



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

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### Chief Executive

Julie Beilby BSc (Hons) MBA

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To: MEMBERS OF THE COUNCIL

Dear Sir/Madam

I hereby summon you to attend the Annual Meeting of the Tonbridge and Malling Borough Council which will be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 10th May, 2022 at 7.30 pm.

Information on how to observe the meeting will be published on the Council's website.

The following business is proposed to be transacted:-

1. Guidance on the Conduct of Meetings 5 - 6

### PART 1 - PUBLIC

2. Election of Mayor

To elect the Mayor for the municipal year 2022/23

3. Vote of thanks to Retiring Mayor

To propose a vote of thanks to the outgoing Mayor

4. Election of Deputy Mayor

To elect the Deputy Mayor for the municipal year 2022/23

5. Apologies for absence 7 - 8

6. Minutes

To confirm as a correct record the Minutes of the meeting of Council held on 27 April 2022. **TO FOLLOW.**

7. Mayor's Announcements 9 - 10

8. Political Balance Arrangements

To determine the political balance arrangements for the Council's committees, sub-committees, advisory boards and panels

9. Appointment of Cabinet

To note the Leader's appointments to the Cabinet and the portfolios they will hold.

Details of appointments will be set out on Annex 1 and circulated in advance of the meeting.

10. Appointment of Committees

To consider the establishment and composition of the Committees of the Council and their sub-committees for the municipal year.

Details of nominations will be set out on Annex 2 and circulated in advance of the meeting.

11. Appointment of Advisory Boards, Panels and Other Member Groups

To appoint Advisory Boards, Advisory Panels and Other Member Groups for the municipal year.

Details of nominations will be set out on Annex 3 and circulated in advance of the meeting.

12. Appointment of Chair and Vice-Chair

To appoint the Chair and Vice-Chair of each Committee.

Details of nominations will be set out on Annex 4 and circulated in advance of the meeting.

13. Appointments to Outside Bodies

To appoint representatives to serve on outside bodies.

Details of nominations will be set out on Annex 5 and circulated in advance of the meeting.

14. Appointment of Substitute Members

To appoint substitute Members to attend specific meetings in the absence of the ordinary Member.

Details of nominations will be set out on Annex 6 and circulated in advance of the meeting.

15. Scheme of Delegations

Members are invited to confirm the Scheme of Delegations in compliance with the Constitution

16. Programme of Meetings

Details of the programme of meetings for the municipal year 2022/23 will be circulated in advance of the meeting.

17. Appointment of Independent Person 11 - 14

This report seeks approval of the appointment of an Independent Person.

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.

19. Exclusion of Press and Public

The Mayor to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**PART 2 - PRIVATE**

20. Appointment of Independent Person 15 - 20

Reason: LGA 1972 Sch 12A Paragraph 1 – Information relating to an individual.

Annex 1 in respect of Agenda Item 17, Appointment of Independent Person.

JULIE BEILBY  
Chief Executive  
Friday, 29 April 2022