

Minutes of the Annual Meeting of the Sevenoaks Town Council held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 19 May 2014 at 7 pm.

PRESENT

Cllr R M C Hogarth –Town Mayor

Cllr C L L Baker	Cllr A Eyre
Cllr J M Canet	Cllr R J Parry
Cllr G R S Clack	Cllr R L Piper
Cllr A S Clayton	Cllr S G Raikes
Cllr Mr M E Crabtree	Cllr P E Towell
Cllr Mrs M A London	Cllr Mrs P C Walshe
(13)	

Also Present

Alderman J F London, Freeman of the Town of Sevenoaks

Town Clerk

Assistant Town Clerk

Committee Clerk

Press

Members of the Public - 22

Apologies for absence

Cllrs S L Arnold, Deputy Mayor and Cllr N J L Busvine OBE

Neighbourhood Plan Children's Art Competition

The retiring Mayor, Cllr R M C Hogarth, invited members of the public to view the display of some of the entries of the competition and said that it was a pleasant duty for his last task as Mayor to award prizes to the winners:

1. Grace Talbot for her entry "Recycling Centre"
2. Grace Belhouse for her entry "A youth building so that you could meet other people and make new friends"

and to the runners up of the Neighbourhood Plan Children's Art Competition to:

3. Izzy MacKenzie for her entry "Hotel"
4. Ellis Heussenm for her entry "cycling paths/park"

PUBLIC QUESTION TIME

No questions were posed by members of the public present.

1 ELECTION OF MAYOR

The Town Clerk read the notice to convene the meeting and the Mayor, Cllr R M C Hogarth invited nominations for the Office of Mayor. Cllr R L Piper nominated Cllr S G Raikes for the Office of Mayor for the ensuing year. Cllr R J Parry seconded the proposal. There were no other nominations.

It was unanimously RESOLVED that Cllr S G Raikes be elected Mayor.

2 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr S G Raikes signed the Statutory Declaration of Acceptance of Office.

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

Cllr S G RAIKES IN THE CHAIR

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

The retiring Mayor, Cllr R M C Hogarth thanked his wife the Mayoress, Mrs Mary Hogarth, for being at his side and ensuring their timely attendance at events over the past year saying that they were like a well-oiled machine.

Cllr R M C Hogarth thanked the Deputy Mayor, Cllr S L Arnold and Deputy Mayoress, Mrs Heather Arnold saying that it was unfortunate that neither could attend tonight as they were going through a period of illness.

Cllr R M C Hogarth thanked all the Town Council staff especially the Chief Executive Officer and for assistance with innovative ideas to approach his term and that he was now blogging, tweeting and presenting those he met with stickers "I've met the Mayor of Sevenoaks".

Cllr R M C Hogarth also gave special thanks to The Open Spaces & Cemetery Manager, Mr Nicholas Cave, who had worked long and hard to create a series of green walks around the open spaces in Sevenoaks.

Cllr R M C Hogarth thanked both the volunteers who contributed to so many events saying that there appear to be more volunteers in Sevenoaks than actual inhabitants.

Cllr R M C Hogarth in his mayoral year had attended 260 engagements, of which 28 were attended by the Deputy Town Mayor or past Mayors, had regrettably to give 159 apologies, of which only 6 were local, ended his Mayoral year with 695 twitter followers, sent 756 tweets, wrote 16000 blog words, had taken and published many photos of events, attended two 100 birthday parties, both centenarians live in the Kippington Ward and said that for him personally an emotional and joyous event of the last year was the Halliwick Annual Regional Disabled Swimming Championships Competition.

The highlights for both him personally and his wife, the Mayoress were

- the Cocktail Party at Knole, which he hopes will continue and gain more support in the future
- a guided blindfolded walk around the town, which offered a different perspective on planning and how to share space

The retiring Mayor's two charities for 2013/2014 were: Hospice in the Weald and the Stag Youth Theatre, for which approximately £9,500 had been raised. The Green Walk raised £2,000 for the Hospice in the Weald, of which the Deputy Mayor personally had raised £1,000.

The Mayor in the absence of Cllr S L Arnold thanked Cllr R M C Hogarth for all he had done for Sevenoaks over the past year as the first Mayor of Sevenoaks with dual nationality having both British and American citizenship.

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

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

Cllr S G Raikes thanked his fellow Members for his election to office saying that it would be a tough act to follow.

