

Swanley Town Council

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

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

SUMMONS

5th January 2017

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the Council Chamber, Civic Centre on 11th January 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 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 7th December 2016.
4. To receive Minutes of Committees and approve recommendations contained therein:

Development Control
Finance and Audit
Personnel
Estates and Facilities
Swanley Banqueting

DATE: 7th December 2016
DATE: 14th December 2016
DATE: 21ST September 2016
DATE: 19th October 2016
DATE: 14th December 2016

5. FUND RAISING STRATEGY

To approve the strategy allowing the CEO/Town Clerk to pursue grants on behalf of Swanley Town Council (Report A)

6. EMPLOYEE SUGGESTION SCHEME

To approve the scheme as recommended (Report B)

7. BUDGET

To approve the budget and Precept request for 2017-18 (Report C)

8. CAR LOAN SCHEME

To agree removal of the car loan scheme from the Employee Handbook

9. ELECTION MARCH

To note that the Returning Officer has selected Thursday 2nd March for the local election

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

| | |
|------------------------|---|
| Development Control | 7:30pm Wednesday 11 th January 2017 |
| Finance and Audit | 7:30pm Wednesday 25 th January 2017 |
| Personnel | 7:30pm Wednesday 22 nd February 2017 |
| Estates and Facilities | 7:30pm Wednesday 25 th January 2017 |
| Swanley Banqueting | 7:30pm Wednesday 22 nd March 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 L Dyball

Cllr C Barnes

Cllr L Gaire

Cllr S Gaire

Cllr T Searles

Cllr M Hogg

Cllr Horwood

Cllr Halford

Cllr Scott

Cllr Willingale

Cllr J Barnes

Cllr E Komolafe

Cllr R Morris