

9th May 2018 [amended]

You are hereby summoned to the Annual Meeting of the Sevenoaks Town Council to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 14th May 2018 at 7.00 pm to be followed by a meeting of the Town Council. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting 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 meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



TOWN CLERK

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

PUBLIC QUESTION TIME

To enable any members of the public present to draw the attention of the Town Council to any matter.

The Mayor will address the Council and make the following presentations: -

- (a) Presentation to the outgoing Mayor's Cadet
- (b) Mayors Award
- (c) Cheque to be awarded to the Breast Cancer Care Charity and Sevenoaks Breast Cancer Support Group.

Cllr R J Parry to address the Council

AGENDA

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

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 439 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

- 4 DECLARATION OF ACCEPTANCE OF OFFICE
To receive the Deputy Mayor's declaration of acceptance of office.
- 5 APOLOGIES FOR ABSENCE
To receive and note apologies.
- 6 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).
- 7 DECLARATIONS OF INTEREST
To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
- 8 COUNCIL MINUTES
To receive, adopt and sign the minutes of the meeting of the Town Council held on 16th April 2018 (copy attached).
- 9 PLANNING COMMITTEE
To receive and adopt the minutes of the Planning Committee meetings held on:
(a) 23rd April 2018 (copy attached).
(b) 8th May 2018 (copy to follow under separate cover).
- 10 COMMUNITY INFRASTRUCTURE COMMITTEE
To receive and adopt the minutes of the meeting of the Community Infrastructure Committee held on 23rd April 2018 (copy attached).
- 11 FINANCE AND GENERAL PURPOSES COMMITTEE
To receive and adopt the minutes of the Finance and General Purposes Committees held on 30th April 2018 (copy attached).
- 12 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES
To appoint Standing Committees and Sub Committees for the ensuing Civic year (copy attached).
- 13 APPOINTMENT OF CHAIRMEN, VICE CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB COMMITTEES
To appoint Chairmen, Vice Chairmen and Members of Standing Committees/Sub Committees for the ensuing Civic year (copy attached).
- 14 REPRESENTATION ON OUTSIDE BODIES
To elect members to serve on various statutory bodies and other outside organisations for the ensuing Civic year (copy attached).

- 15 APPROVAL OF TERMS OF REFERENCE - STANDING COMMITTEES/SUB COMMITTEES
To receive and adopt the Terms of Reference of Standing Committees and Sub Committees for the ensuing Civic year (copy attached).
- 16 SCHEDULE OF MEETINGS
To receive and adopt an updated Schedule of meetings for 2018/2019 (copy attached).
- 17 STANDING ORDERS
To receive and adopt the Standing Orders for 2018/2019 (copy attached).
- 18 ANNUAL SUBSCRIPTIONS
To authorise payment of subscriptions falling to be renewed annually (copy attached).
- 19 GENERAL DATA PROTECTION REGULATION POLICIES [GDPR]
To receive and adopt the Town Council's GDPR policies [legally coming into effect 25th May 2018] (copy attached) and to note further Town Council policies to be presented for adoption at a future meeting of Town Council:
(a) Retention and Disposal Policy
(b) Information and Data Protection Policy
(c) Social Media and Electronic Communication Policy
(d) Management of Transferable Data Policy
(e) Privacy Policy.
- 20 MAYORS CADET
To appoint the Mayor's Cadet for the ensuing Civic year.
- 21 CIVIC EVENTS AND INFORMATION MAYOR'S ENGAGEMENTS 2017/2018
To receive and note
(a) the functions attended by the Mayor, Deputy Mayor or representative during 2017/2018
(b) the Civic Events planned during the 2018/2019 Civic Year.
(copy attached).
- 22 PRESS RELEASE
To consider any agenda item, which would be appropriate for a press release.

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**MINUTES OF THE TOWN COUNCIL MEETING HELD AT
SEVENOAKS TOWN COUNCIL OFFICES
ON MONDAY 16TH APRIL 2018 AT 7:00 P.M.**

Meeting Commenced: 7:12 p.m.

Meeting Concluded: 7:18 p.m.

Present:

Cllr M A Chakowa (Mayor), Cllr R M C Hogarth (Deputy Mayor)
Cllr N J L Busvine OBE (arrived 7:03pm), Cllr J M Canet, Cllr A S Clayton, Cllr A Eyre,
Cllr Mrs R E Parry, Cllr R J Parry, Cllr S Raikes, Cllr Schneider, Cllr E T Waite (arrived 7:16pm)
and Cllr Mrs P C Walshe [12]

Also Present:

Chief Executive/Town Clerk
Committee Clerk

PUBLIC QUESTION TIME: there were no members of the public present

Prior to the commencement of the Town Council Meeting the Mayor read out a Statement in relation to the incident at the Stag and the public disturbance in Sevenoaks on Saturday 14th April 2018.

"Sevenoaks Town Council's primary aim is to ensure that the town is a safe and pleasant town to live, work and visit. Its voluntary Town Councillors and staff are committed to this and work hard to achieve this.

We understand at the weekend an organisation deliberately booked several venues nationally including the Stag under a false name and misled them about the nature of the event. Unfortunately for Sevenoaks the Stag was the actual location chosen for the event. As soon as the deception was discovered the hire was ended. The group dispersed and some anti-social behaviour took place in the town centre which was addressed by the police in a prompt and professional manner. Sevenoaks Town Council clearly denounces any activities that result in violence in the town.

The Town Council will liaise with the Stag and all community safety organisations including the police to review the incidents and will review protocol for the future. We will take advice on how much or the review should be made public as a matter of public safety we do not want to provide 'helpful' information to organisations who might want to try and arrange something similar in the future."

The Mayor thanked Police Inspector Nick Finnis and Ms Kelly Webb, Community Safety Manager for attending this meeting and asked for comments:

Police Inspector Nick Finnis confirmed that the Stag had reported this. The Metropolitan Police simultaneously reported that the Stag was the chosen venue and that such groups book several venues and use one of them at short notice to distract the police. The investigation is on-going with one arrest made.

Cllr Parry thanked the Police Inspector for his comments and the Stag's prompt action.

Cllr Clayton, not in Sevenoaks town at the time of the event, Cllr Eyre, Cllr Parry and Cllr Schneider requested that the Town Council denounce any activities that result in violence in the town.

Ms Kelly Webb confirmed that all Town and Parish Councils are within the Community Safety Partnership with Sevenoaks District Council and that an action plan for targeted groups and preventative measures would be added to a future agenda.

10. APOLOGIES FOR ABSENCE

RESOLVED: that apologies received from Cllr S L Arnold, Cllr R L Piper, and Cllr P E Towell be noted and accepted

11. REQUESTS FOR DISPENSATION

There were no requests for Dispensation.

12. DECLARATIONS OF INTEREST

There were none.

13. RESOLVED: To receive, adopt and sign the Minutes of the meeting of Town Council held on 22nd January 2018 and the Extra Ordinary meeting held on 26th March 2018 as being a true record of events.

14. PLANNING COMMITTEE MEETINGS

RESOLVED: to receive and adopt the Minutes of the meetings held on

- a) 29th January 2018
- b) 12th and 26th February 2018
- c) 12th and 26th March 2018
- d) 9th April 2018

as being true records of events.

15. OPEN SPACES & LEISURE COMMITTEE

RESOLVED: to receive and adopt the Minutes of the meeting held on 19th February 2018 as being a true record of events

16. COMMUNITY INFRASTRUCTURE COMMITTEE

RESOLVED: to receive and adopt the Minutes of the meetings held on 19th February and 12th March 2018 as being a true record of events.

17. FINANCE & GENERAL PURPOSES COMMITTEE

RESOLVED: to receive and adopt the Minutes of the meeting held on 5th March 2018 as being a true record of events.

18. PERSONNEL COMMITTEE

RESOLVED: to receive and adopt the Minutes of the meetings held on 5th February and 26th March 2018 as being a true record of events.

19. MAYOR'S ENGAGEMENTS

RESOLVED: to receive and note the

- a) Functions attended by the Mayor or her representative(s) from May 2017 until April 2018
- b) forthcoming Civic Events being organised by the Mayor during 2017/2018.

The Mayor reminded all present about the Staff Fundraising Luncheon for the Mayor's Charity taking place Friday 20th April 2018 from 12 noon until 2pm in the Council Chamber.

20. PRESS RELEASE

RESOLVED: to unanimously endorse the Mayor's statement and issue as a press release relating to the unrest in Sevenoaks on Saturday 14th April 2018.

There being no further business the Mayor closed the Meeting at 7:18p.m.

.....
Mayor of Sevenoaks

.....
Dated

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Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on 23rd April 2018 at 7:00pm

Present:

Committee Members

Cllr Arnold – Vice Chairman	Present	Cllr Parry	Present
Cllr Busvine OBE	Apologies	Cllr Parson	Apologies
Cllr Canet	Present	Cllr Piper - Chairman	Present
Cllr Chakowa	Apologies	Cllr Raikes	Present
Cllr Clayton	Apologies	Cllr Schneider	Apologies
Cllr Eyre	Present	Cllr Towell	Apologies
Cllr Hogarth	Present	Cllr Waite	Arrived 7:21pm
Cllr Mrs Parry	Left 7:23pm	Cllr Walshe	Present

Also in attendance:

Town Clerk

Assistant Town Clerk

Five member of the public

PUBLIC QUESTION TIME

None

21 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

22 DECLARATIONS OF INTEREST

Cllr Piper and Raikes declared a non-pecuniary interest in planning application: 6 and 7 Whyteladies, Wildernesse Avenue.

23 DECLARATIONS OF LOBBYING

Councillor Raikes declared he had been lobbied on planning applications: 6 and 7 Whyteladies, Wildernesse Avenue.

24 MINUTES

The Committee received and considered the minutes of the Planning Committee meeting held on the 9th April 2018 previously approved at Council.

RESOLVED: that minutes be signed as an accurate record.

25 PLANNING APPEALS

The Committee noted that the Inspector had allowed the following appeal:
17/3189529 - Summerhill, Seal Hollow Road

RESOLVED: That Cllr Schneider attend as the Town Council's representative.

26 PLANNING APPLICATIONS

(a) The meeting was adjourned to enable members of the public to address the Committee by prior arrangement:

i) Against - 79 Weald Road

(b) The meeting was reconvened and the Committee considered the planning applications received from the Sevenoaks District Council during the two weeks ending 18th April 2018 and **it was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

27 PRESS RELEASES

None

There being no further business the meeting was closed at 8:05pm

CHAIRMAN

Planning Applications Considered

Applications considered on 23-4-18

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	18/00694/HOUSE	Sean Mitchell 03-05-2018	Cllr Hogarth (OOW)	Mr Goodhew 779580
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs D Rao		Little Wood	Woodland Rise	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/04/18
Demolition of existing garages, front porch and single storey side extension. Extension to basement. Erection of two storey front and side extensions, single storey and part two storey side extensions, single storey rear to include terrace at first floor. Alteration to fenestration and new chimney. Erection of a double garage and associated landscaping.				
18/00694/HOUSE - Amended plan				
Amended plans and heritage statement received.				

Sevenoaks Town Council recommended refusal on the following grounds:

- 1) The proposal represents overdevelopment of the site due to the bulk and scale
- 2) The proposal fails to preserve or enhance the character of the conservation area
- 3) Loss of amenity to neighbouring properties

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	18/00766/FUL	Louise Cane 24-04-2018	Cllr Parry	Ms Nevison 07960780276
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Kippington Roads (Sevenoaks)		Brackenhurst	144 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				04/04/18
Installation of a 3.5M tall iron lamppost fitted with a black CCTV camera inside the lantern.				

Sevenoaks Town Council recommended approval.

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	18/00817/FUL	Louise Cane 24-04-2018	Cllr Towell	Mr Jackson 01249 47989
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr G Whitaker			33 Robyns Way	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				04/04/18
Demolition of 2 bedroom bungalow and erection of a 3 bedroom dwelling, widening of drive with dropped kerb and new front garden wall.				

Sevenoaks Town Council recommended approval subject to:

- 1) No overlooking of the adjacent properties - if so frosted glass should be fitted in the windows affected which should be fixed shut
- 2) The planning officer being satisfied that there is sufficient off street parking and that the front wall and dropped kerb are constructed so that both parking spaces can be easily accessed.
- 3) The driveway surface is of a permeable material
- 4) The planning officer is satisfied that the gap between the house and the fence shown is sufficient for maintenance access.

Planning Applications Considered

Applications considered on 23-4-18

4	Plan Number	Planning officer	Town Councillor	Agent
	18/00867/FUL	Sean Mitchell 26-04-2018	Cllr Clayton	MKA Architects 850995
Applicant		House Name	Road	Locality
Mr Oliver (Portman Dental Care			6 Dartford Road	Eastern
Town		County	Post Code	Application date
				09/04/18
Demolition of existing garage and erection of a single storey extension to form a new decontamination room, office and practice manager's office.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that impact on 19 and 21 Vine Court Road is minimal and that the Conservation is content with the application.

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	18/00867/FUL	Sean Mitchell 03-05-2018	Cllr Clayton	MKA Architects 850995
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Oliver (Portman Dental Care			6 Dartford Road	Eastern
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			13/04/18	

Demolition of existing garage and erection of a single storey extension to form a new decontamination room, office and practice manager's office.

18/00867/FUL - Amended plan

Additional information - tree survey report.

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that impact on 19 and 21 Vine Court Road is minimal and that the Conservation is content with the application.

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	18/00916/HOUSE	Mr M Holmes 25-04-2018	Cllr Hogarth (OOW)	Mr Ball 01892 231172
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Chris Vanns		Whyteladies	Wildernessee Avenue	Wildernessee
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			05/04/18	

Demolition of garages, porch and outbuildings. Erection of a part single and two storey side extension to the East with dormers to the front and side. Erection of a new retaining wall to the North. Widening parking area.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 23-4-18

7	Plan Number	Planning officer	Town Councillor	Agent
	18/00917/LBCALT	Mr M Holmes 25-04-2018	Cllr Hogarth (OOW)	Mr Ball 01892 231172
Applicant		House Name	Road	Locality
Chris Vanns		Whyteladies	Wilderness Avenue	Wilderness
Town		County	Post Code	Application date
				05/04/18
Demolition of garages, porch and outbuildings. Erection of a part single and two storey side extension to the East with dormers to the front and side. Erection of a new retaining wall to the North. Widening parking area.				

Sevenoaks Town Council recommended approval.

8	Plan Number	Planning officer	Town Councillor	Agent
	18/00964/FUL	Louise Cane 26-04-2018	Cllr Eyre	Mr B Best 455029
Applicant		House Name	Road	Locality
Mr J Wallis			79 Weald Road	Kippington
Town		County	Post Code	Application date
				09/04/18
Demolition of existing dwelling and the erection of a replacement detached dwelling with integral garage.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied there is no overlooking or loss of amenity to neighbouring properties in Weald Road.

9	Plan Number	Planning officer	Town Councillor	Agent
	18/00977/ADV	Mr M Mirams 24-04-2018	Cllr Parson	Mr Tanner 01590 689609
Applicant		House Name	Road	Locality
Mr B Kelly (Oliver Bonas Ltd)			107 High Street	Town
Town		County	Post Code	Application date
				04/04/18
1No. New Externally Illuminated Fascia Sign & 1No. Non Illuminated Projecting Sign.				

Sevenoaks Town Council recommended approval.

10	Plan Number	Planning officer	Town Councillor	Agent
	18/00981/HOUSE	Holly Pockett 30-04-2018	Cllr Eyre	Mr Lanham 01892 78518
Applicant		House Name	Road	Locality
Mrs P Van de Putte		The Haven	33A Oakhill Road	Kippington
Town		County	Post Code	Application date
				10/04/18
Extensions to side and rear. Double garage with basement				

Sevneeoka Town Council recommended approval provided the approved changes do not contravene original conditions including the requirement for north facing windows to be obscure glazed.

Planning Applications Considered

Applications considered on 23-4-18

11	Plan Number	Planning officer	Town Councillor	Agent
	18/00983/CONVAR	Mr M Holmes 24-04-2018	Cllr Schneider	N/A
Applicant		House Name	Road	Locality
Mr D Brunner		Fego	8 Blighs Walk	Town
Town		County	Post Code	Application date
				04/04/18
Variation of condition 10 of application SE/06/00709/FUL to development of 2 no. retail units with storage/retail over, office suite, new cafe/bar and ancillary accommodation with amendment to increase the opening hours up to 2:00AM Wednesday to Saturday no Change Sunday to Tuesday.				

//Awaiting Chairman's Action//

12	Plan Number	Planning officer	Town Councillor	Agent
	18/01007/FUL	Sean Mitchell 30-04-2018	Cllr Eyre	Open Architecture 77958
Applicant		House Name	Road	Locality
Mr & Mrs Bourne		Land Rear Of	82 Brattle Wood	Kippington
Town		County	Post Code	Application date
				11/04/18
Demolition of existing summer house. Erection of contemporary 4 bed detached house with work to existing side access track.				

It was noted that this application had been declared invalid by Sevenoaks District Council.
The application will be considered by the Planning Committee when it has be validated.

13	Plan Number	Planning officer	Town Councillor	Agent
	18/01020/FUL	Sean Mitchell 07-05-2018	Cllr Busvine	Mr Terry 02086655252
Applicant		House Name	Road	Locality
Mr R Patel		J H Lorimer	78-78A High Street	Town
Town		County	Post Code	Application date
				17/04/18
Roof extension providing 1no. 1 bedroom flat, 4no. 2 bedroom flats, creation of a residential entrance, a new staircase, a lift shaft and a bin store within the existing retail unit; reorganisation of retail unit.				

Sevenoaks Town Council recommended refusal unless the planning officer being satisfied there is adequate natural lighting for future residents and that all concerns raised at the pre application stage have been adequately addressed.

14	Plan Number	Planning officer	Town Councillor	Agent
	18/01033/HOUSE	Naïomi Sargant 01-05-2018	Cllr Hogarth (OOW)	Mr Bellamy 01233 81214
Applicant		House Name	Road	Locality
Mr & Mrs B Lynch		High Chart	Blackhall Lane	Wilderness
Town		County	Post Code	Application date
				13/04/18
Re-alignment of existing retaining wall for a single storey extension to conservatory.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 23-4-18

15	Plan Number	Planning officer	Town Councillor	Agent
	18/01038/MMA	Sean Mitchell 03-05-2018	Cllr Hogarth (OOW)	Mr Hadley 01689 836334
Applicant		House Name	Road	Locality
Mr & Mrs K Bailey		Brackens	Blackhall Lane	Wilderness
Town		County	Post Code	Application date
				16/04/18
Minor material amendment to 17/01145/MMA relating to the erection of the detached dwelling plus garaging. Proposed amendment consists of alternative siting of garage building to the side of new dwelling.				

Sevenoaks Town Council recommended approval.

16	Plan Number	Planning officer	Town Councillor	Agent
	18/01040/ADV	H Donnellan 30-04-2018	Cllr Busvine	N/A
Applicant		House Name	Road	Locality
Be Living		Tubs Hill House	London Road	Town
Town		County	Post Code	Application date
				11/04/18
The retention of 2 non-illuminated totem signs and 6 planter signs behind the hedge/planter at Tubs Hill House, London Road, Sevenoaks (identified as type A & D on application drawings) 17/01071/ADV of appeal reference APP/G2245/H/3180879 .				

Sevenoaks Town Council recommended approval.

17	Plan Number	Planning officer	Town Councillor	Agent
	18/01070/FUL	H Donnellan 01-05-2018	Cllr Schneider	Mr Scott 02392697193
Applicant		House Name	Road	Locality
DVSA		Driving Standards Agency	45 Argyle Road	Town
Town		County	Post Code	Application date
				11/04/18
Proposed replacement of 2 No. windows (W1 and W2) on the ground floor and 8 No. windows (W7, W8, W9, W10, W11, W12, W13, and W14) on the first floor.				

//Awaiting Chairman's Action//

**Minutes of the Community Infrastructure Committee
Held on 23rd April 2018 at Sevenoaks Town Council**

Meeting Commenced: 8.10 p.m.

Meeting Concluded: 8.55 p.m.

Committee Members Present: Cllr R Hogarth (Chairman), Cllr R Piper (Vice Chairman), Cllr M Canet (substitute for Cllr T Clayton), Cllr A Eyre, Cllr R Parry, Cllr S Raikes.

In Attendance: Cllr S Arnold, Cllr E Waite, Cllr Mrs P Walshe, Town Clerk and Assistant Town Clerk.

There were no members of the public present.

28. Apologies for Absence

Received from Cllr A Clayton and Cllr M Chakowa.

29. Requests for Dispensation

There were no requests for dispensations.

30. Declaration of Interests

There were no Declarations of Interest.

31. Community Infrastructure Committee Minutes of the Meetings held on 12th March 2018 and 19th February 2018.

RESOLVED: To agree that the Minutes were true records of the meetings and to be signed by the Chairman.

32. Asset Disposal

It was noted that contracts for the sale of the Cemetery Lodge had been completed and were due to be exchanged. At the last minute the buyer had requested the removal of two covenants.

RESOLVED: Not to agree to the removal of the covenants.

33. 2014 – 2018 Community Investment Plan

The Committee received and considered an updated financial report relating to the Community Investment Plan.

RESOLVED: The financial report be included within the Finance & General Purposes Agenda for the following week.

The following updates were received relating to the Community Investment Plan projects:

i)	Bat & Ball Centre	Town Council resolved to rebuild and extend current facility using same architect and similar design. Research work currently being undertaken relating to sub structure. First draft plans prepared and consultation taken place with Community Centre User Group. Second draft plans were being produced to enhance the main entrance and aspects of the building seen from the station approach. Sevenoaks Day Nursery were proceeding with their plans for a new facility.
ii)	Replacement of Raleys Gym Sevenoaks Town Council and Sencio have agreed and signed the appropriate legal agreement. Sevenoaks Town Council has paid the £95,000 to Sencio.	Completed
iii)	Replacement of Internal Cricket School	Local cricket school have requested review of replacement facilities. Ongoing discussions will be required particularly in relation to planning permission for Raleys.
iv)	Café on the Vine Refurbish old band practice room and convert into community café and encourage people to use the Vine.	Completed
v)	Environmental Park £100,000 new play area	Completed

	Following the success of the installation of the play area and public feedback Sevenoaks Town Council had agreed a 10 year peppercorn lease for the management of the Environmental Park. It was hoped that lease matters would be addressed to commence on 1st April 2017. However this matter had become complicated due to the proposed decking of the adjacent car park and Knole Trustees have entered into a lease with Sevenoaks District Council for the land. Sevenoaks Town Council had produced a sketch plan providing details of its ambitions for the park, which have been forwarded to Knole Trustees and Sevenoaks District Council. The proposal has been included within the District Council's planning application for the adjacent car park.	
vi)	Community Facilities at Greatness Recreation Ground Additional facilities including the following installed: • Youth shelter • New fencing • Additional play equipment • New Public toilet	Completed
vii)	Multi Use Games Area Once the new Bat & Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.	
viii)	Free Recreational Facilities The Town Council had made a commitment to provide free recreational facilities including play areas and outdoor gym equipment in various locations	

	throughout the town. Public consultation has taken place relating to the proposal for installation of this at Kippington Meadow. The Finance & General Purposes Committee agreed to proceeding with the installation of equipment in Kippington Meadow.	Completed
ix)	Sports Strategy The Town Council was awaiting capital receipts before committing to distribution of the funds which were subject to match funding. To date the Town Council has agreed the following funding from the Sport Strategy fund: Sevenoaks Fund*	Completed

Project	Partner	£
Replacement gymnasium	Sencio	£95,000
Replacement indoor cricket school	KCC	£150,000
3G Rugby Pitch / Knole Paddock*	SRFC	£250,000
3G Football Pitch / Greatness*	STFC	£200,000
3G Hockey Pitch / Hollybush	Hockey Club	£50,000
Total		£745,000

x)	Neighbourhood Development Plan The Masterplan for Northern Sevenoaks initial consultation has been completed with positive feedback. Draft final NDP policies and document to be reviewed by SDC Planning prior to public consultation and referendum.	Draft Timetable Draft Plan present to NDP Cttee Feb 2018 Public consultation on draft plan July 2018 Amendments Aug 2018 Submission to SDC examination Sept 2018 Pre examination consultation Oct 2018 Amendments Dec 2018 Referendum Feb 2019 Plan is made Early / mid 2019
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xi)	Stag Community Arts Centre The Town Council allocated £150,000 within the Community Investment Plan for improvements for the Stag.	Completed
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34. Bat & Ball Station Building

i) Funding

The Town Council had been successful in its Stage Two bid to the Heritage Lottery Fund for a grant of £755,600.

