



# 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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**NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.**

Contact: Democratic Services  
[committee.services@tmbc.co.uk](mailto:committee.services@tmbc.co.uk)

23 September 2022

To: MEMBERS OF THE GENERAL PURPOSES COMMITTEE  
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the General Purposes Committee to be held in the Council Chamber, Gibson Drive, Kings Hill on Monday, 3rd October, 2022 commencing at 7.30 pm.

Members of the Committee are required to attend in person. Other Members may attend in person or participate online via MS Teams.

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

Yours faithfully

JULIE BEILBY

Chief Executive

## A G E N D A

1. Guidance for the Conduct of Meetings

5 - 6

## **PART 1 - PUBLIC**

2. Apologies for absence
3. Notification of Substitute Members 7 - 8
4. Declarations of interest 9 - 10

*Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting*

5. Minutes 11 - 18

To confirm as correct records the Minutes of the meeting of General Purposes Committee held on 15 June 2022 and of the extraordinary meeting held on 18 July 2022.

### **Matters for Recommendation to the Council**

6. Final Proposals for Review of Polling Districts and Polling Places 19 - 58

This report sets out details of the final proposals for the new structure of the Polling Districts/Places/Stations under the new warding arrangements.

7. Freedom of Information - Publication Scheme 59 - 74

This report seeks the approval of Members to adopt an updated publication scheme under the Freedom of Information Act 2000.

### **Decisions to be taken under Delegated Powers**

8. Transitional Working Arrangements - Update 75 - 110

This report provides an update on the Transitional Working Arrangements (including Hybrid Working) and presents for Member consideration a Remote Working Policy.

### **Matters submitted for Information**

9. Urgent Items 111 - 112

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

### **Matters for consideration in Private**

10. Exclusion of Press and Public 113 - 114

The Chairman 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**

11. Urgent Items

115 - 116

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

## **MEMBERSHIP**

Cllr M R Rhodes (Chair)  
Cllr B J Luker (Vice-Chair)

Cllr Mrs P A Bates  
Cllr Mrs S Bell  
Cllr A E Clark  
Cllr M A Coffin  
Cllr D J Cooper  
Cllr D A S Davis

Cllr N J Heslop  
Cllr D Keers  
Cllr D Lettington  
Cllr W E Palmer  
Cllr R V Roud  
Cllr Mrs M Tatton