayor of Maidstone Tour of Hush Heath Vineyard £40pp	Deputy & Consort	50
Sat 11.45	7 Sept	S'oaks Street Food Festival on the Vine	Deputy Mayor	51
Mon 8.50am	9 Sept	SDC Chairman 999 flag raising at SDC offices	Deputy	52
Tues 12-4pm	10 Sept	Mayor of Swanley Indoor Bowls and Afternoon Tea	Deputy Mayor & Cllr Layne	53
Fri 1.00	20 Sept	Sevenoaks School – Meeting with Jesse Elzinga	Mayor & Consort	54
Sat 10.00	21 Sept	Bicycle Festival at the Vine – Mayor invited to open event – (initial contact Mike Reid)	Mayor	55
Sat 1pm	21 Sept	BBQ celebrating Sevenoaks Ladies Joggers 25th anniversary. Oaks blokes 15 years at Hollybush.	Mayor & Consort	56
Sun 3pm	22 Sept	STC 50th Anniversary Gathering at the Bat and Ball centre.	Mayor & Cllrs	57
Tues 3-5pm	24 Sept	Mayor of Maidstone Garden Party- The Orangery Turkey Mill	Deputy & Deputy Consort	58
Wed 7pm-9pm	25 Sept	VIP opening- Deckhouse	CEO, Mayor, Deputy, CLlr	59
Thurs 10.00-12:00pm	26 Sept	Guide Dogs- Blindfold Walk around Sevenoaks Town- Mayoral Form received.	Mayor	60
Sat 2.00	28 Sept	Opening of Long Spring Woods	Mayor & Councillors	61
Sat 6.00	28 Sept	Life on High – 5 Year Anniversary Cocktail Party	Mayor +1	62
Sun 4.00	29 Sept	Sevenoaks District Scouts – Annual General Meeting	Deputy	63
Sun 6.30	29 Sept	Chair Folkestone & Hythe DC – Civic Evensong	Mayor & Consort	64
Mon 8.00	30 Sept	Mayor of Medway – Charity Walk	Mayor & Consort	65
Tues 10.30	1 Oct	Judging Christmas Lights Competition	Mayor & Consort	66
Thurs 2.00	3 Oct	Launch of Mat Ball's new book at Sevenoaks Book Shop	Mayor	67

Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

Day & Time	Date	Organisation & Event/Venue	Attended	
Fri 2.00	4 Oct	Mayor of Dartford – Afternoon Tea	Mayor + 1	68
Fri 6.30	4 Oct	Mayor of Swanley – Autumn Ball	Mayor & Consort	69
Sat 8.00	5 Oct	Welcome Youth Rugby Squad from South Africa	Mayor	70
Sun 5.30	6 Oct	Stag Youth Theatre Film in a Week Course	Mayor	71
Wed 2.00	9 Oct	Sevenoaks Literary Festival – Presentation by Lucy Strange to year 5 students	Mayor	72
Fri 7.00	11 Oct	Chairman SDC – Race Night at Horton Kirby and South Darenth Village Hall	Mayor & Consort Deputy Mayor & Mayoress	73
Sat 10.00	12 Oct	Bradbourne Riding for the Disabled – Knole Ride	Mayor	74
Sat 7.00	12 Oct	D'Vine Singers – 10th Anniversary Concert	Mayor & Consort	75
Thurs 10.00	17 Oct	Autumn Leaves – Train from Bat & Ball to Swanley	Mayor	76
Fri 6.30	18 Oct	Sevenoaks Business Awards Gala Dinner	Mayor & Consort	77
Sat 11.30	19 Oct	Emily Jackson Care Home – Cars and Coffee	Mayor	78
Fri 10.30	25 Oct	Kent Civic Launch of the Poppy Appeal 2024	Deputy Mayor	79
Sun 7.30	27 Oct	Listening Room Music Agency – Concert at The Ship Theatre, Walthamstow Hall.	Mayor & Consort	80
Fri 2.00	1 Nov	Mayor of Bromley – Charity Talk and our of Bethlem Museum of the Mind and Bethlem Gallery	Mayor & Consort	81
Sat 10.00	2 Nov	Mayor of Swale – Tour of Historic Sheppey	Mayor & Guest	82
Sat 6.00	2 Nov	Festival of Remembrance at Rochester Cathedral – Eynsford Concert Band	Mayor & Guest	83
Sun 4.00	3 Nov	Informal Service at The Drive Methodist Church	Mayor & Guest	84
Tues 5.00	5 Nov	Switch- on Lights at the Vine (Trees)	Mayor	85
Wed 10.30	6 Nov	Sevenoaks Chamber of Commerce AGM at Bat&Ball Station	Mayor	86
Thurs 6.30	7 Nov	Lord Lieutenant – Awards Ceremony at The Royal Military School of Engineering, Chatham Consort Councillor Sandra Robinson	Mayor & Consort	87
Sun 11.00	10 Nov	Remembrance Service and Parade	Mayor & Consort	88
Mon 11.00	11 Nov	Armistice Day – Mayor to lay crosses on the War Graves at Greatness Cemetery	Mayor & Cllrs	89

Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

Day & Time	Date	Organisation & Event/Venue	Attended	
Thurs 12.20	14 Nov	Guide Dogs for the Blind – Informal Lunch to thank their supporters at Hope Church, Mill Lane	Mayor	90
Sun 3.00	17 Nov	Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	Mayor& Consort	91
Wed 11.00	20 Nov	Photos at STC Offices- Paul Burgess	Mayor	92
Wed 7.00	20 Nov	Mayor of Bexley – Performance of "Mermaid" by Rose Bruford College	Mayor & Consort	93
Sat 6.30	23 Nov	Sevenoaks Lions Club - 55th Charter Dinner Dance to be held at Wildernesse Golf Club	Deputy Mayor & Mayoress	94
Tues 6pm	26 Nov	Guys and Dolls- Walthamstow Hall	Mayor	95
Sat 3.00	30 Nov	Christmas Lights Switch-on	Mayor	96
Sat 7.00	30 Nov	Christmas Concert at St Nicholas Church	Mayor	97
Mon 7.00	2 Dec	Community Choir – St Luke's Church	Mayor & Consort	98
Tues 10.30	3 Dec	Provisional Date for Judging Best Dressed Window	Mayor	99
Wed 12.30	4 Dec	Sevenoaks Chamber of Commerce – Christmas Lunch at the Pavilion Restaurant, Wildernesse House	Mayor	100
Wed 4:15	4 Dec	Emily Jackson House- Christmas Light Switch On	Mayor	101
Thurs 7.00	5 Dec	SWR Annual Volunteer Day- quarterly meeting – St John's Hill United Reform Church	Mayor	102
Sat 7.30	7 Dec	Holly Party at the Bat and Ball Centre	Mayor & Consort	103
Sun 6pm	8 Dec	Mencap Sevenoaks, Christmas Carols at the Mencap Hall	Mayor	104
Mon 7.00	9 Dec	Christmas Council Meeting	Mayor & Cllrs	105
Tues 10.30 not 10:00	10 Dec	Provisional Date for presenting Awards for Best Dressed Window	Mayor	106
Wed 10.00	11 Dec	Mayor & Town Crier to tour the relocated Market	Mayor	107
Thurs 2.00	12 Dec	Mayor of Swanley - Festive Afternoon Tea , 2-5pm	Mayor +Deputy	108
Thurs 7.00	12 Dec	St Lukes- ATC Concert- St Lukes	Mayor	109
Sat 7.00	14 Dec	Stag Theatre – Pantomime, Snow White	Mayor &Consort	110
Sun 12:00	15 Dec	Sevenoaks Hockey Club- Presidents Cocktail Party	Mayor & Cllr Shea	111

Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

Day & Time	Date	Organisation & Event/Venue	Attended	
Sun 3.00-5pm	15 Dec	S'oaks RDA Party at Bat & Ball Centre prize giving	Mayor + consort	112
Sun 4.00	15 Dec	Eynsford Concert Band – Concert 'Magic of Christmas' at The Space, Sevenoaks School	Deputy Mayor and Deputy Mayoress	113
Mon 11:00	16 Dec	Purelake Visit	Mayor	114
Tues 12.15	17 Dec	Call in to the Council Chamber to wish the Staff a Happy Christmas – Staff Christmas Lunch	Mayor+baby	115
Tues 1:00	17 Dec	Sevenoaks Almshouse Charity- Christmas Lunch- Sevenoaks School- Dining Hall	Mayor+Consort	116
Sat 7:30pm	21 Dec	The Lydian Orchestra's Winter Concert	Mayor&Consort	117
Sun 4.00	22 Dec	Lessons & Carols at St John the Baptist Church	Deputy Mayor	118
Tues 11.15	24 Dec	Christmas Eve Midnight Service at St Nicholas Church	Mayor & family	119
Sun 11.00	5 Jan	Margate Charter Trustees – Blessing of the Seas Ceremony	Mayor&Consort	120
Sat 3.00	11 Jan	Presenting prize at Inter Cadet Air Gun Competition	Mayor	121
Sat 7.00	18 Jan	Celebrating 10th Anniversary of the Lewis Project	Mayor& Consort	122
Sat 7.00	25 Jan	Air Cadets – Burns Night Celebrations	Mayor & Consort	123
Sun 10.00	26 Jan	Sevenoaks Chinese School – Chinese New Year Celebration	Mayor & Consort	124
Tues 7.00	28 Jan	Mayor of Maidstone – Nepalese Banquet	Mayor & Consort	125
Fri 1.30	31 Jan	Bandstand on The Vine to listen to pupils of Seal Primary talking about The Great Storm	Mayor	126
Sun 12:30	9 Feb	Mayor of Gravesham – Sunday Lunch at Cobham Hall	Mayor & Consort	127
Wed 5:30	12 Feb	Lord Mayor- Canterbury's Evensong Civic Service- Canterbury Cathedral Quire	Mayor & Consort	128
Wed 3.00	12 Feb	Celebration of the Life of Chris Holgate	Mayor	129
Thurs 6.30	13 Feb	Mayor of Faversham- Brewery Tour	Mayor & Consort	130
Sat 7.00	22 Feb	Soroptimist International Quiz Night	Mayor &Consort	131
Sat 7.30	22 Feb	Friends of Rheinbach – New Year's Dinner	Deputy Mayor & Mayoress	132
Sun 3.15	23 Feb	Installation and Welcome Service for Archdeacons of Rochester and Tonbridge	Mayor & Consort	133
Tues 3.55	25 Feb	West Heath School – Presentation of Examination Certificates	Mayor	134

Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

Day & Time	Date	Organisation & Event/Venue	Attended	
Fri 10.00	28 Feb	South East England Group Visit Fair at Saint Hill Castle	Mayor & Consort	135
Fri 11.40	7 Mar	International Women's Day Lunch	Mayor	136
Sat 12.00	8 Mar	Sevenoaks Rugby and Football Club Annual Lunch	Mayor & Consort	137
Sun 11.00	9 Mar	Covid Reflection Day – Planting of 5 Rose Bushes and unveiling plaque	Mayor	138
Sun 10-6	9 Mar	Young Musician of the Year Competition	Mayor	139
Mon 9.00	10 Mar	McDonald's Restaurant Annual Clean Up Day	Mayor	140
Mon 10.00	10 Mar	Commonwealth Day – Flag Raising at Sevenoaks D C	Mayor	141
Sun 2.30	16 Mar	Sevenoaks Symphony Orchestra Concert at the Stag Theatre	Mayor & Consort	142
Tues 12.30	18 Mar	Soroptimist International Sevenoaks President's Lunch	Mayor	143
Thurs 7.00	20 Mar	Sevenoaks Sea Cadets – Annual Awards Evening	Mayor & Consort	144
Fri 4.00	21 Mar	A Multi-Faith Celebration at Sessions House, County Hall	Mayor & Consort	145
Sun 7.00	23 Mar	Mayor of Swanley – Curry Night	Mayor & Consort	146
Tues 2.00	25 Mar	Memorial Service for Richard Parry	Mayor & Consort	147
Thurs 10.00	27 Mar	Tour of London Biggin Hill Airport	Deputy Mayor & Cllr Skinner	148
Thurs 10.00	3 Apr	Mayor of Folkestone – Euro Tunnel Tour	Mayor & Consort	149
Sat 10.00	5 Apr	Open the Vegan Market on the Vine	Mayor	150
Tues 2.30	8 Apr	Chairman SDC Afternoon Tea at Rowhill Grange, Dartford	Mayor & Consort	151
Wed 11.45	9 Apr	Mayor of Swale – Vineyard Tour	Deputy Mayor & Cllr. Canet	152
Wed 7.00	9 Apr	Volunteers Thank You Reception	Mayor	153
Wed 12.00	9 Apr	Tour of Brenchley Vineyard	Deputy Mayor + 1	154
Sat 12.30	12 Apr	Repair Café 3rd Birthday Celebrations	Mayor	155
Mon 5.00	21 Apr	Lydian Orchestra – Spring Concert	Mayor & Consort	156
Tues 10.30	22 Apr	Mayor of Maidstone – Scenic Cruise and Tour of Allington Castle	Mayor + 1	157
Thurs 12.30	24 Apr	Sevenoaks Indoor Bowls Club – Solar Panel Reception	Mayor	158

Sevenoaks Town Council
Annual Council Meeting – 12th May 2025

Day & Time	Date	Organisation & Event/Venue	Attended	
Fri 10.00	25 Apr	Mayor of Folkestone & Hythe – Dungeness Nature Reserve	Mayor & Consort	159
Sat 10.30	26 Apr	SWR Fun Day	Mayor	160
Sun 10.30	27 Apr	SAHA Celebrate 100th Anniversary of the founding of the Association	Mayor	161
Sun 2.10	27 Apr	Sevenoaks District Scouts – St George's Day Parade	Mayor	162
Sun 7.00	27 Apr	Eynsford Concert Band – Spring Concert	Mayor & Consort	163
Mon 10.00	28 Apr	Mayor of Greenwich – Tour of the Cutty Sark	Deputy Mayor & Mayoress	164
Fri 7.30	02 MAY	Kentish Opera – Performance of Die Fledermaus at the Stag	Mayor & Consort	165
Sat 11.00	03 May	Opening of the Climate Fair	Mayor	166
Sun 12.30	04 May	Professor Slug's House of Bugs at Vine Gardens	Mayor	167
Wed 11.00	07 May	Chevening Luncheon.	Mayor & Consort	168
Thurs 6.00	8 May	80th Anniversary VE Day – Events on Vine and Beacon Lighting	Mayor & Consort	169

Agenda Item 25b
Sevenoaks Town Council
Annual Council Meeting - 12th April 2025

2024 – 2025

The Mayor of Sevenoaks Councillor Libby Ancrum
Provisional Dates for Mayoral Events

May/June 2024 Sunday 23 June Civic Service 29 June Armed Forces Day	**July 2024** Saturday, 20 July Green Walk & Talk Monday, 29 July Peppercorn Rent Ceremony	**August 2024**
September 2024 3 September Merchant Navy Day 22 September STC 50th Anniversary Celebration 28 September Opening Longspring Wood	**October 2024** Thurs 17 October Autumn Walk Darenth Valley Rail link	**November 2024** Sunday 10 November Remembrance Day Monday 11 November Armistice Day Tree Planting
December 2024	**January 2025**	**February 2025**
March 2025 1st March Quiz Night 7th March International Women's Day Lunch 10th March Commonwealth Day	**April 2025** 9th April Mayor's Volunteers Thank You Reception Wednesday 23rd April Tour of Knole House	**May 2025** Wednesday 7th May Luncheon at Chevening House

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