The Mayor announced that his two charities for 2014/2015 would be MENCAP Sevenoaks and the Royal British Legion and hoped everyone would support them over the coming year.

3 ELECTION OF DEPUTY MAYOR

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

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

4 DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Mayor Cllr S L Arnold will be invited to read and sign the Declaration of Acceptance of Office at another time.

5 COUNCIL MINUTES

It was RESOLVED that the minutes of the meeting of the Town Council held on 10 February 2014 be adopted and signed as a true record of events by the Mayor.

6 PLANNING COMMITTEE

It was **RESOLVED that** the minutes of the Planning Committees held on 3, 17 and 31 March, 14 and 28 April and 12 May 2014 be received and adopted.

7 FINANCE & GENERAL PURPOSES COMMITTEE

It was **RESOLVED that** the minutes of the Finance & General Purposes Committees held on 24 February and 7 April 2014 be received and adopted.

8 OPEN SPACES AND LEISURE COMMITTEE

It was **RESOLVED that** the minutes of the Open Spaces and Leisure Committee held on 10 March 2014 be received and adopted.

9 TOWN PARTNERSHIP

It was **RESOLVED that** the minutes of the Town Partnership meeting held on 16 April 2014 be received and noted.

10 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES

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

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

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

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

12 REPRESENTATION ON OTHER BODIES

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

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

| **It was RESOLVED that** the Terms of Reference for Standing Committees and Sub Committees be received and adopted (as Appendix C).

14 STANDING ORDERS

| **It was RESOLVED that** the Standing Orders be received and adopted (as Appendix D), subject to further reviews if relevant legislation is passed during 2014/2015.

15 SCHEDULE OF MEETINGS 2013/2014

| **It was RESOLVED that** the Schedule of Meetings for 2014/15 be received and adopted (as Appendix E).

16 ANNUAL SUBSCRIPTIONS

| **It was RESOLVED that** the schedule of Annual Subscriptions for 2014/2015 be received and adopted.

17 CIVIC EVENTS AND INFORMATION

i) Town Mayor's Engagements 2013/2014

The list of functions attended by the Mayor and Deputy Mayor or representative from May 2013 to May 2014 be received and noted.

ii) Armed forces Day Concert

It was noted that a concert in aid of Help for Heroes will be held on Saturday 28 June 2014 at 7:30pm at the Sevenoaks Community Centre.

18 PRESS RELEASE

| It was unanimously **RESOLVED** that the election of Cllr S G Raikes to the position of Mayor and the election of Cllr S L Arnold to the position of Deputy Mayor be worthy of a press release.

The meeting closed at 7:34pm

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MAYOR

MINUTES

LIST OF APPOINTMENTS	2013/2014	2014/2015
MAYOR	Cllr R M C Hogarth	Cllr S Raikes
DEPUTY MAYOR	Cllr S L Arnold	Cllr S L Arnold
Please note the Mayor is ex-Officio on all Committees STANDING COMMITTEES (All Councillors are members of the Planning Committee)		
<u>OPEN SPACES & LEISURE COMMITTEE</u> CHAIRMAN VICE CHAIRMAN	<u>9 MEMBERS 2013/14</u> Cllr A Eyre Cllr P E Towell Cllr S L Arnold Cllr C L L Baker Cllr J M Canet Cllr Mrs M A London Cllr R J Parry Cllr S G Raikes Cllr Mrs P C Walshe	<u>9 MEMBERS 2014/15</u> Cllr A W Eyre Cllr M A London Cllr S L Arnold Cllr C L L Baker Cllr J M Canet Cllr P E Towell [*Alternate for Cllr Towell Cllr Mrs A E Dawson*] Cllr R J Parry Cllr R Hogarth Cllr Mrs P C Walshe
<u>FINANCE AND GENERAL PURPOSES COMMITTEE</u> CHAIRMAN VICE CHAIRMAN	<u>11 MEMBERS 2013/14</u> Cllr R L Piper Cllr S G Raikes Cllr N J L Busvine Cllr J M Canet Cllr G R S Clack Cllr A S Clayton Cllr Mrs M E Crabtree Cllr A W Eyre Cllr R J Parry Cllr P E Towell Cllr Mrs P C Walshe	<u>11 MEMBERS 2014/15</u> Cllr R L Piper Cllr R J Parry Cllr N J L Busvine Cllr J M Canet Cllr G R S Clack Cllr A S Clayton Cllr Mrs M E Crabtree Cllr A W Eyre Cllr S L Arnold Cllr P E Towell Cllr Mrs P C Walshe
<u>PLANNING COMMITTEE</u> CHAIRMAN VICE CHAIRMAN	<u>ALL TOWN COUNCILLORS</u> Cllr S G Raikes Cllr Mrs M E Crabtree All Councillors	Cllr R M C Hogarth Cllr P E Towell

