

**SUMMONS**

**ANNUAL TOWN MEETING**

Date 23<sup>rd</sup> March 2017

Dear Member

You are hereby summoned to attend the Annual Meeting meeting of the **Town Council** at the Alexandra Suite, Civic Centre on Wednesday 29<sup>th</sup> March 2017 at 7:30pm or at the conclusion of the public participation session.



Mr S Nash  
CEO / Town Clerk

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**RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA**

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

**MOBILE PHONES**

Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

**AGENDA**

- 1. WELCOME – Introduction and House Keeping**
- 2. ANNUAL REPORT – The Mayor**
- 3. REPORTS - From Committee Chairmen**
  - (a) Swanley Banqueting Board – Cllr Morris
  - (b) Finance and Audit Committee – Cllr Southern
  - (c) Personnel Committee – Cllr Dyball
  - (d) Estates and Facilities Committee – Cllr Scott

(e) Development Control Committee – Cllr Ball

**4. Public Questions**

Formal questions may be put in writing to the Council prior to the meeting and should be addressed to the Town Clerk prior to noon on 22<sup>nd</sup> March 2017. A verbal question may be raised by a member of the public although shall not necessarily require a response by the Council. Each member of the public will be entitled to speak for a maximum of two minutes.

**5. Next Meeting**

Wednesday 28<sup>th</sup> March 2018

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or [snash@swanleytowncouncil.gov.uk](mailto:snash@swanleytowncouncil.gov.uk)

**Council Members:**

Mayor Cllr Ball

Leader Cllr Southern

Cllr R Morris

Cllr Horwood

Cllr Halford

Cllr S Gaire

Cllr T Searles

Cllr M Hogg

Cllr L Dyball

Cllr C Barnes

Cllr L Gaire

Cllr Willingale

Cllr J Barnes

Cllr E Komolafe

Cllr Scott