

PRESENT

Cllr Mrs M A Chakowa –Mayor

Cllr S L Arnold	Cllr R L Piper
Cllr N J L Busvine OBE	Cllr S G Raikes
Cllr A Eyre	Cllr O Schneider
Cllr R M C Hogarth	Cllr P E Towell
Cllr R J Parry	Cllr E T Waite
Cllr Mrs R E Parry	(12)

Also Present

Alderman J F London, Freeman of the Town of Sevenoaks
Alderman D H Wootton, Freeman of the Town of Sevenoaks
Town Clerk
Assistant Town Clerk
Committee Clerk
Members of the Public - 43

Apologies for Absence

Cllr J M Canet
Cllr A S Clayton
Cllr E Parson
Cllr Mrs P C Walshe

PUBLIC QUESTION TIME

No questions were posed by members of the public present.

Mayor Chakowa Presentations:

The Mayor thanked all for attending the meeting and everyone for their help over the past year and especially her husband, Bryan Chakowa. The Mayor also thanked Cllr R J Parry for having asked her to become Deputy Mayor a few years ago and stated that she was very grateful to have been Mayor.

The Mayor also thanked the Freemasons and to Stephanie Harrison for their considerable support for her charities during her term as Mayor of Sevenoaks.

The Mayor made the presentations to:

- a) Sgt Sofia Pesic, of the Kent Army Cadet Force, for her supportive role as Mayor's Cadet over the last twelve months and presented her with a certificate plus an engraved glass trophy as a memento of her year
- b) Stephanie Harrison, known locally as the Pink Lady, with an engraved silver tray as the Mayor's Award for 2018, a memento for her volunteer fundraising work
- c) Stephanie Harrison with two cheques:
 - i. £25,805 for Breast Cancer Care
 - ii. £10,000 for Sevenoaks Breast Cancer Support Group

Finally, the Mayor drew the raffle prize for the Butterfly Painting.

Cllr R J Parry's Statement:

Cllr R J Parry addressed the Committee:

The Members of the Town Council felt it appropriate that this Annual Council meeting, to be the forum to thank Linda Larter MBE, the Town Clerk for her past ten year's service to Sevenoaks Town Council.

In his statement, Cllr R J Parry referred to the Town Clerk's achievements including

- the take over the Stag from the District Council whose past two tenants had gone into bankruptcy. The Town Clerk constructed a business plan and bid and competed against KCC. Now the Stag has over 300,000 visitors annually and has brought much prosperity, cultural entertainment and nightlife economy to Sevenoaks Town
- Northern Master plan for Sevenoaks, which has received public endorsement as the vision of the future. This included the Bat & Ball Station, boarded up for the last 20 years, for which the Town Clerk was awarded with a grant of £755,600 by the Heritage Lottery Fund. This is a tremendous achievement as the post code of Sevenoaks normally makes lottery application difficult.

In total the Town Clerk has brought in £2.5 million extra funding for the Town of Sevenoaks.

In recognition of her past ten years' service, Cllr Parry on behalf of the sixteen Members of Sevenoaks Town Council, presented Linda with an antique pearl and diamond brooch as a thank you.

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#### **54 ELECTION OF MAYOR**

The Town Clerk read the notice to convene the meeting.

The Mayor, Cllr M A Chakowa invited nominations for the Office of Mayor. Cllr Parry nominated Cllr R M C Hogarth for the Office of Mayor for the ensuing municipal year, which was seconded by Cllr M A Chakowa. There were no other nominations.

**RESOLVED by a unanimous vote that Cllr R M C Hogarth be elected Mayor.**

#### **55 DECLARATION OF ACCEPTANCE OF OFFICE**

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

The retiring Mayor welcomed her successor and invested him with the Mayoral Badge of Office.

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

The Mayor publicly thanked Cllr R J Parry for acquiring new badges of office, robes, etc stating that the Town Council's regalia was now fully refreshed.

#### **56 ELECTION OF DEPUTY MAYOR**

The Mayor called for nominations for the office of Deputy Mayor for the ensuing year. Cllr R M C Hogarth proposed that Cllr N J L Busvine OBE become Deputy Mayor for the ensuing municipal year, which was seconded by Cllr A Eyre.

