

I hereby summon you to attend the Annual meeting of the Sevenoaks District Council to be held in the Council Chamber, Council Offices, Argyle Road, Sevenoaks commencing at 7.00 pm on 24 May 2011 to transact the under-mentioned business.



Chief Executive

AGENDA

Apologies for absence

1. Election of Chairman of the Council
2. Appointment of Vice-Chairman of the Council

(At this point in the meeting the Chairman may announce the appointment of his/her Chaplain for the ensuing year)

3. Minutes of the Last meeting (Pages 1 - 4)
4. Declarations of Interest
5. Chairman's announcements
6. Election of Leader of the Council
7. Proposed Amendments to the Constitution (Pages 5 - 8)
8. Appointment of Chairmen, Vice-Chairmen and membership of Committees for the ensuing year (Pages 9 - 12)
9. Scheme of Delegations
 - a) To agree delegations to Committees (as set out in Parts 3-8 and Parts 9-12 of the Constitution) and to confirm/approve delegations to Officers (as set out in Part 13 of the Constitution) (Pages 13 - 24)

- b) To consider the appointment of the Deputy Leader by the Leader of the Council and to note the delegations of executive functions (attached) and appointments to the Cabinet made by the Leader and as set out in the Annex to Appendix H of the Constitution (Pages 25 - 36)
10. Calendar of Meetings 2011/12 (Pages 37 - 48)
11. Appointment of representatives on other organisations (Pages 49 - 50)
12. Report of the Returning Officer (Pages 51 - 54)
13. Outgoing Chairman's Report (Pages 55 - 66)

The Annual Meeting of the Council will be followed immediately by a special meeting of the Cabinet to appoint the members of Advisory Groups and to make appointments to other organisations within the Cabinet's remit.

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Director or Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)