MINUTES

<u>PERSONNEL COMMITTEE</u>	<u>8 MEMBERS 2013/14</u>	<u>8 MEMBERS 2014/15</u>
CHAIRMAN VICE CHAIRMAN	Cllr S L Arnold Cllr R J Parry Cllr A S Clayton Cllr Mrs M E Crabtree Cllr Mrs M A London Cllr R L Piper Cllr S G Raikes Cllr Mrs P C Walshe	Cllr S L Arnold Cllr R J Parry Cllr A S Clayton Cllr Mrs M E Crabtree Cllr Mrs M A London Cllr R L Piper Cllr P E Towell Cllr Mrs P C Walshe

<u>LIST OF APPOINTMENTS</u>	<u>2013/2014</u>	<u>2014/2015</u>
SUB COMMITTEES Note: The following Sub Committees will report to the Finance and General Purposes Committee. The following Sub Committees (membership as shown below) will include the Chairman or Vice Chairman of the F & G P Committee where indicated (unless they signify that they do not wish to serve).		
<u>YOUTH SERVICES SUB COMMITTEE</u> Town Council Representatives:- CHAIRMAN VICE CHAIRMAN (2013/2014)	8 Cllrs plus Chairman or Vice Chairman F& GP (ex-officio) Cllr Mrs P C Walshe Cllr N J L Busvine Cllr S L Arnold Cllr C L L Baker Cllr G R S Clack Cllr A S Clayton Cllr A Eyre Cllr R J Parry (Chairman F&GP) or (Vice Chairman F&GP)	8 Cllrs plus Chairman or Vice Chairman F& GP (ex-officio) Cllr Mrs P C Walshe Cllr N J L Busvine Cllr S L Arnold Cllr C L L Baker Cllr R M C Hogarth Cllr A S Clayton Cllr A W Eyre Cllr R J Parry [Chairman F&GP or Vice Chairman F&GP]
Community Centre User Group Town Council Representatives:- CHAIRMAN	Community Centre User Group Cllr S G Raikes Cllr R L Piper	2 Members 2014/2015 Cllr R M C Hogarth Cllr R L Piper
<u>RALEYS USER GROUP</u> CHAIRMAN VICE CHAIRMAN	Chair of Open Spaces & Leisure Committee Open all Cllrs	Cllr A W Eyre Cllr G R S Clack

<u>SEVENOAKS TOWN PARTNERSHIP</u> CHAIRMAN VICE CHAIRMAN (2013/2014)	Cllr S L Arnold Cllr A S Clayton Elected October 2013 Open all Cllrs	Cllr S L Arnold Cllr A S Clayton
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REPRESENTATION ON OTHER BODIES