**RESOLVED that Cllr N J L Busvine OBE be elected as Deputy Mayor.**

- 57 DECLARATION OF ACCEPTANCE OF OFFICE  
The Deputy Mayor Cllr N J L Busvine OBE read and signed the Declaration of Acceptance of Office.
- 58 APOLOGIES FOR ABSENCE  
**RESOLVED:** to note and accept apologies received from Cllr J M Canet, Cllr A S Clayton, Cllr E Parson and Cllr Mrs P C Walshe
- 59 REQUESTS FOR DISPENSATIONS  
**RESOLVED:** to note none had been received.
- 60 DECLARATIONS OF INTEREST  
**RESOLVED:** to note none had been received.
- 61 COUNCIL MINUTES  
**RESOLVED:** that the minutes of the meeting of the Town Council held on 16<sup>th</sup> April 2018 be adopted and signed as a true record by the Mayor.
- 62 PLANNING COMMITTEE  
**RESOLVED:** that the minutes of the Planning Committees held on:  
a) 23<sup>rd</sup> April 2018  
b) 8<sup>th</sup> May 2018  
be received and adopted.
- 63 COMMUNITY INFRASTRUCTURE COMMITTEE  
**RESOLVED:** that the minutes of the Community Infrastructure Committee meeting held on 23<sup>rd</sup> April 2018 be received and adopted.
- 64 FINANCE & GENERAL PURPOSES COMMITTEE  
**RESOLVED:** that the minutes of the Finance & General Purposes Committee meetings held on 30<sup>th</sup> April 2018 be received and adopted.
- 65 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES  
**RESOLVED that** Standing Committees and Sub Committees be appointed as follows  
(Appendix A):  
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
- 66 APPOINTMENT OF CHAIRMEN, VICE CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB COMMITTEES  
It was proposed and seconded that the appointment of Chairman, Vice Chairman and members of the Standing Committees and Sub-Committees be approved 'en bloc' as per agenda papers.  
  
**RESOLVED that** the report appointing Chairmen, Vice Chairmen and Members of Standing and Sub committees be received and adopted (Appendix B).

67 REPRESENTATION ON OUTSIDE BODIES

The Mayor proposed that the appointment of representatives to external bodies be approved 'En bloc' as per agenda papers.

**RESOLVED** that the schedule of Representation on Outside Bodies be received and adopted (as Appendix C).

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

**RESOLVED:** that the Terms of Reference for Standing Committees and Sub Committees be received and adopted (as Appendix D).

69 SCHEDULE OF MEETINGS 2018/2019

**RESOLVED:** that the Schedule of Meetings for 2018/19 be received and adopted (Appendix E).

70 STANDING ORDERS

**RESOLVED:** that the Standing Orders be received and adopted (Appendix F).

71 ANNUAL SUBSCRIPTIONS

**RESOLVED:** that the schedule of Annual Subscriptions for 2018/2019 be received and adopted (Appendix G).

72 GENERAL DATA PROTECTION REGULATION POLICIES [GDPR]

**RESOLVED** To receive and adopt the Town Council's GDPR policies and to note that further Town Council policies would be presented for adoption at a future meeting of Town Council:

- a) Retention and Disposal Policy (Appendix H)
- b) Information and Data Protection Policy (Appendix I)
- c) Social Media and Electronic Communication Policy (Appendix J)
- d) Management of Transferable Data Policy (Appendix K)
- e) Privacy Policy (Appendix L)

73 MAYORS CADET

First Class Cadet, Michael Roberts, Westerham Sea Cadets was appointed as the Mayor's Cadet for the 2018/2019 Civic Year.

74 CIVIC EVENTS AND INFORMATION

**It was RESOLVED:** that

- 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
- be received and noted.

