



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive
Damian Roberts

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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 a meeting of the Tonbridge and Malling Borough Council which will be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 13th May, 2025 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 - 8

PART 1 - PUBLIC

2. Election of Mayor

To elect the Mayor for the municipal year 2025/26

3. Election of Deputy Mayor

To elect the Deputy Mayor for the municipal year 2025/26

4. Vote of thanks to Retiring Mayor

To propose a vote of thanks to the outgoing Mayor

5. Apologies for absence 9 - 10

6. Declarations of interest

To declare any interests in respect of recommended items

7. Minutes 11 - 18

To confirm as a correct record the Minutes of the meeting of Council held on 8 April 2025

8. Mayor's Announcements 19 - 20

9. Election of Member for Snodland East and Ham Hill Ward To Follow

The result of the by-election held on Thursday 1 May 2025 will be circulated in advance of the meeting.

Matters for Decision

10. Political Balance Arrangements To Follow

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

As a consequence of the by-election on Thursday 1 May 2025, options regarding political balance arrangements will be circulated in advance of the meeting.

11. Appointment of Cabinet 21 - 24

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.

12. Appointment of Committees 25 - 28

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.

13. Appointment of Scrutiny Select Committees, Panels and Other Member Groups 29 - 32

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.

14. Appointment of Chair and Vice-Chair 33 - 36

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.

15. Appointments to Outside Bodies 37 - 42
- 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.
16. Appointment of Substitute Members 43 - 46
- 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.
17. Scheme of Delegations 47 - 48
- Members are invited to confirm the Scheme of Delegations in compliance with the Constitution
18. Programme of Meetings 49 - 56
- Following approval by Council on 8 April 2025, the programme of meetings for the municipal years 2025-2027 is attached for adoption.
19. Tonbridge Town Council - Community Governance Review 57 - 70
- The purpose of this report is to ask Council to approve the terms of reference, timetable and consultation plan for a Community Governance Review (CGR) to create a Town Council for Tonbridge.
20. Recruitment of Head of Finance and Section 151 Officer 71 - 76
- Subject to a decision by an extraordinary General Purposes Committee on 12 May 2025, the report considers arrangements for the permanent appointment of a newly created Head of Finance and Section 151 Officer post.
- Matters Recommended for Decision by other Committees**
21. Annual Report of the Chairman of the Audit Committee 77 - 88
- Recommendations of the Audit Committee of 14 April 2025 in respect of the Annual Report of the Chairman.
- Matters in Accordance with Council Procedure Rules 5.5 and 5.6**
22. Questions from Members pursuant to Council Procedure Rule No 5.5 89 - 90
- 25/002MEM – Planning Enforcement at Dux Farm
23. Questions from the public pursuant to Council Procedure Rule No 5.6 91 - 92

Matters for Information

24. 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.

DAMIAN ROBERTS
Chief Executive
Friday, 2 May 2025