



# 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, 13th May, 2014 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 Tuesday, 8 April 2014
6. Mayor's Announcements
7. Political Balance Arrangements for Committees 11 - 14
8. 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).

9. 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).

10. 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).

11. 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).

12. Appointment to Outside Bodies To Follow

To appoint representatives to serve on outside bodies. (Details of nominations will be circulated at the meeting).

13. 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 agree the Leader's proposal to re-adopt the current arrangements for decision-making by individual executive Members set out in Part 3 of the Constitution.

c) To agree the Leader's proposal to re-adopt the current scheme of delegation to officers in respect of executive functions set out in Part 3 of the Constitution.

14. Programme of Meetings 2014/15 15 - 22

To confirm the programme of meetings for the ensuing year.

15. 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  
Friday, 2 May 2014

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.