It has also obtained £8,000 for the purchase of heritage items from the Railway Heritage Trust.

CIL Application

Sevenoaks Town Council has submitted a funding application to Sevenoaks District Council from its Community Infrastructure Levy Spending Board.

The funding application will be related to the emerging Masterplan for Northern Sevenoaks in particular the following projects in and around Bat & Ball Station:

1	Refurbishment of Bat & Ball Station	£130,000
2	Provision of New Access to Platform 1	£54,582
3	Provision of 56 Cycle Racks Adjacent to Platform 1	£28,728
4	Provision of 30 Cycle Racks (inc. 6 electrical charging points) adjacent to Platform 2 (station building side)	£44,964
5	Provision of additional access from Otford Road via Community Centre.	£34,865
	Total	£258,274

The meeting for consideration of the CIL applications was scheduled for 8th May 2018. Cllr R Hogarth, Cllr R Parry the Town Clerk and a representative from the community would attend the meeting.

ii) Planning Application

Planning Permission had been received with some conditions. The Town Council had been informed that it would need to submit further Listed Building Planning Application for some aspects of the refurbishment. The planning / permitted development application for the access on to the platform would be submitted imminently.

iii) HLF Requirements

The Town Council had received its official 'Permission to Start' from the HLF. It had also had a sign off in relation to the tender received which permitted some budget elements to be altered to take into account increases and decreases. It was noted that the tender was lower than the anticipated quantity surveyor costs.

iv) Refurbishment Project

Unfortunately the final approval of permit information had not been processed between the contractor and the railway authorities, it was hoped that it would be completed soon.

Additional research was being undertaken in relation to the drains for the building.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 30th April 2018

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.15 p.m.

Cllr S G Raikes, Chairman	Present	Cllr E Parson	Present
Cllr N J L Busvine OBE	Present	Cllr R L Piper	Present
Cllr J M Canet	Present	Cllr S L Arnold <i>as substitute for Cllr R M C Hogarth</i>	Present
Cllr A S Clayton	Apologies	Cllr P E Towell	Apologies
Cllr A Eyre, Vice Chairman	Present	Cllr E T Waite [arrived 7:19pm] <i>as substitute for Cllr A S Clayton</i>	Present
Cllr R M C Hogarth	Apologies	Cllr Mrs P C Walshe	Present
Cllr R J Parry	Present		

[10]

Also in attendance:

Linda Larter MBE, Town Clerk

Ade Ogun, Responsible Finance Officer

Michèle MacDonald, Committee Clerk

It was noted that the meeting was unable to be recorded.

34 APOLOGIES FOR ABSENCE

RESOLVED to accept the apologies for absence as received from Cllr A S Clayton, Cllr R M C Hogarth and Cllr Towell.

35 DECLARATIONS OF INTEREST

Declarations of Interests were received from Cllr J M Canet declared a non-pecuniary interest in the Grant Application submitted by the Friends of Pontoise and did not vote on this.

36 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

37 MINUTES OF THE MEETING HELD ON 5TH MARCH 2018

RESOLVED: to receive, accept and sign the Minutes as a true record of the meeting.

38 SUB COMMITTEES

RESOLVED: To receive and

a) note that the Youth Council meeting due to have been held on 21st March 2018 was Inquorate.

b) adopt the minutes of the Youth Services Committee meeting held on 21st March 2018 being a true record.

39 FINANCE REPORTS

RESOLVED: It was unanimously agreed to accept the following financial reports: -

- a) Statement of Accounts for the period 1st to 28th February 2018 and the Responsible Financial Officer's reports.

The Finance and General Purposes Committee noted that the Responsible Finance Officer had resigned and thanked her for service and wished her well in her consultancy role.

The Finance & General Purposes Committee congratulated and thanked the Town Clerk for securing £51,000 from KCC towards the provision of the No 8 Bus for the next three years, which equated to approximately 50% of the revenue costs.

- b) Suppliers Accounts for the period 1st to 28th February 2018 - £54,385.95

- c) Payroll Account for the period 1st to 28th February 2018 - £64,955.72

- d) Petty Cash Account for the period 1st to 28th February 2018 - £288.93

- e) Internal Audit and statement of Financial Controls

RESOLVED: to receive and note the Internal Auditors Report for Visit Three. The Finance Committee congratulated the Responsible Finance Officer for receiving another clear audit.

- f) Annual Return 2017/2018

RESOLVED: to receive and note the timetable for the year end audit for 2017/2018.

- g) Hospitality and Gifts Register

RESOLVED: to receive and note that no hospitality or gifts were received by employees during the period 1st to 28th February 2018

40 SEVENOAKS TOWN PARTNERSHIP

RESOLVED: to receive and note the minutes of the meeting held on 7th March 2018.

41 COMMUNITY INFRASTRUCTURE LEVY [CIL] RECEIPTS AND ALLOCATION OF EXPENDITURE

Sevenoaks District Council (SDC) adopted the Community Infrastructure Levy (CIL) Charging Schedule. As a result:

- if any development commences in the Town and money is received from the developer between 1st April and 30th September, money will be transferred to the Town Council by SDC by 28th October of that year.

- if any development commences in the Town and money is received from the developer between 1st October and 31st March, money will be transferred to the Town Council by SDC by 28th April of that year.

Sevenoaks Town Council previously stated that CIL funds would be spent on the following and had a duty to keep a separate account of this:-

1. New Community / Conference centre at Bat & Ball
2. Replacement of Raleys Gym
3. Replacement of Indoor Cricket School
4. New Play Area at the Environmental Park (Buckhurst Lane Play Area)
5. Greatness Community Facility
6. Multi Use Games Area – MUGA
7. 'Free' Recreational Facilities
8. Sports Strategy
9. Neighbourhood Development Plan
10. Stag Community Arts Centre
11. Bat & Ball Station Building
12. Vine Pavilion
13. Greatness Recreation Public Toilet
14. Cemetery Workshop / Mess Room

In April 2018 Sevenoaks Town Council received £312,089.06.

RESOLVED: to

- a) accept the recommendation to allocate the £312,089.06 as below:

A	Business Hub (Red Cross)	£25,000
B	Vine Pavilion Windows	£35,000
C	Greatness Public Toilet (additional requirements)	£5,000
D	Bat & Ball Station Store & Waste Storage (tender to be confirmed)	£37,000
E	Bat & Ball Station Building	£110,000
F	Bat & Ball Centre	£100,000

- b) Prioritise future CIL payments for Bat & Ball Centre

Below shows details of CIL payments received to date and relevant expenditure.

	Date	CIL Payment	Community Infrastructure project expenditure
1	October 2015	£22,667.50	£7,365 Buckhurst Play Area Equipment £15,302.50 Stag
2	April 2016	£7,171.88	Surfacing of Buckhurst Lane Play Area
3	October 2016	£60,783.44	£33,000 Vine Pavilion Roof (subject to clarification for infrastructure spending). £27,783 Greatness Rec. Public Toilets

	Date	CIL Payment	Community Infrastructure project expenditure
4	April 2017	£27,351.56	Cemetery Workshop / Mess Room
5	October 2017	£78,810.63	Bat & Ball Station Building
	Total	£196,785.01	

42 TWIN TOWNS

RESOLVED: to receive and note the Town Clerk's report in relation to the background to Twin Towns.

43 GRANT APPLICATION

RESOLVED:

- a) to award the Friends of Pontoise a grant of £250 to further and foster twinning relations
- b) that the Committee Clerk write to both twinning organisations to advise that future application for grant requests, should focus on and would be judged by the Finance and General Purposes Committee on the following criteria:
 - fostering school, choir, orchestra exchanges, relations and social grouping with groups of similar interests in both Pontoise [France] and Rheinbach [Germany]

44 CURRENT MATTERS AND PRIORITIES

RESOLVED to receive and note the

- a) current matters

Item	Minute No		Status	Latest update
1	08 – F&GP 3.4.2017 263 – F&GP 18.9.2017	Street Lighting	Ongoing	Farnaby Drive Residents have since signed an agreement with STC effective 27 th April 2017. No further changes since 18 th September 2017. Pruning of trees around streetlights was completed in November as per service inspection report from contractor. Residents of the Glade have agreed to take over maintaining streetlights on their road. An agreement and charges will follow.
2		Bat & Ball Station	Lease negotiation Capital Project	South Eastern have confirmed amendments to Heads of Terms for lease to include sub-letting of café if needed. Currently being reviewed by Network Rail lawyers. Planning application approved. HLF bid round two submitted 29 th August 2017. HLF requires Variation to lease being negotiated with South Eastern/Network Rail.

Item	Minute No		Status	Latest update
	350 - F&GP (c) (5) 13.11.2018		CIL	Tenders returned, short listed. Contractors being reviewed. HLF Decision early December 2017. Allocated £78,810.63 for the Bat & Ball project.
	33 - CIC 23.4.2018		CIL	See Financial Report - Agenda Item No 8
	416 (i) - CIC 8.1.2018		Grant Awarded	HLP awarded full grant of £755,600. Start up Process begins January 2018.
4	203 - CIC 7.8.2017	Red Cross	Reverted to STC 17.09.2017	Tenders requested for repairs to review compared to demolition. To be reviewed in relation to development of other STC Capital Assets. Long term as Business Hub. Short term as temporary accommodation if needed for Community Centre users.
5	416 (ii) - CIC 8.1.2018 536 - CIC 12.3.2018 33(i) - CIC 23.4.2018	Bat & Ball Centre		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place. Agreed to proceed with refurbishment and extension of current facility – one storey. First draft plans prepared and consultation taken place for Community Centre User. Sevenoaks Day Nursery were proceeding with their plans for a new facility.
6	414 (ii) - CIC 8.1.2018 32 - CIC 23.4.2018	Cemetery Lodge	On going	On the market for sale. Contracts for sale had been completed and due to be exchanged.
7		Vine Waste	On going	2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38 For permission to use as temporary car park.

