



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

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

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, 17th May, 2016 at 7.30 pm, when the following business is proposed to be transacted:-.

PART 1 - PUBLIC

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| 1. | Election of Mayor | 5 - 6 |
| | To elect the Mayor for the ensuing year. | |
| 2. | Vote of Thanks to Retiring Mayor | 7 - 8 |
| | To propose a vote of thanks to the outgoing Mayor. | |
| 3. | Election of Deputy Mayor | 9 - 10 |
| | To elect the Deputy Mayor for the ensuing year. | |
| 4. | Apologies for absence | 11 - 12 |
| 5. | Minutes | 13 - 18 |
| | To confirm as a correct record the Minutes of the meeting of Council held on 12 April 2016 | |
| 6. | Mayor's Announcements | 19 - 20 |
| 7. | Appointment of Cabinet | To Follow |
| | To note the Leader's appointments to the Cabinet and the portfolios they will hold. (Details will be circulated at the meeting). | |

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| 8. | Changes to the Constitution | To Follow |
| 9. | Political Balance Arrangements | To Follow |
| 10. | 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). | |
| 11. | 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). | |
| 12. | 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). | |
| 13. | Appointment to Outside Bodies | To Follow |
| | To appoint representatives to serve on outside bodies. (Details of nominations will be circulated at the meeting). | |
| 14. | Scheme of Delegations | 21 - 22 |
| | 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. | |
| 15. | Programme of Meetings 2016/17 | To Follow |
| | To approve the programme of meetings for the ensuing year. | |

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, 9 May 2016

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.