

Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

SUMMONS

Date 2nd March 2017

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the Council Chamber, Civic Centre on Wednesday 8th March 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

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 as 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 8th February 2017.

4. To receive Minutes of Committees and approve recommendations contained therein:

Development Control	22 nd February 2017
Finance and Audit	22 nd February 2017
Personnel	22 nd February 2017

5. LONG SERVICE SCHEME

To revoke the Long Service Scheme currently provided in favour of an Honorarium (Report A)

6. MEETING DATES 2017/18

To approve the meeting dates calendar as proposed by the CEO (Report B)

7. PRESS POLICY

To approve the Swanley Town Council Press Policy (Report C)

8. EVENTS DIARY

To note the date and number of events planned for 2017/18 (Report D)

9. AUDIT REPORTS

To note the contents of the Internal Audit Report and consider any recommendations contained within it (Report E)

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. Forthcoming Meetings – To note the following dates:

Finance and Audit	7:30pm	Wednesday 22 nd March 2017
Development Control	After 7:30pm	Wednesday 22 nd March 2017
Swanley Banqueting	After 7:30pm	Wednesday 22 nd March 2017
ANNUAL MEETING	7:30pm	Wednesday 29th March 2017

13. DATE OF NEXT MEETING 3RD MAY 2017

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

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