

30th April 2010

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 p.m. on Tuesday, 11th May 2010 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 30th March 2010. (Attached)
4. Declarations of Interest
5. Chairman's announcements.
6. To elect the Leader of the Council for the ensuing year.
7. To appoint the Membership of Committees for the ensuing year. (Attached)
8. Scheme of Delegations
 - (a) To agree delegations to Committees (Please refer to Part 3-7 and Parts 9-12 of the Constitution)
 - (b) To confirm/approve delegations to Officers (Please refer to Part 13 of the Constitution)
 - (c) To note the delegations by the Leader of the Council

(Please refer to Part 4 of the Constitution and see the delegations circulated separately)

9. To confirm the Calendar of Meetings for the ensuing year. (Attached)
10. To appoint representatives on other organisations. (Attached)
11. To note the outgoing Chairman's Report (To Follow)

The Annual Meeting of the Council will be followed immediately by special meetings of the Council's Committees to enable them to elect Chairmen and Vice-Chairmen etc.

Members may find it helpful to bring their copy of the Council's Constitution to the Annual Meeting of the Council.

Contact:

Ally Round, Democratic Services Manager –

Tel: 01732 227241

e-mail – ally.round@sevenoaks.gov.uk

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)