



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 Monday, 20th May, 2019 at 7.30 pm, when the following business is proposed to be transacted:-

PART 1 - PUBLIC

- | | | |
|----|---|---------|
| 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 9 April 2019 | |
| 6. | Minutes of Special Meeting | 19 - 20 |
| | To confirm as a correct record the Minutes of the Special Meeting of Council held on 9 April 2019 | |
| 7. | Mayor's Announcements | 21 - 22 |

8. Returning Officer's Certificate 23 - 24
To receive the Returning Officer's Certificate of the result of the elections.
9. Election of Leader 25 - 26
To elect the Leader for the ensuing four years.
10. Appointment of Cabinet 27 - 28
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).
11. Changes to the Constitution (if any)
12. Political Balance Arrangements 29 - 30
To determine the political balance arrangements for the Council's committees, sub-committees, advisory boards and panels.
13. Appointment of Committees 31 - 32
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).
14. Appointment of Chairmen and Vice-Chairmen 33 - 34
To appoint the Chairmen and Vice-Chairmen of each Committee. (Details of nominations will be circulated at the meeting).
15. Appointment of Advisory Panels and Boards and Other Member Groups 35 - 36
To appoint Advisory Panels and Boards and Other Member Groups for the ensuing year. (Details of nominations will be circulated at the meeting).
16. Appointment to Outside Bodies 37 - 38
To appoint representatives to serve on outside bodies. (Details of nominations will be circulated at the meeting).
17. Scheme of Delegations 39 - 40
 - 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.

18. Programme of Meetings 2019/20 41 - 48

To confirm the programme of meetings for the ensuing year.

19. Temporary Appointment to Hildenborough Parish Council 49 - 54

The report recommends that temporary appointments are made to Hildenborough Parish Council to ensure that the Parish Council is able to lawfully function until the requisite number of vacancies are filled. It also proposes a process to make temporary Member appointments to Parish and Town Councils which may become inoperative in the future.

20. Sealing of Documents 55 - 56

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, 10 May 2019

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.