



Date of Issue 13 May 2015

To all members of Swanley Town Council

Notice is hereby given that the 60TH ANNUAL MEETING of SWANLEY TOWN COUNCIL will be held in the Council Chamber, The Civic Centre, St Mary's Road, Swanley, on Wednesday 20 May 2015 commencing at 7.30pm

The Press and Public are welcome to attend this meeting

PLEASE NOTE THAT AN AUDIO RECORDING WILL BE MADE OF THIS MEETING

AGENDA

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

- 1. To receive apologies for absence**
- 2. Declarations of pecuniary and non-pecuniary interests**

3. Election of Mayor for the year 2015/16

4. Election of Deputy Mayor for the year 2015/16

5. Minutes of the Last Meeting

to receive and approve the minutes for the meeting of Full Council

held on 1 April 2015

Pages 1-3

6. To receive and note the minutes from Committees held since the last Full Council

- | | | | | |
|-------|----------------------------------|---|---------------|-------------|
| (i) | Finance and Audit Committee | - | 18 March 2015 | Pages 4-5 |
| (ii) | Personnel Committee | - | 1 April 2015 | Pages 6-7 |
| (iii) | Development Control Committee | - | 1 April 2015 | Pages 8-9 |
| (iv) | Development Control Committee | - | 15 April 2015 | Pages 10-12 |
| (v) | Estates and Facilities Committee | - | 15 April 2015 | Pages 13-15 |
| (iv) | Development Control Committee | - | 29 April 2015 | Pages 16-18 |

7. Appointment of Committees for 2015/16

(a) Membership

(b) Terms of Reference and confirmation of meeting dates for 2015/16

Pages 19- 25

8. Appointment of Responsible Finance Officer

Page 26

9. Appointments to Outside Bodies

The Council is asked to make an appointment to the following outside bodies.

The name of the Councils current representative is in brackets

- (a) Rural Age Concern
- (b) North West Volunteer Bureau
- (c) Swanley Twinning Association
- (d) DGSM Your Choice
- (e) Thomas Smyth Charity
- (f) Kent Association of Local Councils
- (g) Wrott and Hill Charity

10. Localism Act 2011 – Disclosable Pecuniary Interests	Page 27
11. Members Code of Conduct - a copy of the Code for Swanley Town Council is attached for information.	Pages 28-32
12. General Power of Competence	Pages 33-35
13. Annual Review of Standing Orders -	Pages 36-57
14. Trustees of Swanley Recreation Ground	Page 58
15. Insurance Renewal – Appointment of a Group of Members	Page 59
16. Review of the Council’s Complaints Procedure	Pages 60-64
17. Recognised Trade Union Agreement with the GMB	Pages 65 -71
18. Press and Media Policy Review	Pages 72-76
19. Swanley Town Council Publication Scheme	Pages 77- 82
20. Local Council Award Scheme	Page 83
21. Kent Association of Local Councils – Councillor Induction Workshop –	Page 84
22. Subscriptions 2015/16	Pages 85-87
23 Appointment of Town Freeman - <i>The Mayor will announce the recipient of the Honorary Town Freeman award for 2015.</i>	

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

Chief Executive

For any enquiries concerning this agenda or the meeting please contact Geoff Mills on 01322 665855 or email gmills@swanley.org.uk:

The next meeting of the Full Council is on Wednesday 3 June 2015 at the Civic Centre, St Mary's Road, Swanley commencing at 7:30 PM