- b) to receive and note the priorities of the Town Council. Following further discussion regarding Priority One 3 following an incident relating to a dog injuring a member of the public in Greatness Recreation Ground on 22nd April 2018, it was **RESOLVED** to:

- i. Put in place all practical measures to ensure public safety at the recreation ground.
- ii. Lobby the police for further action.
- iii. Start a consultation process relating to potential Dogs on Lead Byelaw.
- iv. Place as an Agenda Item for next Open Spaces & Leisure Committee meeting

45 PRESS RELEASE

It was RESOLVED that there was no item worth of a press release.

There being no further business the Chairman closed the meeting at 8.15 p.m.

Signed
Chairman

Dated

SEVENOAKS TOWN COUNCIL

Standing Committees / Sub Committees

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

LIST OF APPOINTMENTS	2017/2018	2018/2019
MAYOR	Cllr M Chakowa	Cllr R M C Hogarth
DEPUTY MAYOR	Cllr R M C Hogarth	Cllr N J L Busvine OBE
Please note the Mayor is ex-Officio on all Committees		
STANDING COMMITTEES (All Councillors are members of the Planning Committee)		
<u>OPEN SPACES & LEISURE COMMITTEE</u> CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	<u>10 MEMBERS 2017/8</u> Cllr R J Parry Cllr N J L Busvine Cllr S L Arnold Cllr J M Canet Cllr A Eyre Cllr S G Raikes Cllr O Schneider Cllr P E Towell Cllr E Waite Cllr Mrs P C Walshe	<u>10 MEMBERS 2018/2019</u> Cllr R J Parry Cllr N J L Busvine Cllr S L Arnold Cllr J M Canet Cllr A Eyre Cllr S G Raikes Cllr O Schneider Cllr P E Towell Cllr E Waite Cllr Mrs P C Walshe
<u>FINANCE AND GENERAL PURPOSES COMMITTEE</u> CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	<u>11 MEMBERS 2017/18</u> Cllr S G Raikes Cllr A Eyre Cllr N J L Busvine Cllr J M Canet Cllr A S Clayton Cllr R M C Hogarth Cllr R J Parry Cllr E Parson Cllr R L Piper Cllr P E Towell Cllr Mrs P C Walshe	<u>11 MEMBERS 2018/2019</u> Cllr S G Raikes Cllr A Eyre Cllr N J L Busvine Cllr J M Canet Cllr M A Chakowa Cllr A S Clayton Cllr R J Parry Cllr E Parson Cllr R L Piper Cllr P E Towell Cllr Mrs P C Walshe
<u>PLANNING COMMITTEE</u> CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	2017/18 Cllr R L Piper Cllr S L Arnold All Councillors	2018/2019 Cllr R L Piper Cllr A Eyre All Councillors
<u>COMMUNITY INFRASTRUCTURE COMMITTEE</u> CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	<u>6 MEMBERS 2017/18</u> Cllr R M C Hogarth Cllr R L Piper Cllr A S Clayton Cllr A Eyre Cllr R J Parry Cllr S G Raikes	<u>6 MEMBERS 2018/2019</u> Cllr R J Parry Cllr R M C Hogarth [ex officio] Cllr J M Canet Cllr A Eyre Cllr R L Piper Cllr S G Raikes Cllr O Schneider

<u>PERSONNEL COMMITTEE</u>	<u>8 MEMBERS 2017/18</u>	<u>8 MEMBERS 2018/2019</u>
CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	Cllr S L Arnold Cllr R J Parry Cllr N Busvine Cllr A Eyre Cllr Mrs R E Parry Cllr R L Piper Cllr E T Waite Cllr Mrs P C Walshe	Cllr S L Arnold Cllr R J Parry Cllr N Busvine Cllr A Eyre Cllr Mrs R E Parry Cllr R L Piper Cllr E T Waite Cllr Mrs P C Walshe

<u>LIST OF APPOINTMENTS</u>	<u>2017/18</u>	<u>2018/2019</u>
SUB COMMITTEES – Note: The following Sub Committees will report to the Finance and General Purposes Committee. The following Sub Committees (membership as shown below) will include the Chairman or Vice Chairman of the F & G P Committee where indicated (unless they signify that they do not wish to serve).		
<u>YOUTH SERVICES SUB COMMITTEE</u> Town Council Representatives: CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	8 Cllrs plus Chairman or Vice Chairman F& GP (ex-officio) Cllr N J L Busvine Cllr Mrs R E Parry Cllr J M Canet Cllr R J Parry Cllr E Parson Cllr S G Raikes Cllr E Waite Cllr Mrs P C Walshe [Chairman F&GP or Vice Chairman F&GP – Cllr S G Raikes/Cllr A Eyre]	8 Cllrs plus Chairman or Vice Chairman F& GP (ex-officio) Cllr Mrs Parry Cllr Parson Cllr J M Canet Cllr R J Parry Cllr S G Raikes Cllr O Schneider Cllr E Waite Cllr Mrs P C Walshe [Chairman F&GP or Vice Chairman F&GP – Cllr S G Raikes/Cllr A Eyre]
Community Centre User Group Town Council Representatives:- CHAIRMAN <i>Mayor ex officio</i>	Community Centre User Group 3 Members 2017/18 Cllr R M C Hogarth Cllr R L Piper Cllr S G Raikes	Community Centre User Group 3 Members 2018/2019 Cllr M A Chakowa Cllr R L Piper Cllr S G Raikes

<u>SEVENOAKS TOWN PARTNERSHIP</u>	2016/2017 – May ACM	2016/2017 October STP AGM	2017/2018 May ACM	2018/2019 May ACM
CHAIRMAN VICE CHAIRMAN	Cllr S Arnold Cllr M Chakowa	Cllr M Chakowa Cllr S Arnold	Cllr S Arnold Cllr A Eyre	Cllr S Arnold Cllr A Eyre

REPRESENTATION ON OTHER BODIES

Organisation	2017/2018	2018/2019
Age UK (Council & Exec)	Cllr M Chakowa	Cllr R M C Hogarth
Citizens Advice Bureau	Cllr S G Raikes	Cllr S G Raikes
Dorothy Parrott Trust	Mayor Cllr M Chakowa Deputy Mayor Cllr R M C Hogarth	Mayor Cllr R M C Hogarth Deputy Mayor Cllr N J L Busvine OBE
Friends of Pontoise	Cllr S G Raikes	Cllr S G Raikes
Friends of Rheinbach	Cllr R M C Hogarth	Cllr R M C Hogarth
KALC (Area & County)	Cllr R J Parry Cllr S G Raikes	Cllr R J Parry Cllr S G Raikes
Cricket School Management Committee	Chairman – OS & L Cttee [Cllr R J Parry]	Cease to exist
Kentish Opera - Patron	Mayor Cllr M Chakowa	Cllr R M C Hogarth
League of Friends of Sevenoaks Hospital	Mayor Cllr M Chakowa	Cllr R M C Hogarth
Lady Margaret Boswell's Church of England Educational Charity ----- <i>period of four years wef 2013</i>	To be nominated	Cllr S G Raikes
Sevenoaks Almshouse Charity	Cllr R L Piper	Cllr S L Arnold
Sevenoaks Churches Group for Social Concern	Cllr S G Raikes	Cllr S G Raikes
Sevenoaks Conservation Council	Chairman or Vice Chairman – Planning Cttee [Cllr S L Arnold] Minute 119 27.06.2016 Cllr A Eyre Cllr O Schneider Cllr Mrs P C Walshe	Chairman or Vice Chairman – Planning Cttee [Cllr S L Arnold] Minute 119 27.06.2016 Cllr A Eyre Cllr O Schneider Cllr Mrs P C Walshe
Sevenoaks Fair Trade Steering Committee	Cllr S G Raikes Cllr A S Clayton	Cllr A S Clayton alternate Cllr S G Raikes
Sevenoaks Summer Festival	Cllr E Parson Cllr A Eyre	Cllr E Parson Cllr A Eyre
Sevenoaks District Arts Council	Cllr S G Raikes	Cllr S G Raikes
SRFC Liaison Group & Raleys/Knole Paddock User Group	Chairman OS&L [Cllr R J Parry] Chairman F&GP [Cllr S G Raikes]	Chairman OS&L [Cllr R J Parry] Chairman F&GP [Cllr S G Raikes]
SRTA [Liaison]	Cllr A S Clayton Cllr R J Parry Cllr O Schneider	Cllr A S Clayton Cllr R J Parry Cllr O Schneider
Tarmac & KCC Liaison Group	Chairman – OS & L [Cllr R J Parry] Cllr Mrs R E Parry Cllr R L Piper	Chairman – OS & L [Cllr R J Parry] Cllr Mrs R E Parry Cllr R L Piper
Tourism South East	Cllr Mrs P C Walshe	Cllr Mrs P C Walshe
Visit Kent	Cllr R M C Hogarth	Cllr R M C Hogarth
Woodside Private Road Ltd	Cllr R M C Hogarth	Cllr R M C Hogarth

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TERMS OF REFERENCE THE TOWN COUNCIL

1 COUNCIL

The Town Council is the final authority on matters of policy and the powers of duties exercised by the Council. The Town Council will be solely responsible for the following specific functions:-

- (a) The power of raising loans and setting the precept
- (b) The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being
- (c) The appointment or dismissal of the Town Clerk
- (d) Appointment of Committees, Chairmen and Vice Chairmen thereof
- (e) Appointment of Representatives on Outside Bodies
- (f) Annual Subscriptions
- (g) Standing Orders as to the conduct of the Council's business
- (h) The Committee Structure including terms of reference, membership etc

STANDING COMMITTEES

Sevenoaks Town Council operates and governs under a committee system with the following delegated powers.

Councillors shall be members of the Standing Committees of the Council in accordance with standing orders.

2 FINANCE AND GENERAL PURPOSES COMMITTEE

- (a) To study the long term aims and objectives of the Town Council and recommend such forward programmes and other steps as may be necessary to achieve the Council's objectives in whole or in part during specific time spans.
- (b) To consider all the following matters and have executive powers once general policy and expenditure has been approved by the Town Council.
 - (i) All financial matters and accounts for payment as provided for by the Financial Regulations
 - (ii) Annual Estimates
 - (iii) Capital Works Programme
 - (iv) Grant Aid
 - (v) Public Offices
 - (vi) Executive powers to be granted to officers and Committee Chairmen
 - (vii) Projects for the benefit of the Sevenoaks Community and to make recommendations thereon to the Council
 - (viii) Annual Management letter from the Auditors

- (ix) Insurance policies
- (x) Asset Register
- (xi) Town Twinning and Liaison
- (xii) To consider any general purposes business
- (xiii) Town Partnership
- (xiv) Sevenoaks Community Centre Administration
- (xv) Christmas Lighting & Town Centre Events/Festivals
- (xvi) Markets

3 **OPEN SPACES & LEISURE COMMITTEE**

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council.

