



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
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To: MEMBERS OF THE COUNCIL

NB Background reports to items referred from Cabinet and Committees have been omitted from printed agenda packs.

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 Council Chamber, Gibson Drive, Kings Hill on Wednesday, 17th May, 2023 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 2023/24.

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 2023/24.

5. Apologies for absence 7 - 8

6. Minutes 9 - 16

To confirm as a correct record the Minutes of the meeting of Council held on 11 April 2023.

7. Mayor's Announcements

8. Returning Officer's Certificate To Follow
- To receive the Returning Officer's Certificate of the result of the elections.
- Document to follow
9. Election of Leader
- To elect the Leader for the ensuing four years.
10. Appointments to Cabinet 17 - 18
- 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 of appointments will be set out on Annex 1 and circulated in advance of or at the meeting.
11. Changes to the Constitution - Electoral Changes To Follow
- Consideration of any recommended amendments to the Constitution arising from changes introduced by the Local Government Boundary Commission.
- Document to follow
12. Political Balance Arrangements To Follow
- To determine the political balance arrangements for the Council's committees, sub-committees, boards and panels.
- Document to follow
13. Appointments to Committees 19 - 20
- 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.
14. Appointments to Scrutiny Select Committees, Panels and Other Member Groups 21 - 22
- To appoint Scrutiny Select Committees, 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.

15. Appointment of Chair and Vice-Chair 23 - 24
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.
16. Appointments to Outside Bodies 25 - 26
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.
17. Appointment of Substitute Members 27 - 30
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.
18. Scheme of Delegations 31 - 32
Members are invited to confirm the Scheme of Delegations in compliance with the Constitution.
19. Programme of Meetings 33 - 38
The programme of meetings for the municipal years 2023 - 2025 are attached for approval.
20. Audit Committee Annual Report 39 - 48
Recommendation of the Audit Committee (AU 23/14) held on 17 April 2023.
21. 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
Tuesday, 9 May 2023