



# TONBRIDGE & MALLING BOROUGH COUNCIL

## EXECUTIVE SERVICES

---

**Interim Chief Executive**  
Adrian Stanfield LL.B (Hons)

Gibson Building  
Gibson Drive  
Kings Hill, West Malling  
Kent ME19 4LZ  
West Malling (01732) 844522

---

**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.gov.uk](mailto:committee.services@tmbc.gov.uk)

4 June 2024

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 Wednesday, 12th June, 2024 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

ADRIAN STANFIELD

Interim Chief Executive

## A G E N D A

1. Guidance for the Conduct of Meetings 5 - 8

### PART 1 - PUBLIC

2. Apologies for absence
3. Notification of Substitute Members 9 - 10

4. Declarations of interest 11 - 12

Members are reminded of their obligation under the Council's Code of Conduct to disclose any Disclosable Pecuniary Interests and Other Significant Interests in any matter(s) to be considered or being considered at the meeting. These are explained in the Code of Conduct on the Council's website at [Code of conduct for members – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tmbc.gov.uk).

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

5. Minutes 13 - 16

To confirm as a correct record the Minutes of the meeting of General Purposes Committee held on 13 March 2024.

#### **Matters for Decision under Delegated Powers**

6. Staff Award Payment 17 - 20

A report setting out criteria for the one-off staff recognition payments within the approved budget contained in the 2024/25 estimates.

7. Urgent Items 21 - 22

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**

8. Exclusion of Press and Public 23 - 24

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**

#### **Matters Taken under Delegated Powers**

9. Establishment Report 25 - 70

**(Reasons: LGA 1972 - Sch 12A Paragraph 1 and 2 – Information relating to an individual and information which is likely to reveal the identity of an individual.)**

This report sets out for Members' approval a number of establishment changes recommended by Management Team. Members should note that, in accordance with adopted conventions, all of the savings/costs referred to in this report reflect the salary at the top of the scale/grade plus associated on costs.

10. Urgent Items

71 - 72

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 A McDermott (Vice-Chair)

Cllr B Banks  
Cllr K Barton  
Cllr A G Bennison  
Cllr M A Coffin  
Cllr J Clokey

Cllr D A S Davis  
Cllr B A Parry  
Cllr R V Roud  
Cllr K B Tanner