

THE PARISH COUNCIL OF HARTLEY

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD IN

THE PAVILION, MANOR FIELD, CHURCH ROAD,

ON MONDAY 11th OCTOBER 2010 AT 8.00 P.M.

Present : Cllr L Abraham
Cllr A Barnett
Cllr Mrs J Burns
Cllr R Coates
Cllr Mrs P Cole
Cllr J Gaywood (Chairman)
Cllr D Graeme
Cllr Mrs A Oxtoby
Cllr B Ramsay
Cllr V Sewell

In attendance: Mrs J Hoad (Clerk)
Cllr D Brazier (Local Member, Kent County Council)
7 members of the public

1. Apologies

Apologies for absence had been received from Cllr S Granger due to work commitments and Cllr C Alford due to holiday commitments.

RESOLVED: That, the absences of Cllrs Granger and Alford be approved.

2. Declarations of Interest

Cllr L Abraham declared a personal interest under minute item 14 (a), Payments, as he was a recipient of one of the payments.

Cllr R Coates declared a personal interest under minute item 14 (a), Payments, as he was a recipient of one of the payments.

Cllr R Coates declared a personal interest under minute item 6, Burial Grounds and Gardens of Remembrance, as his wife's parents were interred in the new Garden of Remembrance.

3. Register of Interests

Members were reminded of the duty to update their Register of Interests within 28 days of the interest changing.

4. Minutes

RESOLVED: That, the minutes of the meeting of the Parish Council held on 13th September 2010 be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 8.02 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The meeting resumed at 8.10 p.m.

5. Amenities and Open Spaces Committee

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 16th September 2010 and the recommendations contained therein be received and, where necessary, approved and adopted.

6. Burial Grounds and Gardens of Remembrance Committee

RESOLVED: That, the minutes of the meeting of the Burial Grounds and Gardens of Remembrance Committee held on 6th October 2010, and the recommendation contained therein, be received and, where necessary, approved and adopted.

7. Finance and General Purposes Committee

RESOLVED: That, the minutes of the meeting of the Finance and General Purposes Committee held on 29th September 2010 and the recommendation contained therein be received and, where necessary, approved and adopted.

8. Planning Committee

RESOLVED: That, the minutes of the meetings of the Planning Committee held on 14th July 2010, 22nd September 2010 and 6th October 2010 be received and adopted.

9. Standing Orders Working Group

RESOLVED: That, the minutes of the meeting of the Standing Orders Working Group held on 18th August 2010 be received and adopted, and that the recommendation contained therein to permanently vary Hartley Parish Council's Standing Orders, as set out in appendix 1 attached to these minutes, be approved and adopted.

10. Northfield Management Committee

RESOLVED: That, the minutes of the meeting of the Northfield Management Committee held on 28th September 2010 be received and noted.

11. HAWK

RESOLVED: That, the minutes of the Annual meeting of the HAWK Youth Partnership Project held on 13th July 2010 and the 2009/10 Annual Report be received and noted.

12. KALC

RESOLVED: That,

(1) the minutes of the meetings of the KALC Sevenoaks Area Committee held on 11th June 2010 and 17th September 2010 be received and noted; and

(2) the Parish News issue number 350 be received and noted.

13. Training

RESOLVED: That, the Clerk be authorised to attend the following training sessions; (1) health and safety training day on 15th October 2010 at the offices of Dover Town Council at a cost of £60 plus VAT and (2) SLCC regional conference on 11th November 2010 at Uckfield at a cost of £55 plus VAT.

14. Payments

RESOLVED: That,

(1) the payment of the accounts for October 2010, attached as appendix 2 to these minutes, be approved and,

(2) the summary of receipts and payments as at 5th October 2010 be received and noted.

The meeting closed at 8.47 p.m.

Signed:.....

Date:

Chairman of the Council

1 Meetings

Mandatory for full Council meetings

Mandatory for committee meetings

Mandatory for sub-committee meetings

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

- b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**

- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public s exclusion.**

- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

- e The period of time [~~which is at the Chairman's discretion~~] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed (**6**) minutes.

- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than (**2**)

minutes.

- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- ~~j [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chairman may at any time permit an individual to be seated when speaking.~~
- ⌘ j Any person speaking at a meeting shall address his comments to the Chairman.
- ⌘ k Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- ⌘ l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.**
- ⌘ m **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

- **e n** Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).

- **p o** The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

- **q p** Subject to model standing order 1 ~~(y)~~ **(x)** below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.

- **r q** The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 ~~(j)~~ **(h)** and ~~(j)~~ **(i)** below.)

- **s r** Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor **before the vote is taken**, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. ~~Such a request shall be made before moving on to the next item of business on the agenda.~~

- **t s** The minutes of a meeting shall record the names of councillors present and absent.

- **u t** If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

- **v u** The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.

- **w v** An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be

recorded in the minutes. (See also standing orders 7 and 8 below.)

- **x w** No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.

- **y x** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting. In circumstances when a member declares a prejudicial interest and withdraws from the meeting, and the number of members present falls below the required quorum, the particular item of business shall be transacted at the next meeting.

- **z y** Meetings shall not exceed a period of (2) hours.

2 Ordinary Council meetings

See also standing order 1 above

- a** In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b** In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c** If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d** (England) In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- ~~**e** (Wales) In addition to the annual meeting of the Council, other ordinary meetings may be held in each year on such dates and times as the Council may direct.~~
- f e** The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.
- g f** The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- h g** The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- i h** In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- j i** In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the

Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

k j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows.

	i	In an election year, delivery by councillors of their declarations of acceptance of office.
	ii	To elect a Chairman of the Council.
	iii	To receive the Chairman of the Council's declaration of acceptance of office or, if not then received, to decide when it shall be received.
	iv	To elect a Vice Chairman of the Council.
	v	In an election year, to fill any vacancies left unfilled at the election by reason of insufficient nominations.
	vi	To decide when any declarations of acceptance of office which have not been received, as provided by law, shall be received.
ii	vii	Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees. To approve the signature of the minutes by the person presiding as a correct record. No discussion shall take place on the minutes of the Council except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.
iii		Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
iv	viii	Review of the terms of references for committees. To appoint committees and advisory committees and to approve their terms of reference and delegated powers.
	ix	To appoint representatives to outside bodies and joint management committees.
v		Receipt of nominations to existing committees.
vi		Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
vii	x	Review and adoption of appropriate To confirm the Council's standing orders, and financial regulations and complaints procedure, and the Council's procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998
viii		Review of arrangements, including any charters, with other local authorities

		and review of contributions made to expenditure incurred by other local authorities.
ix		Review of representation on or work with external bodies and arrangements for reporting back.
x	xi	(England) In a year of elections, if a the Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
xi		Review of inventory of land and assets including buildings and office equipment.
xii		Review and confirmation of arrangements for insurance cover in respect of all insured risks.
xiii		Review of the Council's and/or employees' memberships of other bodies.
xiv		Establishing or reviewing the Council's complaints procedure.
xv		Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
xvi		Establishing or reviewing the Council's policy for dealing with the press/media
xvii	xii	Setting To approve the dates, times and place of ordinary meetings of the full Council for the year ahead.

and shall, thereafter, follow the order set out below:

	i	To dispose of business, if any, remaining from the last meeting.
	ii	To receive such communications as the person presiding may wish to lay before the Council.
	iii	To answer questions from Councillors pursuant to Standing Order 8 (a), 8 (b) and 8 (c).
	iv	To receive and consider reports and minutes of committees, sub committees, advisory committees and joint management committees.
	v	To transact the normal business of the Council as specified in the agenda.
	vi	To receive and consider motions in the order in which they have been notified.
	vii	To authorise the sealing of documents.
	viii	To authorise the signing of orders for payment.

