

4<sup>th</sup> May 2012

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 15 May 2012 to transact the under-mentioned business.



Chief Executive

**AGENDA**

Apologies for absence

1. To elect a Member to be Chairman for the ensuing year.
2. To elect a Member to be Vice-Chairman for the ensuing year.
3. To approve as a correct record the minutes of the meeting of the Council held on 24 April 2012. (Pages 1 - 6)
4. Declarations of Interest.
5. Chairman's Announcements.
6. To appoint the Chairmen, Vice-Chairmen and Membership of Committees for the ensuing year. (To follow)
7. Scheme of Delegations. (Pages 7 - 8)
  - 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 9 - 78)
  - b) To note the delegations made by the Leader of the Council (Part 4 of the Constitution). (To follow)
8. To confirm the Calendar of Meetings for the ensuing year. (Pages 79 - 92)
9. To appoint representatives on outside organisations. (To follow)
10. To note the outgoing Chairman's Report. (Pages 93 - 94)

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)**