



TONBRIDGE & MALLING BOROUGH COUNCIL

EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

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

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 an extraordinary meeting of the Tonbridge and Malling Borough Council which will be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 12th December, 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 3 - 6

PART 1 - PUBLIC

2. Apologies for absence 7 - 8
3. Declarations of interest

To declare any interests in respect of recommended items

Matters for consideration in Private

4. Exclusion of Press and Public

The Mayor 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 for Decision

5. Retirement of the Chief Executive

9 - 16

(Reasons: LGA 1972 - Sch 12A Paragraph 1 – Information relating to an individual)

To consider arrangements for the interim and permanent appointment to the vacancy created by the retirement of the Chief Executive.

6. 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, 4 December 2023