- (a) Cemeteries
- (b) Lawn of Remembrance
- (c) Recreational Facilities
- (d) Refuse and litter collection; Grit Bins/Litter Bins
- (e) Allotments
- (f) Raleys Field, Knole Paddock, Greatness and associated developments
- (g) The Open Spaces, Woodlands and Common Areas under the Council's control
- (h) Vine Gardens/Upper High Street Gardens
- (i) Sevenoaks Common and other Open Spaces
- (j) Seats, other than seats in bus shelters
- (k) Maintenance of footpaths
- (l) Rights of Way on both footpaths and bridleways including obstructions and applications for diversions; closure or creation of rights of way and to have executive powers regarding action necessary for dealing with obstructions of right of way
- (m) Public Shelters, Bus Shelters, and to have executive powers regarding urgent action necessary in the interest of public safety in these places
- (n) Town Clock
- (o) Public Lavatories
- (p) Raleys Gymnasium Administration
- (q) Any Bye Laws to be introduced by the Town Council

4 **PLANNING COMMITTEE**

- (a) To consider and have executive powers except where future policy is being formulated properly the concern of the Finance and General Purposes Committee, to deal with all Town and Country Planning matters
- (b) To consider all matters relating to redevelopment schemes including the provision of attendant roads and ancillary parking
- (c) To consider all matters relating to traffic routes designed to reduce or remove traffic from the centres of the Town and the Upper High Street
- (d) To have authority to hold additional Planning meetings on Tuesdays when the fortnightly cycle of commenting on planning applications would be impossible to adhere to owing to Bank Holidays
- (e) The Chairman of the Committee, or in his/her absence the Vice Chairman, in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk, to have executive powers to make observations in respect of planning applications referred to the Town Council, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Planning Officer

Where this executive power has been exercised, the observations made to the Planning Officer are to be reported to the next meeting of the Town Planning Committee or direct to the next meeting of the Town Council if sooner

- (f) To consider and have executive power in respect of all matters relating to Licensing within the Parish, including licensing of premises for the sale of alcohol
- (g) The Chairman of the Committee or in his/her absence the Vice Chairman in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk to have executive powers to make observations in respect of Licensing Applications referred to the Town Council where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Licensing Authority.

Where this executive power has been exercised the observations made to the Licensing Authority are to be reported to the next meeting of the town Planning Committee or direct to the next meeting of the Town Council if sooner

- (h) To consider all matters relating to Highways (other than footway lighting) within the area of the Town Council including parking restrictions and street car parks, street signs, street numbering, traffic movements and routes, one way systems, maintenance and cleaning
- (h) To consider all matters relating to:-
 - (i) Car Parks and car parking charges
 - (ii) Public Transport Services associated with the Town
 - (iii) Any proposed Motorway Interchanges affecting the Town
 - (iv) Rail Services
 - (v) Air transport
- (i) 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

- (j) All matters relating to road safety
- (k) Conservation Areas and Environmental Improvements except where relating to Town Council land and properties
- (l) Formation of Neighbourhood Plans
- (m) Tree Work Applications - The Chairman of the Committee or in his/her absence the Vice Chairman in consultation with another Committee member (to be a ward member for the site concerned) and the Town Clerk to have executive powers to make observations to the Local Planning Authority in respect of Tree Work applications (both Conservation Area and Tree Preservation Order) which the Town Council is notified of in order to maximise the opportunity to object to inappropriate works prior to a determination being reached by the Local Planning Authority.

Where this executive power has been exercised the observations made to the Local Planning Authority are to be reported to the next meeting of the Planning Committee or direct to the next meeting of the Town Council if sooner.

5 PERSONNEL COMMITTEE

To have executive authority in respect of all personnel matters, in particular:

- (a) Senior Staff appointments
- (b) The Council's establishment
- (c) Training report and evaluation

To make recommendations to Council on:-

- (d) Terms and conditions of service in respect of staff
- (e) Responsibility for all Health and Safety Matters

6 COMMUNITY INFRASTRUCTURE COMMITTEE

To oversee the project management with delegated executive powers of the projects and priorities identified in the Community Investment Plan and Town Council's Priorities once approval has been given by the Town Council.

These to include:-

- (a) Approval of tenders
- (b) Approval of contractors
- (c) Expenditure to budget agreed by Council and Finance & General Purposes Committee.

- (d) Research and make recommendations to Council for new projects
- (e) To create the list for and approve the expenditure of the Community Infrastructure Levy income on projects.
- (f) Submit Planning Applications for projects as identified.
- (g) Submit Funding Applications for projects as identified.

SUB COMMITTEES

7 YOUTH SERVICES SUB COMMITTEE

(a) **Management**

Management Body of the Youth Café

(b) **Name**

The name of the committee shall be the Youth Services Sub Committee.

(c) **Object**

The object of the organisation is to work with other groups to assess needs and to encourage and support activities with the aim of fostering the personal development of young people.

(d) **Youth Services Sub Committee – Constitution**

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

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

(e) **Co-opted members**

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

- (i) Hillingdon & Greatness Youth Forum
- (ii) Junior Sports Clubs
- (iii) Scouts
- (iv) Police
- (v) KCC Youth Service
- (vi) Sevenoaks District Council Youth Service

- (f) Members aged 17 or below may be selected and agreed by the Youth Services Sub Committee.

- (g) All members of the Sub Committee would be voting members making recommendations to the Finance & General Purposes Committee and will serve for a period of one year but can be re-elected.
- (h) A Town Councillor who ceases to hold that office will no longer be eligible to represent the Town Council on the Youth Services Sub Committee.
- (i) A Sub Committee Member who fails to attend Youth Services Sub Committee meetings on three successive occasions without the Sub Committee's leave will cease to be a member.
- (j) Youth Services Sub Committee Meetings
 - (i) Meetings of the Youth Services Sub Committee will take place following Youth Council meetings.
 - (ii) A quorum at Youth Services Sub Committee Meetings shall be three voting members.
 - (iii) In the event of an equality of votes the Chairman shall have a second or casting vote. Minutes shall be taken of all the proceedings of the Youth Services Sub Committee and shall be available to any member of the organisation or the public on application to the Town Council offices.
- (k) Youth Services Sub Committee Responsibilities
 - (i) The Youth Services Sub Committee will work in partnership with a number of organisations to identify and help fund facilities to meet the needs of young people.
 - (ii) The Youth Services Sub Committee will make recommendations on the aims, objectives and policy for its function to the Town Council's Finance & General Purposes Committee.
- (l) Finance
 - (i) The Youth Services Sub Committee shall submit recommendations for the support of any youth services to the Town Council for a decision through the Finance & General Purposes Committee.
 - (ii) Where an applicant can demonstrate a need for urgent consideration, the Youth Services Sub Committee shall have executive authority to determine small grant awards up to £250 provided the amount is within the overall annual budget.
 - (iii) The Sub Committee shall not normally support applications for funding services which are the responsibility of a statutory authority nor applications for funding of a service for a period exceeding three years, nor applications from individuals without the demonstrated support of a recognised group, club or organisation.

8. Community Centre User Group

The aim of the Users Group is to assist the operation of the Sevenoaks Community Centre. The Group may suggest, where applicable, improvements or ideas. The management and day to day operation of the Centre are not matters for the User Group.

(a) Membership will consist of the following representatives: -

- (i) 2 Town Councillors
- (ii) 7 User Groups

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

(b) The Councillors will invite organisations who use the centre to nominate representatives to the Group to ensure community input to the Sevenoaks Community Centre

(c) A Councillor is to be elected annually as Chairman of the User Group, together with one other Councillor. Should the Chairman 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 meet three times per year

(f) The Town Council may consult the User Group, as appropriate, about any projects relating to the Sevenoaks Community Centre.

(g) A quorum will be the Chairman, or in his absence, his 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 Chairman if necessary will have a casting vote.

(j) Notes of meetings to be reported to the Finance & General Purposes Committee

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MAY 2018		
Mon 07	Bank Holiday	
Tues 08	Planning	
Wed 09	YC	YSSC
Mon 14	Annual Town Council	
Wed 16	STP	
Mon 21	Planning	
Mon 28	Bank Holiday	
Tues 29	Stag Trustees	
JUNE 2018		
Mon 04	Planning	
Mon 11 *	F&GP	Town Council *
Mon 18	Planning	
Wed 20	Community Centre User Group	
Mon 25	CIC	
Wed 27	STP	
JULY 2018		
Mon 02	Planning	
Wed 04	YC	YSSC
Mon 09	F&GP	Town Council
Mon 16	Planning	
Mon 23	OSL	
Mon 30	Planning	
Tues 31	Stag Trustees	
AUG 2018		
Mon 06	Personnel	
Wed 08	STP	
Mon 13	Planning	
Wed 15 *	Community Centre User Group	
Mon 20	CIC	
Mon 27	Bank Holiday	
Tues 28	Planning	
SEPT 2018		
Mon 03	OSL Estimates	
Mon 10	Planning	
Wed 12	STP	
Mon 17	F&GP GRANTS	
Wed 19	YC	YSSC
Mon 24	Planning	
Thurs 27	Stag Trustees	
OCT 2018		
Mon 01	Personnel	
Mon 08	Planning	
Sat 13	Stag Trustees	
Mon 15	CIC	
Wed 17	Community Centre User Group	
Mon 22	Planning	
Wed 24	STP- AGM	
Mon 29	F&GP	Town Council
Wed 31	YC	YSSC
NOV 2018		
Mon 05	Planning	
Mon 12	OSL	
Mon 19	Planning	
Mon 26	F&GP Estimates	
DEC 2018		

Mon 03	Planning	
Tues 04	Stag Trustees	
Wed 05	STP	
Mon 10	Town Council – Christmas	
Wed 12	YC	YSSC
Mon 17	Planning	
Mon 24	No meetings	
Mon 31	STC closed	
JAN 2019		
Wed 02	No meetings	
Mon 07	CIC	
Mon 14	Planning	
Mon 21	F&GP precept	Town Council
Mon 28	Planning	
Wed 30	YC	YSSC
Thurs 31	Stag Trustees	
FEB 2019		
Mon 04	Personnel	
Mon 11	Planning	
Wed 13	Community Centre User Group	
Mon 18	OSL	
Mon 25	Planning	
MAR 2019		
Mon 04	F&GP GRANTS	
Mon 11	Planning	
Wed 13	YC	YSSC
Mon 18	Annual Town meeting	
Mon 25	Planning	
Thurs 28	Stag Trustees	
APRIL 2019		
Mon 01	Town Council	
Mon 08	Planning	
Wed 10	Community Centre User Group	
Mon 15	CIC	
Mon 22	Bank Holiday - EASTER MONDAY	
Tues 30	Planning Chairmen's actions	
Mon 29	F&GP	
MAY 2019		
Mon 06	Bank Holiday	
Tues 07	Planning Chairmen's actions	Informal Meeting prior to Annual Council
Wed 08	YC	YSSC
Mon 13	Annual Town Council	
Mon 20	Planning	
Mon 27	Bank Holiday	
Community Centre User Group - Bar Room, TN14 5DN Annual Town Meeting – large hall Community Centre TN14 5DN. Town Council Meetings in Council Chamber F&GP 7pm Finance & General Purposes Committee STP 6:30pm Sevenoaks Town Partnership Committee OSL 7pm Open Spaces Leisure Committee CIC 7pm Community Infrastructure Committee NDP 6pm Neighbourhood development Plan Committee Stag meetings - The meetings start at 7pm be in the Stag Bar - except as marked in the Stag Plaza. The Annual Public Meetings are in the Stag Plaza starting at 10am		

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Sevenoaks Town Council Standing Orders

Historic

11.01.2016

22.02.2016

Adopted Resolution 410

16 05 2016

Adopted Resolution 61

15 05 2017

Adopted Resolution 64

1 Meetings

Mandatory for full Council meetings	●
Mandatory for committee meetings	●
Mandatory for 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 When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.
- c 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.
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- e The period of time which is at the Chairman's discretion for public participation in accordance with standing order 1(d) above] is normally 15 minutes and shall not exceed 30 minutes.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

- h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for a oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j 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 Chairman may at any time permit an individual to be seated when speaking.
- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
-  m Reporting the proceedings of a meeting as defined by the Openness of Local Government Bodies Regulations 2014 is permitted subject to members of the public and press having not been excluded under Standing Order 1 (c) and that reporting is carried out in a manner which does not disrupt the transaction of business at the meeting. For the avoidance of doubt, the right to report on the proceedings of meetings does not override standing orders 10 (a,b,c). those exercising their right to report on the proceedings of a meeting are requested to comply with Sevenoaks Town Council's Protocol for the recording of meetings
[Minute 213 (i) refers - 06.10.2014]
-  n **In accordance with standing order 1(c) above, the press shall be provided 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 Mayor may in his absence be done by, to or before the Deputy Mayor**