75 PRESS RELEASE

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

The meeting closed at 7:50pm

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MAYOR

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## 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<br>(All Councillors are members of the Planning Committee)                                              |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                |
| <u>OPEN SPACES &amp; LEISURE COMMITTEE</u><br><br><b>CHAIRMAN</b><br><b>VICE CHAIRMAN</b><br><br><i>Mayor ex officio</i>    | <u>10 MEMBERS 2017/8</u><br><br><b>Cllr R J Parry</b><br><b>Cllr N J L Busvine</b><br>Cllr S L Arnold<br>Cllr J M Canet<br>Cllr A Eyre<br>Cllr S G Raikes<br>Cllr O Schneider<br>Cllr P E Towell<br>Cllr E Waite<br>Cllr Mrs P C Walshe                        | <u>10 MEMBERS 2018/2019</u><br><br><b>Cllr R J Parry</b><br><b>Cllr N J L Busvine</b><br>Cllr S L Arnold<br>Cllr J M Canet<br>Cllr A Eyre<br>Cllr S G Raikes<br>Cllr O Schneider<br>Cllr P E Towell<br>Cllr E Waite<br>Cllr Mrs P C Walshe                     |
| <u>FINANCE AND GENERAL PURPOSES COMMITTEE</u><br><br><b>CHAIRMAN</b><br><b>VICE CHAIRMAN</b><br><br><i>Mayor ex officio</i> | <u>11 MEMBERS 2017/18</u><br><br><b>Cllr S G Raikes</b><br><b>Cllr A Eyre</b><br>Cllr N J L Busvine<br>Cllr J M Canet<br>Cllr A S Clayton<br>Cllr R M C Hogarth<br>Cllr R J Parry<br>Cllr E Parson<br>Cllr R L Piper<br>Cllr P E Towell<br>Cllr Mrs P C Walshe | <u>11 MEMBERS 2018/2019</u><br><br><b>Cllr S G Raikes</b><br><b>Cllr A Eyre</b><br>Cllr N J L Busvine<br>Cllr J M Canet<br>Cllr M A Chakowa<br>Cllr A S Clayton<br>Cllr R J Parry<br>Cllr E Parson<br>Cllr R L Piper<br>Cllr P E Towell<br>Cllr Mrs P C Walshe |
| <u>PLANNING COMMITTEE</u><br><b>CHAIRMAN</b><br><b>VICE CHAIRMAN</b><br><i>Mayor ex officio</i>                             | 2017/18<br>Cllr R L Piper<br>Cllr S L Arnold<br>All Councillors                                                                                                                                                                                                | 2018/2019<br>Cllr R L Piper<br>Cllr A Eyre<br>All Councillors                                                                                                                                                                                                  |
| <u>COMMUNITY INFRASTRUCTURE COMMITTEE</u><br><b>CHAIRMAN</b><br><b>VICE CHAIRMAN</b><br><br><i>Mayor ex officio</i>         | <u>6 MEMBERS 2017/18</u><br><br><b>Cllr R M C Hogarth</b><br><b>Cllr R L Piper</b><br>Cllr A S Clayton<br>Cllr A Eyre<br>Cllr R J Parry<br>Cllr S G Raikes                                                                                                     | <u>6 MEMBERS 2018/2019</u><br><br><b>Cllr R J Parry</b><br><b>Cllr R M C Hogarth</b> [ex officio]<br>Cllr J M Canet<br>Cllr A Eyre<br>Cllr R L Piper<br>Cllr S G Raikes<br>Cllr O Schneider                                                                    |

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

| <u>LIST OF APPOINTMENTS</u>                                                                                                                                                                                                                                                                                                        | <u>2017/18</u>                                                                                                                                                                                                                                                                                                    | <u>2018/2019</u>                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUB COMMITTEES – Note:</b><br>The following Sub Committees will report to the Finance and General Purposes Committee.<br><br>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><b>YOUTH SERVICES SUB COMMITTEE</b></u><br>Town Council Representatives:<br><b>CHAIRMAN</b><br><b>VICE CHAIRMAN</b>                                                                                                                                                                                                             | 8 Cllrs plus Chairman or Vice Chairman F& GP (ex-officio)<br><br><b>Cllr N J L Busvine</b><br><b>Cllr Mrs R E Parry</b><br>Cllr J M Canet<br>Cllr R J Parry<br>Cllr E Parson<br>Cllr S G Raikes<br>Cllr E Waite<br>Cllr Mrs P C Walshe<br><br>[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)<br><br><b>Cllr Mrs Parry</b><br><b>Cllr Parson</b><br>Cllr J M Canet<br>Cllr R J Parry<br>Cllr S G Raikes<br>Cllr O Schneider<br>Cllr E Waite<br>Cllr Mrs P C Walshe<br><br>[Chairman F&GP or Vice Chairman F&GP – Cllr S G Raikes/Cllr A Eyre] |
| Community Centre User Group<br><b>Town Council Representatives:-</b><br><b>CHAIRMAN</b>                                                                                                                                                                                                                                            | Community Centre User Group 3 Members 2017/18<br><br>Cllr R M C Hogarth<br><br>Cllr R L Piper<br>Cllr S G Raikes                                                                                                                                                                                                  | Community Centre User Group 3 Members 2018/2019<br><br>Cllr M A Chakowa<br><br>Cllr R L Piper<br>Cllr S G Raikes                                                                                                                                                                                          |
| <i>Mayor ex officio</i>                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                           |