3 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
- i. **[Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee, and sub-committee and advisory committee at least 3 clear days before the meeting.]**
OR
~~[Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer].~~
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee or advisory committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 4(a) (e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least (5) days before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i] OR [3(b)ii] above.**
 - v. Make available for inspection the minutes of meetings.
 - vi. **Receive and retain copies of byelaws made by other local authorities.**
 - vii. **Receive and retain declarations of acceptance of office from councillors.**
 - viii. Retain a copy of every councillor's register of interests and any changes to it and

- keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings;
 - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
 - xiii. Arrange for legal deeds ~~[to be sealed using the Council's common seal]~~ OR [to be signed by 2 councillors] and witnessed (See also model standing orders 14(a) and (b).)
 - xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 - xv. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - ~~xvi. Refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman of the Council] OR [Chairman or in his absence Vice-Chairman (if any) of the (—) Committee] within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [(—) committee].~~
 - ~~xvii. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.~~
 - ~~xviii~~ **xvi** Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- c** The Proper Officer, after consultation with the Chairman, shall be empowered to seek legal advice on any matters affecting the work and responsibilities of the Parish Council on behalf of Parish Councillors, this being for information and for their protection.

4 Motions requiring written notice

- a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting

unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least (7) clear **working** days before the next meeting.

- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least (5) clear **working** days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
- i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee **or advisory committee** or an employee.
 - x. To appoint a committee or sub-committee **or advisory committee** or any councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee or sub-committee **or advisory committee**.
 - xii. To dissolve a committee or sub-committee **or advisory committee**.
 - xiii. To note the minutes of a meeting of a committee or sub-committee **or advisory committee**
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee **or advisory committee** or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds [~~to be sealed by the Council's common seal~~] **OR** [signed by two councillors] and witnessed.
(See standing orders 14(a) and (b) below.)
 - ~~xvii. To authorise the payment of monies up to (£—————).~~
 - ~~xviii~~ **xvii** To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - ~~xix~~ **xviii** To extend the time limit for speeches.
 - ~~xx~~ **xix** To exclude the press and public for all or part of a meeting.
 - ~~xxi~~ **xx** To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - ~~xxii~~ **xxi** To give the consent of the Council if such consent is required by standing orders.
 - ~~xxiii~~ **xxii** **To suspend any standing order except those which are mandatory by law.**
 - ~~xxiv~~ **xxiii** To adjourn the meeting.
 - ~~xxv~~ **xxiv** To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - ~~xxvi~~ **xxv** To answer questions from councillors.

- b If a motion falls within the terms of reference of a committee or sub-committee **or advisory committee** or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman s direction for reasons of expedience.
- b Subject to standing orders 4(a) (e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.

- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- ~~j Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.~~
- k j If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- † k If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- ⌘ l The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding (3) minutes.
- ⌘ m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- e n Subject to standing orders 6(~~m~~) (l) and (~~n~~) (m) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- ⌘ o During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- ⌘ p A point of order shall be decided by the Chairman and his decision shall be final.
- ⌘ q With the consent of the seconder and/or of the meeting, a motion or amendment may be

withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

- s r** Subject to standing order 6~~(e)~~ **(n)** above, when a councillor's motion is under debate no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any standing order, except those which are mandatory.
- t s** In respect of standing order 6~~(s)~~ **(r)**(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is ~~seconded and~~ put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.
- t** A member shall remain seated when speaking unless requested to stand by the Chairman.
- u** The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- v** Members shall address the Chairman. If two or more members wish to speak, the Chairman shall decide who to call upon.
- w** Whenever the Chairman speaks during a debate all other members shall be silent.

7 Code of conduct (England)

See also model standing orders 1(d) (i) above

A revised statutory code of conduct is expected to come into force in 2010

a All councillors shall observe the code of conduct adopted by the Council.

