

16th March 2020

Sevenoaks Town Council



You are hereby summoned to an Extra-Ordinary Meeting of the **Sevenoaks Town Council** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 23rd March 2020 following a meeting of the **Planning Committee** starting at 7pm.

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Town Mayor

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

AGENDA

PUBLIC QUESTION TIME

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

- 1 **APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- 2 **REQUESTS FOR DISPENSATIONS**
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
- 3 **DECLARATIONS OF INTEREST**
To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
- 4 **SEVENOAKS TOWN COUNCIL BUSINESS CONTINUITY PLAN - UPDATED 2020**
To receive and adopt – document available on request.
- 5 **SEVENOAKS TOWN COUNCIL PANDEMIC CONTINGENCY PLAN POLICY**
To receive and adopt – document available on request.
6. **PRESS RELEASE**
To consider any agenda item, which would be appropriate for a press release.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

Town Clerk



- 7 LEASE TO THE TRUSTEES OF SEVENOAKS LIONS CLUB AT SEVENOAKS COMMUNITY CENTRE
To Resolve to sign and seal the renewal of the lease – details summarised in Brachers' letter dated 10th March 2020 (attached)