

**Minutes of the 61<sup>st</sup> Annual General Meeting of Swanley Town Council  
held in the Council Chamber, The Civic Centre, St Mary's Road, Swanley,  
on Wednesday 11 May at 7.30pm**

**Minutes**

**Present**

Conservative: Cllr J Barnes, Cllr R Morris, Cllr T Searles, Cllr V Southern, Cllr L Ball, Cllr H Willingale, Cllr S Gaire, Cllr L Gaire, CllrC Barnes, Cllr L Dyball, Cllr N Scott

Labour: Cllr M Hogg, Cllr E Komolafe

Also in Attendance: J Pilbeam (Chief Executive), L Saunders (Operations Director), L Piggott (Democratic Services Officer), A Shepherd (Executive Assistant), C Cormack (Link Manager)

6 members of the public

**Apologies for Absence**

Apologies were received from Cllr J Halford and Cllr R Brookbank, for which reasons were given and approved.

Cllr J Hulton-Scott was not present.

**Declarations of Pecuniary and Non-Pecuniary Interest**

None

**Election of Mayor 2016/17**

Cllr Barnes asked members for nominations for Mayor.

Cllr Searles proposed and Cllr Willingale seconded that Cllr Shanker Gaire be elected as Mayor for 2016/17

*Agreed unanimously*

- 10005** It was **RESOLVED** that Councillor Shanker Gaire be elected as the Mayor of Swanley for the year 2016/17

Councillor S Gaire thereupon took the chair and paid thanks to Cllr J Barnes and also his Consort, Cllr C Barnes, for the work they had undertaken on behalf of the Town Council over the past year. Cllr Gaire made particular mention to the fact the Cllr John Barnes was the youngest Mayor that Swanley Town Council had ever had.

**Election of Deputy Mayor 2016/17**

Cllr S Gaire proposed and Cllr L Ball seconded that Cllr Tony Searles be elected as Deputy Mayor for 2016/17.

*Agreed unanimously*

Initials .....

**10006** It was **RESOLVED** that Councillor Tony Searles be elected as Deputy Mayor of Swanley for the year 2016/17

**Minutes of Meeting of Full Council held on 30 March 2016**

**10007** It was **RESOLVED** to sign and approve the minutes of the meeting of Full Council held on 30 March 2016

**Appointment of committees 2016/17**

- (a) To approve membership
- (b) To approve terms of reference
- (c) To approve meeting dates

**10008** It was **RESOLVED** that

- (a) membership of committees be approved
- (b) terms of reference be approved
- (c) meeting dates be approved

**Update from County Councillors**

**10009** It was **RESOLVED** to move this item to the end of the meeting to allow time for Cllr Gough to arrive

**Councillors Code of Conduct**

To receive copy of Councillors Code of Conduct for noting

**10010** It was **RESOLVED** to note the Councillors Code of Conduct

**General Power of Competence**

To approve the Council's General Power of Competence

**10011** It was **RESOLVED** to approve the Council's General Power of Competence

**Dispensation of disclosable interests for budget setting purposes**

**10012** It was **RESOLVED** to approve dispensation of disclosable interests for budget setting purposes.

**Annual Review of Standing Orders and Financial Regulations**

To approve Standing Orders and Financial Regulations of the Council

**10013** It was **RESOLVED** to approve the Standing Orders and Financial Regulations

**Annual Review of Policies and Procedures**

- (a) Complaints Procedure
- (b) Press and Media Policy
- (c) Vexatious Complaints Policy
- (d) Health and Safety Policy
- (e) Publication Scheme

Initials .....

**100014** It was **RESOLVED** to approve the Council's Policies and Procedures

**Annual Review of Risk Assessments**

To review risk assessments of Swanley Town Council

**100015** It was **RESOLVED** that the Risk Assessments be approved

**Annual Review of Asset Register**

To review the assets of the Council

**10016** It was **RESOLVED** to approve the Asset Register

**Annual Renewal of Insurance**

(a) Swanley Recreation Ground – by the Council as Trustees

(b) Swanley Town Council

**10017** It was **RESOLVED** to approve the renewal of insurance

**Review of Sevenoaks District Council Contract**

To approve contract for 2016/17 between Swanley Town Council and Sevenoaks District Council providing District Council services in the town

**10018** It was **RESOLVED** to approve the contract for 2016/17 between Swanley Town Council and Sevenoaks District Council

**Update from County Councillors**

Cllr Gough provided members with a brief update to Kent County Council's implementation of LED light bulbs within Sevenoaks District, which includes Swanley. This is expected to commence in October 2016.

**Appointment of Town Freeman**

Cllr Morris nominated and Cllr Scott seconded that Mike and Ann Weston be nominated for Town Freeman of Swanley for 2016/17; he spoke about their history at Swanley Park and how they had been wardens for in excess of 30 years. Within that time they had been instrumental in making Swanley Park the success that it is today and Cllr Morris felt that they thoroughly deserved this recognition of their dedication to the town and the Council.

Members were advised that Mr & Mrs Weston were currently away on holiday but Officers would arrange with them to attend a future meeting of the Full Council to receive their Certificate.

Cllr Hogg replied stating that he agreed this award was richly deserved and was an excellent decision to recognise Mr & Mrs Weston for their loyal service and dedication to Swanley and the Town Council since the early 1980s.

*Agreed unanimously*

**10019** It was **RESOLVED** that Mr and Mrs Weston be awarded Town Freeman 2016/17 and that Officers would arrange for them to attend a future Full Council meeting to be presented with their Certificate.

The meeting closed 8.25pm

Signed ..... CHAIRMAN

Date: