

**To all members of Swanley Town Council  
you are summonsed to  
a meeting of the  
Full Council of Swanley Town Council**  
to be held in the Council Chamber, The Civic Centre, St Mary's Road, Swanley,  
on **Wednesday 7<sup>th</sup> September 2016** at 7.30pm

**Swanley In Bloom presentations will take place prior to the meeting at 7pm**

**AGENDA**

**Page No**

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| <b>1. Apologies for Absence and Substitutes</b>  |       |
| <b>2. Declarations of Pecuniary and Non-Pecuniary Interest</b>                                       |       |
| <b>3. Minutes</b>  |       |
| (a) To receive and approve the minutes of the meeting of<br>6 <sup>th</sup> July 2016                | (1-2) |
| <b>4. To receive and note the minutes from Committees since the last meeting of the Full Council</b> |       |
| (a) Development Control 6 <sup>th</sup> July 2016  | (3-4) |
| (b) Finance and Audit 20 <sup>th</sup> July 2016   | (5)   |
| <b>5. Mayors Communications</b>  |       |
| (a) To receive an update on the work of the Mayor  |       |

**PUBLIC QUESTION TIME**

Formal written questions to be asked at Full Council must be notified to the Chief Executive/Town Clerk by no later than noon on the Thursday prior to the meeting. The total time for public questions at Full Council will be limited to 15 minutes. A verbal question may be raised by a member of the public although shall not necessarily require a response by the Council. Each member of the public will be entitled to speak for a maximum of two minutes.

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| <b>6. Report from County Councillor</b>  |       |
| (a) The Mayor and Councillors will pay tribute to Cllr Robert Brookbank  |       |
| (b) To receive an update from County Councillor Roger Gough  |       |
| <b>7. Report of Chief Executive</b>  |       |
| (a) To receive an update from the Chief Executive on the work<br>at the Council offices since the last meeting | (6-7) |

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity. The maximum number of persons allowable in the Council Chamber at any one time for fire safety purposes is 40; the Town Council reserve the right to suspend a meeting by means of a vote should the standing orders of the Council be breached. A copy of Swanley Town Council standing orders is available upon request.

- 8. Committee Membership**  
(a) To consider report (8-9)
- 9. Swanley Twinning Association**  
(a) To consider report (10-12)
- 10. Grant Funding**  
(a) To consider report (13-16)
- 11. Reserves Allocation**  
(a) To approve the allocation of £15,000 from Council reserves to cover the cost of HR services in relation to staffing matters

### CONFIDENTIAL ITEMS

**Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press will be asked to leave the meeting during consideration of the following items**

- 12. Station Road Offers**  
(a) To consider offers made on 10 Station Road (17)

*Julie Pilbeam*

Julie Pilbeam, Chief Executive Officer  
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