| <u>SEVENOAKS TOWN PARTNERSHIP</u>       | 2016/2017 – May ACM             | 2016/2017 October STP AGM       | 2017/2018 May ACM            | 2018/2019 May ACM            |
|-----------------------------------------|---------------------------------|---------------------------------|------------------------------|------------------------------|
| <b>CHAIRMAN</b><br><b>VICE CHAIRMAN</b> | Cllr S Arnold<br>Cllr M Chakowa | Cllr M Chakowa<br>Cllr S Arnold | Cllr S Arnold<br>Cllr A Eyre | Cllr S Arnold<br>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<br><br>Deputy Mayor Cllr R M C Hogarth                                                                                            | Mayor Cllr R M C Hogarth<br><br>Deputy Mayor<br>Cllr N J L Busvine<br>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<br>Cllr S G Raikes                                                                                                                      | Cllr R J Parry<br>Cllr S G Raikes                                                                                                                      |
| Cricket School Management Committee                                                                      | Chairman – OS & L Cttee<br>[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]<br><b>Minute 119 27.06.2016</b><br>Cllr A Eyre<br>Cllr O Schneider<br>Cllr Mrs P C Walshe | Chairman or Vice Chairman – Planning Cttee [Cllr S L Arnold]<br><b>Minute 119 27.06.2016</b><br>Cllr A Eyre<br>Cllr O Schneider<br>Cllr Mrs P C Walshe |
| Sevenoaks Fair Trade Steering Committee                                                                  | Cllr S G Raikes<br>Cllr A S Clayton                                                                                                                    | Cllr A S Clayton<br>alternate<br>Cllr S G Raikes                                                                                                       |
| Sevenoaks Summer Festival                                                                                | Cllr E Parson<br>Cllr A Eyre                                                                                                                           | Cllr E Parson<br>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]<br>Chairman F&GP [Cllr S G Raikes]                                                                                      | Chairman OS&L [Cllr R J Parry]<br>Chairman F&GP [Cllr S G Raikes]                                                                                      |
| SRTA [Liaison]                                                                                           | Cllr A S Clayton<br>Cllr R J Parry<br>Cllr O Schneider                                                                                                 | Cllr A S Clayton<br>Cllr R J Parry<br>Cllr O Schneider                                                                                                 |
| Tarmac & KCC Liaison Group                                                                               | Chairman – OS & L [Cllr R J Parry]<br>Cllr Mrs R E Parry<br>Cllr R L Piper                                                                             | Chairman – OS & L [Cllr R J Parry]<br>Cllr Mrs R E Parry<br>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

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**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

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- (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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APPENDIX E

| 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<br>Chairmen's<br>actions | Informal<br>Meeting prior to<br>Annual Council |
| Wed 08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | YC                                | YSSC                                           |
| Mon 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Annual Town Council               |                                                |
| Mon 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Planning                          |                                                |
| Mon 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Bank Holiday                      |                                                |
| <b>Community Centre User Group</b> - Bar Room, TN14 5DN<br><b>Annual Town Meeting</b> – large hall Community Centre TN14 5DN. <b>Town Council Meetings</b> in Council Chamber<br><b>F&amp;GP 7pm</b> Finance & General Purposes Committee<br><b>STP 6:30pm</b> Sevenoaks Town Partnership Committee<br><b>OSL 7pm</b> Open Spaces Leisure Committee<br><b>CIC 7pm</b> Community Infrastructure Committee<br><b>NDP 6pm</b> Neighbourhood development Plan Committee<br><b>Stag meetings</b> - 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  
14.05.2018  
Adopted Resolution 70

# 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.**

5x

- 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.

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- 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.

## ANNUAL SUBSCRIPTIONS 2018/2019

Annual Council Meeting 14.05.2018

|   | 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    |
| 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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Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01782 459563 fax: 01782 742 577  
email: council@sevenoakstown.gov.uk  
web: sevenoakstown.gov.uk

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<sup>h</sup> 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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## 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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Town Clerk

The General Data Protection Regulation (GDPR) which becomes law on 25<sup>th</sup> 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](mailto: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 0NH.

**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](mailto: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.

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web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

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](mailto: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**

### **Contents**

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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.



## Privacy Notice

### When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

### The Councils Right to Process Information

General Data Protection Regulations 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 or  
Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

### Information Security

Sevenoaks Town Council has a duty 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. Copies of these policies can be requested.

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. (You may request the deletion of your data held by Sevenoaks Town Council at any time).

### Children

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

### Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this.

Town Council Offices  
Burdbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

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Town Clerk



### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this.

### **Information Deletion**

If you wish Sevenoaks Town Council to delete the information about you please contact: The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this.

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact (The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this.

### **Rights Related to Automated Decision Making and Profiling**

Sevenoaks Town Council does not use any form of automated decision making or the profiling of individual personal data.

**Conclusion:** In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Data Information Officer: The Town Clerk at the address on this document or via [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk) to request this and or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.