- p **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q **Subject to standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- r **The Chairman 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 also standing orders 2 (i) and (j) below.)**
- s **Voting on any 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 prior to the vote. A Member dissenting from a Committee decision may, at his request, have his name recorded as dissenting therefrom
- t
- u **The minutes of a meeting shall record the names of councillors present and absent.**
- v If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- w **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

- x **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (*See also standing orders 7 and 8 below.*)**
- y **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 3. In the case of the Planning Committee and the Finance & General Purposes Committee the quorum shall be six members**
- z **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. The proper officer shall record the names of those members present and those absent and any outstanding business of a meeting so adjourned shall be transacted at a following meeting.**
- aa Meetings 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 time to 11.00pm on the same day

2 Ordinary Council meetings

See also standing order 1 above

- 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 new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **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 directs.**
- e **Other ordinary meetings may be held in each year on such dates and times as the Council may direct.**

- f The election of the Mayor and Deputy Mayor of the Council shall be the first business completed at the annual meeting of the Council.**
- g The Mayor of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- h The Deputy Mayor of the Council, if any, unless he resigns 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.**
- i In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, he shall preside at the 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 must give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Mayor of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- k Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting of the Council, the order of business shall be as follows.**
 - i. In an election year, delivery by councillors of their declarations of acceptance of office.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.**
 - iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.**
 - iv. Review of the terms of references for committees.**

- v. Receipt of nominations to existing committees.
- vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- vii. Review and adoption of appropriate standing orders and financial regulations.
- viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- ix. Review of representation on or work with external bodies and arrangements for reporting back.
- x. In a year of elections, if a Council's period of eligibility to exercise the power of General Power of Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- xi. Review of inventory of land and assets including buildings and office equipment to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xiii. Review of the Council's and/or employees' memberships of other bodies.
- xiv. Establishing or reviewing the Council's complaints procedure to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council

- xvi. Establishing or reviewing the Council's policy for dealing with the press/media to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. **Sign and serve on councillors by email to their notified email address, delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.**
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i] OR [3(b)ii] above.**

- v. Make available for inspection the minutes of meetings.
- vi. **Receive and retain copies of byelaws made by other local authorities.**
- vii. **Receive and retain declarations of acceptance of office from councillors.**
- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings;
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiii. Arrange for legal deeds to be sealed using the Council's common seal and witnessed (*See also standing orders 14(a) and (b).*)
- xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xv. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xvi. Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman 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 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.

- xvii. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xix. Liaise, as appropriate, with the Council's Data Protection Officer.

4 Motions requiring written notice

- a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman 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 or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.

- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee or sub-committee.
 - xii. To dissolve a committee or sub-committee.
 - xiii. To note the minutes of a meeting of a committee or sub-committee.
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.

- xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xvi. To authorise legal deeds to be sealed by the Council's common seal
(See standing orders 14(a) and (b) below.)
- xvii. To authorise the payment of monies
- xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xix. To extend the time limit for speeches.
- xx. To exclude the press and public for all or part of a meeting.
- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxii. To give the consent of the Council if such consent is required by standing orders.
- xxiii. To suspend any standing order except those which are mandatory by law.**
- xxiv. To adjourn the meeting.
- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxvi. To answer questions from councillors.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 3(b) (iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j [Deliberately left blank]

- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 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 at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- p During the debate of 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 irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 6(o) above, when a councillor's 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 silent or for the person 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;
 - ix. to suspend any standing order, except those which are mandatory.
- t In respect of standing order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct (England)

See also standing orders 1(d)–(i) above

- a Pursuant to section 27 of the Localism Act 2011, Sevenoaks Town Council had adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.
- 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 Where a matter arises at a meeting which relates to a disclosable pecuniary interest the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her Interest is If It is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

d Dispensations

On a written request made to the Council's Proper Officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has a disclosable pecuniary interest if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

8 Questions

- a 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.
- b 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.
- c Every question shall be put and answered without discussion.

9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d Deliberately left blank.

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 4 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- a Where more than 2 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. Any tie may be settled by the Chairman's casting vote.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

14 Execution and sealing of legal deeds

See also standing order 5(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 14(a) above, 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 or one other member who shall sign the deed as witnesses.**

15 Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non-councillor 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;
 - iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer by noon on the day of the meeting that they are unable to attend;
 - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) 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. may in accordance with standing orders, dissolve a committee at any time.

16 Sub-committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17 Extraordinary meetings

See also standing order 1 above

- a The Mayor may convene an extraordinary meeting of the Council at any time.**
- b If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.**
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by no less than a quarter of the members of the committee, those councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.**

18 Advisory committees

See also standing order 1 above

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.**
- b [Deliberately left blank]**

19 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.**

- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

20 Estimates/precepts

- a The Council shall approve written estimates for the coming financial year at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

21 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.

22 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

24 Confidential business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25 The General Power of Competence

- a On 19 November 2012 [Minute271] Sevenoaks Town Council passed a resolution that It had fulfilled the criteria in order to become an eligible town council as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965 which came into force in April 2012 to use the General Power of Competence.

The resolution must be re-affirmed at the annual meeting of the council after the ordinary election every four years.

26 Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Personnel Committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Deliberately left blank.
- c Deliberately left blank
- d The Personnel Committee shall deal with any personnel matters concerning absence, performance, grievance and disciplinary matters as contained within the Employee Handbook agreed by the Personnel Committee
- e [Deliberately left blank]

- f [Deliberately left blank]
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.
- j Deliberately left blank.

27 Management of Information

- 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.**

28 Information Provision

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

29 Responsibilities under Data Protection Legislation

- a The Council shall 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.**

30 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed 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.**

31 Liaison with District & County Councillors

- a An invitation to attend a meeting of the Council shall be sent via email, together with the agenda, to the councillor of the District and County Council representing its electoral ward unless declined
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent to the District or County Council councillor representing its electoral ward.

32 Financial matters

- 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 accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor 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;
 - v. Procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £50,000.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.**
- c Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a appropriate publication;

- ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 31(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

33 Allegations of breaches of the code of conduct

- a On receipt of an alleged breach of the code of conduct, the Monitoring Officer at the District Council be advised
- b [Deliberately left blank]
- c [Deliberately left blank]
- d [Deliberately left blank]
- e [Deliberately left blank]
- f [Deliberately left blank]
- g [Deliberately left blank]

34 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b 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.

35 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's 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.

	Body	Due Date	2015/16	2016/2017	2017/2018	2018/2019
a	Institute of Groundsmanship	April	140.87	£ 150.00	£ 150.00	£ 150.00
b	Open Spaces Society	August	«	45.00	«	«
c	Institute of Cemetery and Crematorium Management	April	90.00	«	«	«
d	Kent Association of Local Councils	April	1,140.00	£ 1,368.00	£ 1,482.00	£ 1,275.00
e	South East Employers	April	315.50	£ 378.60	£ 378.60	£ 326.00
f	British Youth Council	April	54.00	£ 54.00	£ 55.00	«
g	Parish Online	June	£ 336.00	«	«	«
h	Information Commissioner's Office	August	«	«	£ 35.00	«
i	Local World - Sevenoaks Chronicle	September	£ 51.96	«	£ 51.96	«
j	LCR	October	51.00	«	51.00	«
k	NALC - Direct Information Service	October	#	«	£ 51.00	«
l	Institute of Chartered Accountants in England and Wales	December	«	«	«	«
m	Sevenoaks Chamber of Commerce	January	175.00	£ 275.00	£ 195.00	«
n	Town and Country Planning Association	December	«	£ 105.00	£ 105.00	«
o	Young Kent - Connect Kent	May	«	£ 59.00	£ 99.00	«
p	Kent Farmer's Market Association	February	52.00	«	£ 55.00	£ 55.00
q	Society of Local Council Clerks	March	* 480.00	«	£ 480.00	«
r	Sevenoaks Conservation Society	April	150.00	£ 150.00	£ 150.00	«
s	LGA	April	«	«	£ 500.00	«
t	Haymarket - Planning magazine	April	149.00	«	«	«
	Campaign for Protection of Rural England	F&GP	12.00	«	£ 36.00	£ 36.00
		15.06.2016 - MINUTE No 62				
		CAMPAIGN				
«	Not yet received					
#	Paid 2 year subscription in previous year					
*	Linda Larter					
**	Ann White					

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Retention and Disposal Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.

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tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
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Town Clerk

- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
 - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
 - the Freedom of Information Act or cause reputational damage.
 - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

- 6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
 - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
 - Personal data shall be adequate, relevant, but not excessive.
 - Personal data shall be accurate and up to date.
 - Personal data shall not be kept for longer than is necessary.
 - Personal data shall be processed in accordance with the rights of the data subject.
 - Personal data shall be kept secure.
- 6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7 Scanning of Documents

- 7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.



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Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
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web: sevenoakstown.gov.uk

Town Clerk





Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, Sevenoaks Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Sevenoaks Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Sevenoaks Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

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The General Data Protection Regulation (GDPR) which becomes law on 25th May 2018 and will, like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Sevenoaks Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: townclerk@sevenoakstown.gov.uk
- Phone: 01732 459953
- Correspondence: The Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: Satswana Ltd, Pembroke House, St Christopher's Place, Farnborough, Hampshire GU14 ONH.

Diversity Monitoring

Sevenoaks Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with (Your Council Name), individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each

Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

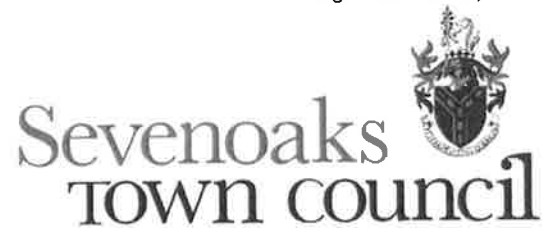
Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Sevenoaks Town Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: Sevenoaks Town Council

Review Date: May 2019



Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Twitter account and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Town Clerk or delegated member of personnel;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

Town Clerk

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook or Twitter will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Sevenoaks Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Sevenoaks Town Council email

The Town Clerk and officers of the Council have their own council email address (Town Clerk is townclerk@sevenoakstown.gov.uk).

The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Town Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Town Clerk, and/or otherwise will always be copied to the Town Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Town Clerk. NB any emails copied to the Town Clerk become official and will be subject to The Freedom of Information Act. These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Town Council officers may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Town Council

The Town Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

The Management of Transferable Data Policy

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1. Purpose

- 1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Sevenoaks Town Council.
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.4.1 Enabling the correct data to be made available where it is required
 - 1.4.2 Maintaining the integrity of the data
 - 1.4.3 Preventing unintended consequences to the stability of the computer network
 - 1.4.4 Building confidence and trust in data that is being shared between systems
 - 1.4.5 Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
 - 1.4.6 Compliance with legislation, policies or good practice requirements

2 Principals

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:
USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.

- 2.4 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.5 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

- 3.1 The clerk will ensure that everyone that is authorised to access the Councils information systems is aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

4 Responsibilities

- 4.1 Clerks are responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

5 Incident Management

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the clerk.
- 5.2 It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the clerk.

6 Data Administration

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

7 Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.

- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of removable media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.
- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

9 Faulty or Unneeded Storage Devices

- 9.1 Damaged or faulty media must not be used. The clerk must be consulted over any damaged equipment, peripherals or media.

- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10 Breach procedures

- 10.1 Users who do not adhere to this policy will be dealt with through the Councils disciplinary process.
- 10.2 11.3 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 Review and Revision

- 11.1 This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 Employees Guide in Brief

- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.4 All transfer arrangements carry a risk to the data.
- 12.5 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.6 Only use approved products for Council data.
- 12.7 Activate encryption on removable media wherever it is available and password protection if not available
- 12.8 Data should be available for automatic back up and not solely saved to removable media.
- 12.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.

Events Accepted/Attended – 2017/2018

Mayor: Councillor Maxine Chakowa

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 10.30	16 May	Home Instead Care - Sevenoaks Wellbeing Day at Knole	Mayor
Wed 10.00	17 May	Meet the New Mayor at the Wednesday Market	Mayor
Fri 2.45	26 May	Opening of the New Beacon Centre	Mayor
Fri 7.30	26 May	Kentish Opera production of La Traviata at the Stag	Mayor & Consort
Thurs 7.00	1 June	Mayor of Dartford's BBQ	Mayor & Consort
Fri 11.00	2 June	Groundwork South - Shed Open Day	Mayor
Sat 6.00	3 June	British Red Cross - Dance Competition at Sevenoaks School	Mayor & Consort
Mon 3.30	5 June	Rockdale Housing Assoc - AGM and Tea in the Beatrice Wilson Common Rom	Mayor
Tues 10.30	6 June	Launch of Sevenoaks Breast Cancer Support Group	Mayor
Tues 1.00	6 June	West Kent Mind - Summer BBQ	Mayor & Consort
Tues 7.00	6 June	Chairman-Elect KCC - Civic Dinner	Mayor & Consort
Tues 7.30	6 June	League of Friends of Sevenoaks Hospital - AGM	Deputy Mayor
Wed 7.30	7 June	Sevenoaks Counselling Annual Open Meeting	Mayor & Consort
Thurs 5.00	8 June	Knole Academy - Summer Exhibition	Deputy Mayor & Mayoress
Thurs 6.00	8 June	Sevenoaks & District Chamber of Commerce - BBQ at Nizels	Mayor & Consort
Sun 2.15	11 June	Sevenoaks Day Nursery - BBQ and Auction	Deputy Mayor & Mayoress
Tues 7.30	13 June	Sevenoaks District Scout Council - Annual General Meeting	Deputy Mayor
Thurs 11.55	15 June	Opening of new store EAST Lifestyle Ltd in Blacks Yard, Sevenoaks	Councillor Andrew Eyre
Sat 6.00	17 June	Hospice in the Weald - Moonlight Walk	Deputy Mayor
Mon 12.15	19 June	Sevenoaks District Council - Fly the Flag for Armed Forces Day Ceremony	Mayor
Mon 1.00	19 June	Officially Open new Aesthetics Clinic in Sevenoaks	Mayor
Tues 6.30	20 June	St Michaels School - Performance of Guys and Dolls at the Stag Theatre	Mayor & Consort
Thurs 4.30	22 June	Meet and Greet Friends of Rheinbach in the Council Chamber	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 6.30	22 June	Sevenoaks Camera Club - Official opening of the Annual Exhibition at the Kaleidoscope Gallery	Mayor & Consort
Sat 10.00	24 June	Fly the Flag for Armed Forces Day - Vine, Sevenoaks	Mayor
Sat 10.45	24 June	Open the Sevenoaks Festival	Mayor
Sat 5.30	24 June	Bradbourne RDA - Summer BBQ	Mayor & Consort
Sat 7.00	24 June	Sevenoaks Three Arts Festival - Prizewinners' Concert	Deputy Mayor & Mayoress
Sun 2.00	25 June	Blue Flamingo Music - Dance at the Plaza Suite	Deputy Mayor & Mayoress
Sun 7.30	25 June	Sevenoaks Philharmonic Society - Concert at the Stag Theatre	Mayor & Consort
Mon 11.00	26 June	Officially open Sevenoaks Ladies Joggers Platinum Classes	Mayor
Tues 2.30	27 June	Meeting in the Chamber with Fred Halligan of the Freemasons	Mayor
Wed 6.30	28 June	Radnor House School - Prize Giving	Mayor & Consort
Fri 6.00	30 June	Cub Scouts Silver Awards in the Council Chamber	Mayor & Consort
Sat 11.00	1 July	Walthamstow Hall - Prize Giving	Mayor
Sat 7.00	1 July	Mayor of Havering - Charity Ball	Mayor & Consort
Sun 4.15	2 July	Celebration of Life Thanksgiving Service for Tinu Adeyemi of the Royal City Sevenoaks RCCG	Mayor
Sun 7.00	2 July	Chance to Dance - Summer Performance at the Stag Theatre	Mayor & Consort
Mon 1.00	3 July	Memorial for a Sevenoaks WW1 Soldier at St Nicholas Church	Mayor
Tues 3.00	4 July	High Sheriff of Kent - Garden Party	Mayor & Consort
Wed 4.00	5 July	Mayor of Maidstone - WW2 Reflective Event at Leeds Castle	Mayor & Consort
Thurs 5.45	6 July	Sevenoaks Art Club - Annual Exhibition	Mayor & Consort
Thurs 6.30	6 July	Sevenoaks Chamber of Commerce Summer Reception	Mayor & Consort
Sun 10.30	9 July	Mayor of Tenterden - Annual Civic Service	Mayor & Consort
Thurs 9.20	13 July	Trinity School - Coffee and Croissants to say thank you to local residents for their patience	Mayor
Thurs 2.00	13 July	Mayor of Margate - Strawberry Tea Garden Party	Mayor & Consort
Thurs 6.30	13 July	Knole Academy - Performance of Oliver	Mayor & Consort
Fri 11.00	14 July	Sevenoaks Vine Cricket Club - Legends Lunch	Deputy Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 1.00	14 July	Home Instead Senior Care -= Launch of Forget-Me-Not Café	Mayor
Fri 7.00	14 July	Cocktail Party at Knole House	Mayor & Consort
Sat 7.00	15 July	Mayor of Ashford - A Relaxing Summer Dinner and Concert with Natalie Ward	Mayor & Consort
Tues 7.30	18 July	Mayor of Medway - Performance of "Sleep No More" at The Oasthouse Theatre, Rainham	Mayor & Consort
Wed 7.00	19 July	West Heath School - Summer Chill Concert	Mayor & Consort
Fri 5.30	21 July	Sevenoaks Youth Council - Live on the Vine	Mayor
Fri 6.30	21 July	Sevenoaks Vine Cricket Club - Peppercorn Rent Ceremony	Mayor
Fri 7.00	21 July	Sevenoaks Hockey Club - Re-opening ceremony of the all-weather pitch at Hollybush Lane	Mayor & Consort
Thurs 2.30	27 July	Mayor of Tonbridge Garden Party at Broadview Gardens, Hadlow College	Mayor & Consort
Sat 6.45	29 July	Coolings Nursery, Knockholt - Awards Ceremony for the local In Bloom competition	Mayor & Consort
Tues 7.30	1 Aug	Canterbury Old Stagers - Performance of The Real Inspector Hound.	Mayor & Consort
Thurs 10.30	3 Aug	Go-Coach Hire Ltd - Launch of the new day time 431 service at Polhill Garden Centre.	Mayor
Mon 7.00	7 Aug	Mayor of East Grinstead - Charity Dinner at Paglia e Fieno	Mayor & Consort
Tues 10.00	8 Aug	Judging the Business Awards	Mayor
Wed 2.00	9 Aug	Summer Fun Day at the Vine Gardens	Mayor
Tues 7.00	15 Aug	Mayor of Dover - Charity Quiz Night	Mayor & Consort
Wed 2.00	16 Aug	Summer Fun Day at Greatness Recreation Ground	Mayor
Sun 12.00	20 Aug	Fund Raising event at Reynolds Retreat, Borough Green	Mayor & Consort
Wed 2.00	23 Aug	Summer Fun Day at Hillingdon Rise Play Area	Mayor
Fri 10.00	25 Aug	Kent Army Cadet Force - Visit to their Summer Camp at Shorne	Mayor & Consort
Mon 10.30	28 Aug	Sevenoaks Athletics Club - Start the 24 th Annual Sevenoaks 7 Races	Mayor & Consort
Tues 2.30	29 Aug	Alpine Care Home - Celebrate 100 th Birthday of a resident	Mayor & Consort
Wed 3.00	30 Aug	Mayor of Brighton - Tea in the Park	Mayor & Consort
Fri 9.50	1 Sept	Chairman of Sevenoaks District Council - Fly the Red Ensign for Merchant Navy Day	Mayor
Fri 7d.00	1 Sept	Kent Army Cadet Force - Annual Dinner & Disco at Donnington Manor	Mayor & Consort

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 3.30	2 Sept	Sevenoaks Allotment Holders' Association - Annual Autumn Show	Mayor & Consort
Sat 11.00	2 Sept	Mayor of Faversham - Faversham International Hop Festival	Mayor & Consort
Thurs 2.00	7 Sept	Mayor of Gravesham - Garden Party and Afternoon Tea	Mayor & Consort
Fri 6.00	8 Sept	Mayor of Swale - Evening with Sir Hugh Robertson, Chairman of the British Olympic Association	Mayor & Consort
Sat 12.30	9 Sept	Sevenoaks Football Club - Opening of new G3 Pitch	Mayor & Consort
Sun 7.30	10 Sept	Sevenoaks Rotary Club Amherst - Circuit of Kent Event	Mayor & Consort
Tues 7.00	12 Sept	Mayor of East Grinstead - Charity Music Quiz	Mayor & Consort
Wed 7.00	13 Sept	Parkinson's UK (Sevenoaks) - Reception with Steve Ford , Chief Executive Officer	Mayor & Consort
Fri 6.30	15 Sept	Business Awards Night at Knole Academy	Mayor & Consort
Tues 10.30	19 Sept	Mayor of Maidstone - Visit to Hush Heath Winery	Mayor & Consort
Tues 6.30	19 Sept	Chairman Kent County Council - West Kent Area Reception	Mayor & Consort
Wed 9.00	20 Sept	South East in Bloom Awards Day at Copthorne Hotel. Effingham Gatwick	Mayor
Fri 7.00	22 Sept	Mayor of Dartford - Casino Night	Mayor & Consort
Sat 6.00	23 Sept	Annual Regional Swimming Championships at Sevenoaks Leisure Centre	Mayor & Consort
Tues 1.45	26 Sept	Mayor of Royal Greenwich - Guided tour of Eltham Palace followed by afternoon tea at the Tudor Barn	Mayor & Consort
Wed 10.30	27 Sept	Mayor of Tonbridge & Malling – Lunch and Tour at Hadlow College	Mayor & Consort
Fri 10.00	29 Sept	MacMillan Coffee Morning in the Town Council Chamber	Mayor
Sat 7.00	30 Sept	Chairman SDC - Quiz Night at Sevenoaks Bowls Club	Mayor & Consort
Fri 7.00	6 Oct	Mayor of Dartford - Curry Night	Mayor & Consort
Sat 12.00	7 Oct	Pink Party on the Vine	Mayor & Consort
Sat 6.30	7 Oct	Mayor of Tunbridge Wells - Civic Dinner and Dance	Mayor & Consort
Sun 5.30	8 Oct	Saint Hill Manor - Saint Hill Gala Charity Concert	Mayor & Consort
Mon 9.00	9 Oct	Present Certificate of Excellence for the St John's entry in Sevenoaks in Bloom competition.	MayOr

