



# 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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To: MEMBERS OF THE COUNCIL

Dear Sir/Madam

I hereby summon you to attend a **Special** meeting of the Tonbridge and Malling Borough Council which will be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 24th October, 2023 at **7.15pm or on the rising of the first special meeting of the Council, whichever is later.**

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 3 - 4

### PART 1 - PUBLIC

2. Apologies for absence 5 - 6
3. Conferment of the Title of Honorary Alderman 7 - 8

To consider a notice of motion pursuant to Council Procedure Rule No 5.18 submitted jointly by Councillors Boughton, Brown, Coffin, Dalton, Davis, Oakley and Rhodes.

4. 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  
Monday, 16 October 2023