Organisation	2013/2014	2014/2015
Age UK (Council & Exec)	Cllr Mrs M London	Cllr Mrs M London
Citizens Advice Bureau	Cllr R L Piper	Cllr Clack
Dorothy Parrott Trust	Mayor Deputy Mayor	Mayor Deputy Mayor
Friends of Pontoise	Cllr S G Raikes	Cllr S G Raikes
Friends of Rheinbach	Cllr Mrs M E Crabtree	Cllr Mrs M E Crabtree
KALC (Area & County)	Cllr R J Parry Cllr S Raikes	Cllr R J Parry Cllr S Raikes
Cricket School Management Committee	Chairman – OS & L Cttee	Chairman – OS & L Cttee
Kentish Opera - Patron	Mayor	Mayor
League of Friends of Sevenoaks Hospital	Cllr Mrs M London	Cllr Mrs M London
Lady Margaret Boswell's Church of England Educational Charity ——— <i>period of four years wef 2013</i>	Cllr S G Raikes	Cllr S G Raikes
Sevenoaks Almshouse Charity	Cllr Mrs M London	Cllr Mrs M London
Sevenoaks Churches Group for Social Concern	Cllr S G Raikes	Cllr S G Raikes
Sevenoaks Conservation Council	Chairman or Vice Chairman – Planning Cttee Cllr J M Canet Cllr Mrs M A London Cllr Mrs P Walshe	Chairman or Vice Chairman – Planning Cttee Cllr J M Canet Cllr S G Raikes Cllr Mrs P Walshe
Sevenoaks Fair Trade Steering Committee	Cllr C L L Baker Cllr S G Raikes	Cllr C L L Baker Cllr S G Raikes
Sevenoaks Summer Festival	Cllr Mrs M E Crabtree Cllr R L Piper	Cllr Mrs M E Crabtree Cllr R L Piper
Sevenoaks District Arts Council	Cllr S G Raikes	Cllr S G Raikes
SRFC Liaison Group REMOVE: Functions now included in Raleys User Group	Chairman OS&L Chairman F&GP	Chairman OS&L Chairman F&GP
SRTA	Cllr J M Canet Cllr A S Clayton Cllr R J Parry	Cllr J M Canet Cllr A S Clayton Cllr R J Parry
Tarmac & KCC Liaison Group	Cllr J M Canet Cllr R Hogarth	Cllr J M Canet Cllr A W Eyre Cllr P E Towell
Tourism South East Visit Kent	Cllr Mrs P C Walshe	Cllr Mrs P C Walshe Cllr S L Arnold
Woodside Private Road Ltd	Cllr R M C Hogarth	Cllr R M C Hogarth

TERMS OF REFERENCE THE TOWN COUNCIL

1 COUNCIL

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

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

STANDING COMMITTEES

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

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

2 FINANCE AND GENERAL PURPOSES COMMITTEE

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

- (xii) To consider any general purposes business
- (xiii) Town Partnership
- (xiv) Sevenoaks Community Centre Administration
- (xv) Christmas Lighting & Town Centre Events/Festivals
- (xvi) Markets

3 OPEN SPACES & LEISURE COMMITTEE

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

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

4 PLANNING COMMITTEE

- (a) To consider and have executive powers except where future policy is being formulated properly the concern of the Finance and General Purposes Committee, to deal with all Town and Country Planning matters

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

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

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

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

- (h) To consider all matters relating to Highways (other than footway lighting) within the area of the Town Council including parking restrictions and street car parks, street signs, street numbering, traffic movements and routes, one way systems, maintenance and cleaning
- (h) To consider all matters relating to:-
 - (i) Car Parks and car parking charges
 - (ii) Public Transport Services associated with the Town
 - (iii) Any proposed Motorway Interchanges affecting the Town
 - (iv) Rail Services
 - (v) Air transport
- (i) To consider any long term aims and objectives of the Town Council in relation to the Local Plan and the Local Development Framework; Town Development and other strategic Town and Country Planning matters
- (j) All matters relating to road safety
- (k) Conservation Areas and Environmental Improvements except where relating to Town Council land and properties

- (l) Formation of Neighbourhood Plans

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:-

- (c) Terms and conditions of service in respect of staff

- (e) Responsibility for all Health and Safety Matters

SUB COMMITTEES

6 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.

Sevenoaks Town Council

Standing Orders

19.05.2014

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] 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 **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**

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 **The minutes of a meeting shall record the names of councillors present and absent.**

- u 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.
- v **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- w **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.)**
- x **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**
- y **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.
- z 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 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.

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

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

- 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

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 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 pecuniary interest if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

8 Questions

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

9 Minutes

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

10 Disorderly conduct

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

11 Rescission of previous resolutions

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

12 Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

13 Expenditure

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

14 Execution and sealing of legal deeds

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

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **[In accordance with a resolution made under standing order 14(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of the Mayor, Deputy Mayor or one other member who shall sign the deed as witnesses.]**

15 Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
 - iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer by noon on the day of the meeting that they are unable to attend;
 - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
 - vi. may in accordance with standing orders, dissolve a committee at any time.

16 Sub-committees

See also standing order 1 above

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

17 Extraordinary meetings

See also standing order 1 above

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

18 Advisory committees

See also standing order 1 above

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

19 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement

summarising the Council's receipts and payments for the 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
- 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 Freedom of Information Act 2000

- 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.
- b Deliberately left blank.