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 11.00	10 Oct	The Abbeyfield Kent Society - 50 th Anniversary at Canterbury Cathedral	Mayor & Consort
Thurs 10.00	12 Oct	Mayor of Hawkinge - Visit to the Kenty Battle of Britain Museum	Mayor & Consort
Thurs 6.00	12 Oct	Reception at Weald Heights Care Home	Mayor & Consort
Sat 3.00	14 Oct	Great Storm of 1987 - Talk by Bob Ogley in the Chamber	Mayor & Consort
Tues 10.00	24 Oct	Mayor of Hillingdon - Tour of RAF Uxbridge and RAF Northolt	Mayor & Consort
Fri 6.30	27 Oct	Kent Painters Group - Annual Art Exhibition and Sale	Mayor & Consort
Sat 12.00	28 Oct	Royal British Legion - Annual County Luncheon	Deputy Mayor & Mayoress
Tues 2.00	31 Oct	101 st Birthday Party for a resident of the Kippington Nursing Home	Mayor
Wed 6.00	1 Nov	Reception at Chevening House	Mayor & Consort
Thurs 5.30	2 Nov	Knole Academy - Annual Presentation Evening	Mayor & Consort
Fri 1.30	3 Nov	Official Opening of the Weald of Kent Grammar School Sevenoaks Annexe	Mayor
Fri 7.00	3 Nov	Hi Kent Dinner with guest speaker Ann Widdecombe	Mayor & Consort
Fri 7.00	10 Nov	Westerham Sea Cadets - Annual Mess Dinner	Mayor & Consort
Sat 11.00	11 Nov	Armistice Day - Greatness Cemetery	Mayor
Sun 10.00	12 Nov	Remembrance Day - Vine War Memorial	Mayor & Consort
Wed 7.00	15 Nov	Cheese and Wine Tasting Evening in the Town Council Chamber	Mayor & Consort
Thurs 6.00	16 Nov	Best Western Donnington Manor Hotel - Rebranding event	Mayor & Consort
Fri 7.00	17 Nov	Sevenoaks Players - Gala Night for "39 Steps"	Mayor & Consort
Sat 7.00	18 Nov	The Lions Club of Sevenoaks - 48 th Charter Anniversary Dinner & Dance	Mayor & Consort
Mon 10.00	20 Nov	Meeting at Bat and Ball Station Building with HLF representatives	Mayor
Mon 7.00	20 Nov	Mayor of Medway - An Evening of Gastronomic Delight	Mayor & Consort
Tues 7.00	21 Nov	Walthamstow Hall - Performance of Much Ado About Nothing in The Ship Theatre	Mayor & Consort
Thurs 6.00	23 Nov	Christmas Lights Switch On - Lower St John's	Mayor
Fri 7.30	24 Nov	Christmas Lights Switch On - High Street, Sevenoaks	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 7.30	25 Nov	Sevenoaks Philharmonic Society - Concert in the Pamoja Hall	Mayor & Consort
Thurs 10.30	30 Nov	Planting first of seven Oak Trees on Sevenoaks Common opposite 10 Letter Box Lane	Mayor
Thurs 12.45	30 Nov	Sevenoaks Ladies Lunch at El Matador	Mayor
Thurs 7.00	30 Nov	Sevenoaks Guide Dogs for the Blind - Cheese and Wine Evening at the Community Centre	Mayor & Consort
Mon 7.00	4 Dec	Community Carol Service at St Luke's Church	Mayor & Consort
Tues 10.30	5 Dec	Judging of Best Dressed Christmas Window - Accompanied by member of Chamber of Commerce	Mayor
Tues 6.00	5 Dec	Knole Academy - Christmas Concert in the Place	Mayor & Consort
Wed 2.00	6 Dec	Bluebird Care Sevenoaks Christmas Party at the Community Centre	Mayor
Wed 7.00	6 Dec	John Mich's Charity Dinner in the Plaza Suite Postponed	Mayor & Consort
Fri 11.45	8 Dec	Open the Christmas Market on the Vine	Mayor
Sat 7.30	9 Dec	The Cantate Choir - Christmas Concert in St Mary Kippington Church	Mayor & Consort
Sun 12.00	10 Dec	Sevenoaks Hockey Club - President's Cocktail Party	Mayor & Consort
Sun 6.00	10 Dec	Sevenoaks Mencap - Annual Carols, Mince Pies and Punch Evening	Mayor & Consort
Mon 10.30	11 Dec	Walthamstow Hall - Opening of the new Sixth Form Centre	Mayor
Tues 10.30	12 Dec	Presenting the Awards for Best Dressed Window	Mayor
Thurs 12.00	14 Dec	The Stronger Kent Communities Programme - Volunteer Award Celebration	Cllr Arnold
Thurs 1.00	14 Dec	Sevenoaks and District Chamber of Commerce Christmas event at Riverhill	Mayor & Consort
Thurs 6.00	21 Dec	Staff Christmas Meal at Donnington - Christmas Message of thanks to the staff	Mayor
Mon 23.15	24 Dec	Midnight Service at St Nicholas Church - Reading	Mayor & Consort
Sun 12.00	25 Dec	Age Uk Sevenoaks - Christmas Lunch at Hollybush Court	Mayor & Consort
Sun 1.30	7 Jan	West Kent Province Free Masons - Pantomime at the Stag	Mayor & Consort
Mon 5.00	8 Jan	Tonbridge Grammar School - Annual Prizegiving	Mayor & Consort

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 7.00	18 Jan	2158 Sevenoaks Squadron Air Cadets - First Annual Awards Evening	Mayor & Consort
Sat 7.00	20 Jan	2158 Sevenoaks Squadron Air Cadets - Annual Burns Night Dinner at Hever Castle Golf Club.	Mayor & Consort
Sun TBA	21 Jan	Jean Picton-Bentley - Dance at the Plaza Suite	Mayor & Consort
Thurs 6.30	25 Jan	Mayor of Faversham - Brewery Tour and Dinner	Deputy Mayor & Mayoress
Fri 7.00	26 Jan	Mayor of Dartford - Line Dancing at Bexley Park Sports and Social Club	Mayor & Consort
Sat 7.00	27 Jan	Mayor of Ashford - Black & White Masquerade Ball at the London Beach Hotel.	Mayor & Consort
Fri 9.45	2 Feb	Officially Re-open Wickes Sevenoaks Store after refurbishment	Mayor
Sun 4.45	4 Feb	Chance to Dance - Winter Performance at the Stag Theatre	Mayor & Consort
Fri 6.30	9 Feb	CALM Motown Dinner Dance at Mercure Hotel, Brands Hatch	Mayor & Consort
Sat 7.00	10 Feb	Quiz Night at the Community Centre	Mayor & Consort
Sun 3.00	11 Feb	Blue Flamingo Club - A Valentine's Affair	Mayor & Consort
Tues 7.15	13 Feb	Mayor of Bexley - Charity Evening to celebrate the Chinese New Year	Mayor & Consort
Fri 6.00	16 Feb	Cub Scouts Silver Awards - Town Council Chamber	Mayor & Consort
Sun 7.00	18 Feb	Mayor of Dartford - Cabaret Evening	Mayor & Consort
Tues 5.30	20 Feb	Sevenoaks District Beaver Scouts - Chief Scout Bronze Award Ceremony	Mayor
Sat 7.15	3 Mar	D'Vine Singers - Fundraising Concert at the Vine Baptist Church	Mayor & Consort
Sun 1.00	4 Mar	Sevenoaks Three Arts Festival - Young Musician of the Year Competition	Mayor & Consort
Tues 10.00	6 Mar	Guide Dogs for the Blind - Blindfold Walk	Mayor
Sun 3.00	11 Mar	Sevenoaks Symphony Orchestra - Concert in the Stag Theatre	Mayor & Consort
Wed 6.30	14 Mar	Knole Academy - The Storybook in the Oaks Theatre	Mayor & Consort
Thurs 5.30	15 Mar	Otford Primary School Art Exhibition at the Kaleidoscope Gallery	Deputy Mayor & Mayoress
Thurs 7.00	15 Mar	Chairman Sevenoaks District Council - Indoor Bowls Evening	Mayor & Consort
Fri 2.00	16 Mar	Chair of Lewisham Council - Afternoon tea at the House of Lords	Mayor & Consort
Sat 7.30	17 Mar	Sevenoaks and Tonbridge Concert Band - Concert at St Nicholas Church	Mayor & Consort

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 10.40	20 Mar	Lord-Lieutenant of Kent's Civic Service at Canterbury Cathedral	Mayor
Tues 7.30	20 Mar	Mayor of Medway - Performance of "Ladies Night"	Mayor & Consort
Sat 7.30	24 Mar	Sevenoaks Philharmonic Society - Concert at St Nicholas Church	Deputy Mayor & Mayoress
Sat 12.30	24 Mar	Soroptimist International of Sevenoaks - Presidents Lunch at St Julian's Club	Deputy Mayor & Mayoress
Sat 7.30	24 Mar	Chairman Kent County Council - Charity Concert at Mote Hall, Maidstone	Mayor & Consort
Wed 6.30	28 Mar	Knole Academy - Love 2 Dance at the Stag Theatre	Mayor & Consort
Sat 10.45	31 Mar	Easter Egg Hunt at the Vine	Mayor
Wed 6.45	11 Apr	Heritage Talk by Edwin Thompson "Bat & Ball Station" in the Council Chamber	Mayor & Consort
Fri 7.30	13 Apr	The Sevenoaks Players - Whistle Down the Wind at the Stag Theatre	Mayor & Consort
Sat 7.00	14 Apr	Mayor of Medway - Murder Mystery Night	Mayor & Consort
Mon 10.00	16 Apr	Mayor of Maidstone - Day Out in Maidstone	Mayor & Consort
Wed 10.00	18 Apr	Tour of Knole House followed by Lunch at Cote Brasserie	Mayor & Consort
Fri 12.00	20 Apr	Staff Fundraising Lunch in the Town Council Chamber	Mayor
Fri 7.30	20 Apr	Mayor of Greenwich - Annual Civic Dinner	Mayor & Consort
Sat 7.00	21 Apr	Mayor of Dartford - Dinner & Dance at Princes Park	Mayor & Consort
Sun 3.00	22 Apr	Sevenoaks District Scouts - St George's Day Parade and Service	Mayor
Fri 7.00	27 Apr	Chairman Sevenoaks District Council - End of Term Dinner at Brands Hatch Place Hotel	Mayor & Consort
Sat 7.30	28 Apr	Mayor of Tonbridge & Malling - Charity Gala at Kings Hill Golf Club	Mayor & Consort
Tues 12.15	1 May	Provincial Grand Lodge of West Kent - Reception and Lunch followed by The Provincial Honours Ceremony	Mayor & Consort
Wed 11.30	2 May	Luncheon at Chevening	Mayor & Consort
Sat 3.00	5 May	Reading and Healing	Mayor
Tues 6.00	8 May	Ellenor Hospice - VIP Screening of "The Hospice"	Mayor & Consort
Wed 6.30	9 May	Knole Academy - Music in May	Mayor
Thur 10.00	10 May	Opening of new premises - Dulce's Patisserie	Mayor
Thur 5.40	10 May	Meet and Greet Friends of Pontoise at Sevenoaks Town Council	Mayor & Consort
Sat 7.00	12 May	Friends of Pontoise - Grand Gala Dinner at West Heath School	Mayor & Consort



2018 - 2019

The Mayor of Sevenoaks Councillor Roderick Hogarth

Provisional Dates for Mayoral Events

May/June 2018 10th June 2018 Civic Service at St Nicholas Church 30th June 2018 Raise the Flag for Armed Forces Day	July 2018 Cocktail Party at Knole House 13th July 2018	August 2018
September 2018	October 2018	November 2018 Cheese and Wine Evening
December 2018	January 2019 Staff Fundraising Lunch	February 2019 9th February 2019 Quiz Night at the Community Centre
March 2019	April 2019 Tour of Knole House	May 2019 Luncheon at Chevening

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