

Issued 5<sup>th</sup> May 2016

**To all members of Swanley Town Council  
you are summonsed to  
the 61<sup>st</sup> Annual General Meeting of the  
Swanley Town Council**  
to be held in the Council Chamber, The Civic Centre, St Mary's Road, Swanley,  
on **Wednesday 11<sup>th</sup> May at 7.30pm**

<u>AGENDA</u>	<u>Page No</u>
<b>1. Apologies for Absence</b>	
<b>2. Declarations of Pecuniary and Non-Pecuniary Interest</b>	
<b>3. Election of Mayor 2016/17</b>	
<b>4. Election of Deputy Mayor 2016/17</b>	
<b>5. Minutes of Last Meeting</b>	
(a) To sign and approve the minutes of the meeting of Full Council held on 30 <sup>th</sup> March 2016	(1-2)
<b>6. Appointment of committees 2016/17</b>	
(a) To approve membership	(3-8)
(b) To approve terms of reference	
(c) To approve meeting dates	
<b>7. Update from County Councillors</b>	
<b>8. Councillors Code of Conduct</b>	
(a) To receive copy of Councillors Code of Conduct for noting	(9-13)
<b>9. General Power of Competence</b>	
(a) To approve the Council's General Power of Competence	(14-16)
<b>10. Dispensation of disclosable interests for budget setting purposes</b>	(17)
<b>11. Annual Review of Standing Orders and Financial Regulations</b>	
(a) To approve Standing Orders and Financial Regulations of the Council	(18-58)

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. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity. The maximum number of persons allowable in the Council Chamber at any one time for fire safety purposes is 40; the Town Council reserve the right to suspend a meeting by means of a vote should the standing orders of the Council be breached. A copy of Swanley Town Council standing orders is available upon request.

- 12. Annual Review of Policies and Procedures**
- (a) Complaints Procedure (59-62)
  - (b) Press and Media Policy (63-65)
  - (c) Vexatious Complaints Policy (66-71)
  - (d) Health and Safety Policy (72-76)
  - (e) Publication Scheme (77-82)
- 13. Annual Review of Risk Assessments**
- (a) To review risk assessments of Swanley Town Council  
Please note that due to the volume all risk assessments are available to view at the Civic Offices prior to the meeting.
- 14. Annual Review of Asset Register**
- (a) To review the assets of the Council (83)
- 15. Annual Renewal of Insurance**
- (a) Swanley Recreation Ground – by the Council as Trustees (84-85)
  - (b) Swanley Town Council
- 16. Review of Sevenoaks District Council Contract**
- (a) To approve contract for 2016/17 between Swanley Town Council and Sevenoaks District Council providing District Council services in the town (86-100)
- 17. Appointment of Town Freeman**
- (a) The Mayor to announce a Freeman of the Town

### CONFIDENTIAL ITEMS

*(At the time of preparing this agenda there were no confidential items. During any such items which may arise the meeting is likely NOT to be open to the public)*

*Julie Pilbeam*

Julie Pilbeam, Chief Executive Officer  
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