28 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.

29 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.

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

31 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]

32 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.

33 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.

Resolution Annual Council Meeting 13.05.2013

MAY 2014			
Mon 5	Bank holiday		
Mon 12	Planning		
Mon 19	Annual Meeting of the Council		
Wed 21	Youth Council		YSSC
Mon26	Bank holiday		
Tues 27	Planning		
June 2014			
Mon 02	5:30pm Town Partnership	Personnel	STAG Personnel
Wed 04	STAG Trustee Board – Stag Plaza		
Mon 09	Planning		
Mon 16	F&GP		
Wed 18	Youth Council		YSSC
Mon 23	Planning		
Mon 30	Council		
July 2014			
Mon 07	Planning		
Mon 14	OS&L		
Mon 21	Planning		
Wed 23	Youth Council		YSSC
	[Bar room Community Centre]		
Mon 28	~~~No meeting~~~		
August 2014			
Mon 04	Planning		
Wed 06	Town Partnership		
Mon 11	~~~No meeting~~~		
Mon 18	Planning		
Mon 25	Bank holiday		
Thurs 28	STAG Trustee Board – Stag Plaza		
September 2014			
Mon 01	Planning		
Mon 08	F&GP Grants		
Wed 10	Community User Group		
Mon 15	Planning		
Wed 17	Youth Council		YSSC
Mon 22	OS&L		
Mon 29	Planning		
October 2014			
Mon 06	Council	Personnel	STAG Personnel
Wed 08	Town Partnership [AGM]		
Thurs 09	STAG Trustee Board – Stag Plaza		
Mon 13	Planning		
Wed 15	Youth Council		YSSC
Sat 18	STAG Annual Public Meeting – Stag Plaza		
Mon 20	~~~No meeting~~~		
Mon 27	Planning		
November 2014			
Mon 03	F&GP Estimates 1		
Wed 05	Town Partnership		
Mon 10	Planning		
Mon 17	Council	Personnel	
Wed 19	Youth Council		YSSC
Mon 24	Planning		
December 2014			
Mon 01	Christmas Council		
Mon 08	Planning		
Wed 10	Town Partnership		
Mon 15	F&GP (Estimates 2)	OS&L	
Tues 16	STAG Trustee Board – Stag Plaza		
Wed 17	Youth Council		YSSC
Mon 22	Planning		
Mon 29	~~~No meeting~~~		

January 2015		
Mon 05	Planning	
Mon 12	F&GP	Council Precept
Wed 14	Community User Group	
Mon 19	Planning	
Wed 21	Town Partnership	
Mon 26	Personnel	STAG Personnel
Wed 28	Youth Council	YSSC
February 2015		
Mon 02	Planning	
Mon 09	~~~~No meeting~~~~	
Mon 16	Planning	
Mon 23	F&GP	Council
March 2015		
Mon 02	Planning	
Wed 04	Town Partnership	
Thurs 05	STAG Trustee Board – Stag Plaza	
Mon 09	OS&L	
Wed 11	Youth Council	YSSC
Mon 16	Planning	
Mon 23	Annual Town Meeting [Plaza Suite]	
Mon 30	Planning	
April 2015		
Mon 06	Bank Holiday	
Mon 13	Planning	
Mon 20	F&GP	
Wed 22	Youth Council	YSSC
Mon 27	Planning	
Wed 29	Town Partnership	
May 2015 Elections 2015 week commencing 4/5/15		
Mon 04	Bank Holiday	
Mon 11	Annual Council Meeting	
Tues 12	STAG Personnel	
Wed 13	Community User Group	
Thurs 14	STAG Trustee Board – Stag Plaza	
Mon 18	Planning	
Mon 25	Bank Holiday	
Tues 26	Planning	
June 2015		
Wed 03	Youth Council	YSSC
F&GP	Finance and General Purposes Committee	
YSSC	Youth Services Sub Committee	
OS&L	Open Spaces & leisure	
1. STC Meetings, unless otherwise stated: - are held in Sevenoaks Town Council Chamber - Start at 7pm 2. Community User Group are held in the Community Centre 3. Youth Council meetings are held in Sevenoaks Town Council Chamber and start at 6pm 4. Stag Trustee meetings are held in the Plaza Suite 5. Stag Personnel meetings are held in Sevenoaks Council Chamber		

