



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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### Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building  
Gibson Drive  
Kings Hill, West Malling  
Kent ME19 4LZ  
West Malling (01732) 844522

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To: MEMBERS OF THE COUNCIL

Dear Sir/Madam

I hereby summon you to attend the Statutory Annual Meeting of the Tonbridge and Malling Borough Council which will be held in the Civic Suite, Gibson Building, Kings Hill, West Malling on Tuesday, 19th May, 2015 at 7.30 pm, when the following business is proposed to be transacted:-.

### PART 1 - PUBLIC

1. Election of Mayor  
To elect the Mayor for the ensuing year.
2. Vote of Thanks to Retiring Mayor  
To propose a vote of thanks to the outgoing Mayor.
3. Election of Deputy Mayor  
To elect the Deputy Mayor for the ensuing year.
4. Apologies for absence
5. Minutes 5 - 10  
To confirm as a correct record the Minutes of the meeting of Council held on 14 April 2015
6. Mayor's Announcements
7. Returning Officer's Certificate To Follow  
To receive the Returning Officer's Certificate of the result of the elections.

8. Election of Leader  
To elect the Leader for the ensuing four years.
9. Appointment of Cabinet To Follow  
Subject to the outcome of the above, the Council to note the Leader's appointment of a deputy executive leader and appointments to the Cabinet and the portfolios they will hold. (Details will be circulated at the meeting).
10. Changes to the Constitution To Follow
11. Political Balance Arrangements To Follow
12. Appointment of Committees To Follow  
To consider the establishment and composition of the Committees of the Council and their Sub-Committees for the ensuing year. (Details of nominations will be circulated at the meeting).
13. Appointment of Chairmen and Vice-Chairmen To Follow  
To appoint the Chairmen and Vice-Chairmen of each Committee. (Details of nominations will be circulated at the meeting).
14. Appointment of Advisory Panels and Boards and Other Member Groups To Follow  
To appoint Advisory Panels and Boards and Other Member Groups for the ensuing year. (Details of nominations will be circulated at the meeting).
15. Appointment to Outside Bodies To Follow  
To appoint representatives to serve on outside bodies. (Details of nominations will be circulated at the meeting).
16. Scheme of Delegations  
a) To agree those parts of the scheme of delegation set out in Part 3 of the Constitution which are for the Council to approve.  
b) To receive the Leader's recommendations concerning the arrangements for decision-making by individual executive Members and the re-adoption of the current scheme of delegation to officers in respect of executive functions set out in Part 3 of the Constitution.
17. Programme of Meetings 2015/16 To Follow  
To approve the programme of meetings for the ensuing year.

18. Sealing of Documents

To authorise the Common Seal of the Council to be affixed to any Contract, Minute, Notice or other document requiring the same.

JULIE BEILBY  
Chief Executive  
Monday, 11 May 2015

At the conclusion of the meeting the Mayor, Deputy Mayor and the Chief Executive will leave the Council Chamber. Members and guests are requested to remain in the Chamber until an announcement is made that the Mayor is ready to receive guests for the Reception in the Dining Hall.