Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU
Tel: 01322 665855
www.swanleytowncouncil.gov.uk

SUMMONS

ESTATES AND FACILITIES

18th April 2024

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the **Council Chamber, St Marys Road on Wednesday 24th April at 7:00pm** or at the conclusion of the public participation session.



Mr R Hayman
CEO & Town Clerk

Committee Members: (Chair) Cllr C Barnes, (Deputy Chair) Cllr S Durden, Cllr P Darrington, Cllr L Dyball, Cllr J Knight, Cllr C Prestedge, Cllr N Scott, Cllr R Wood

PUBLIC PARTICIPATION
If required, the meeting will be preceded by a public participation period of up to 15 minutes in total at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items only and with express permission from the Chairman / Mayor. Those wishing to speak on an Agenda item must indicate this during Public Participation.

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA
During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt part of an agenda cannot be recorded an no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

MOBILE PHONES
Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

FIRE ALARM
There are no fire drills planned. If the fire alarm is activated, which is a continuous siren, please leave the building immediately, following the fire exit signs.

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

3. **MINUTES OF PREVIOUS MEETING**
   To approve as correct the Minutes of the Meeting held on Wednesday 17th January 2024.

4. **GATEWAY MANAGER REPORT – APPENDIX A**
   To receive and comment on the report.

5. **VENUES MANAGER REPORT – APPENDIX B**
   To receive and comment on the report.

6. **PARKS AND OPEN SPACES MANAGER REPORT – APPENDIX C**
   To receive and comment on the report.

DATE OF NEXT MEETING – Wednesday 17th July 2024

If you would like further information on any of the agenda items, please contact Mr Ryan Hayman, on 01322 665855 or rhayman@swanleytowncouncil.gov.uk