

Despatched: 03.05.13

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 14 May 2013 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 23 April 2013. (Pages 1 - 4)
4. Declarations of Interest
5. Chairman's Announcements
6. To approve the new governance arrangements and structure. To follow
7. To appoint the Chairmen, Vice-Chairmen and Membership of Committees for the ensuing year. To follow
(Subject to the decision taken at Agenda Item 6)
8. Scheme of Delegations. To follow
(Subject to the decision taken at Agenda Item 6)
 - 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).
 - b) To consider the appointment of 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.

9. To confirm the Calendar of Meetings for the ensuing year. To follow
(Subject to the decision taken at Agenda Item 6)
10. To appoint representatives on outside organisations. To follow
11. To note the outgoing Chairman's Report. (Pages 5 - 6)

The Annual Meeting of the Council will be followed immediately by a special meeting of the Cabinet to appoint membership to relevant committees and 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)