

**Swanley Town Council**  
Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU  
Tel: 01322 611663  
[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

**SUMMONS**

29th June 2017

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the Council Chamber, Civic Centre on Wednesday 5<sup>th</sup> July 2017 at 7:30pm or at the conclusion of the public participation session.



Mr S Nash  
CEO / Town Clerk

**PUBLIC PARTICIPATION**

If required, the meeting will be preceded by a public participation period of up to 15 minutes at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items with the permission of the Chairman / Mayor

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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. To receive Apologies for Absence
2. To receive Declarations of Interest
3. To approve as correct the Minutes of the Meeting held on Wednesday 7<sup>th</sup> June 2017.
4. To receive Minutes of Committees and approve recommendations contained therein

21<sup>st</sup> June 2017 – Policy and Finance  
21<sup>st</sup> June 2017 – Personnel

**5. SWANLEY AWARDS**

To congratulate all those who received Community Awards at the recent Sevenoaks District Council Award Evening

**6. TERMS OF REFERENCE**

To approve the terms of reference for all committees (Report A)

**7. LONE WORKING POLICY**

To approve the Lone Working Policy (Report B)

**8. RE-ADVERTISE THE WOODLANDS**

To approve a recommendation from Development Control Committee that The Woodlands site be re-advertised for disposal as retirement accommodation development.

**9. OVERHANGING BALCONY SHOPPING CENTRE**

To hear from Cllr Scott about her concerns for young people's safety in this area (verbal report)

**10. Mayors Communication**

To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision making may take place as a result of this item)

**11. Report from County and District Councillors**

(Councillors are reminded that no decision making may take place as a result of this item)

**12. Date of next meeting – 6<sup>th</sup> September 2017**

**13. Forthcoming Meetings – To note the following dates**

**19<sup>th</sup> July 2017 – Development Control**

**19<sup>th</sup> July 2017 – Policy and Finance**

**19<sup>th</sup> July 2017 – Estates and Facilities**

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 Morris

Cllr L Dyball (Deputy Mayor, LG)

Cllr C Barnes

Cllr L Gaire

Cllr S Gaire

Cllr T Searles

Cllr M Hogg

Cllr Horwood (Deputy Leader)

Cllr Halford

Cllr Scott

Cllr Willingale

Cllr J Barnes

Cllr E Komolafe

Cllr V Southern

Cllr P Darrington

LG Denotes Leadership Group