~~b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.~~

e b If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(~~d~~) (c) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

d c Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

~~Code of conduct (Wales)~~

~~See also standing orders 1(d) (i) above~~

~~—~~

~~a All councillors shall observe the code of conduct adopted by the Council.~~

~~b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.~~

~~e Councillors may exercise rights contained in standing order 7(d) below, only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.~~

~~d Councillors who have a prejudicial interest in relation to any item of business being transacted at that meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.~~

8 Questions

- a A councillor may seek an answer to a question concerning any business of the Council provided (7) clear **working** days notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

9 Minutes

- a If a copy of the ~~draft~~ minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the ~~draft~~ minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 - The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings.
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least (5) councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the

name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

14 Execution and sealing of legal deeds

See also standing order 5(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

~~b [In accordance with a resolution made under standing order 14(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.]~~

~~(The above is applicable to a Council with a common seal.)~~

OR

- b [In accordance with a resolution made under standing order 14(a) above, any two**

members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

~~(The above is applicable to a Council without a common seal.)~~

15 Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

i.		shall determine their terms of reference;
ii.		may permit committees to determine the dates of their meetings;
iii.		shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
	iv.	the Chairman and the Vice Chairman ex officio shall be voting members of every committee;
	v.	every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice Chairman, who shall hold office until the next Annual meeting of the Council;
	vi.	except where ordered by the Council, the quorum of a committee shall be 3 members;
	vii.	only elected members appointed to serve on committees are entitled to vote and this shall be by a show of hands.
iv.	viii.	may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer (→) days before the meeting that they are unable to attend;
v.	ix.	an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a) (iv) (viii) above) shall not be permitted to participate in debate or vote on

		business at that meeting and may only speak during any public participation session during the meeting;
	ix	the standing orders on the rules of debate, 6 (a) to (s) inclusive, and on the code of conduct, standing orders 7 (a) to (c) inclusive, shall apply to committee meetings
vi.	x.	may in accordance with standing orders, dissolve a committee at any time.

- b All members of the council are entitled to attend committee meetings, but only those appointed to serve on those bodies are entitled to vote. At committee meetings a member may speak if invited to do so by the Chairman.

16 Sub-committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.
- b The Chairman and the Vice Chairman, if any, of the committee shall be members of every sub committee appointed by it unless they signify they do not wish to serve.
- c Every sub committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice Chairman, who shall hold office until the next Annual meeting of the Council.
- d Except where ordered by the Council or by the appropriate committee, the quorum of a sub committee shall be 3 members.
- e Only elected members appointed to serve on sub committees are entitled to vote and this shall be by a show of hands.
- f The standing orders on the rules of debate, 6 (a) to (s) inclusive, and on the code of conduct, standing orders 7 (a) to (c) inclusive, shall apply to sub committee meetings.
- g The council or the appropriate committee may dissolve a sub committee at any time.
- h All members of the council are entitled to attend sub committee meetings, but only those appointed to serve on those bodies are entitled to vote. At sub committee meetings a member may speak if invited to do so by the Chairman.

17 Extraordinary meetings

See also standing order 1 above

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within (7) days of having been requested to do so by (2) councillors, those (2) councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by (2) councillors.

18 Advisory committees

See also standing order 1 above

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

19 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

20 Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

21 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an

application for appointment.

- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

24 Confidential business

- a Councillors [~~Wales: and employees~~] shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25 Power of well-being (England)

- a Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.

26 Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR [the (Finance and General Purposes) committee] OR [the (—) sub-committee] has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the Council [the (—) committee] OR [the (—) sub-committee] or, in his absence, the Vice-Chairman of the Council [the (—) committee] OR [the (—) sub-committee] of any absence occasioned by illness or urgency and that person shall report such absence to [the (Finance and General Purposes) committee] OR [the (—) sub-committee] at its next meeting.
- c The Chairman of the Council [the (—) committee] OR [the (—) sub-committee] or in his absence, the Vice-Chairman of the Council shall upon a resolution conduct a review of the

performance and/or appraisal of **the Clerk and Assistant Clerk** [~~the employee's job title~~] and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by [the (**Finance and General Purposes**) committee] OR [~~the (—) sub-committee~~].

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of **the Council** [~~the (—) committee~~] OR [~~the (—) sub-committee~~] or in his absence, the Vice-Chairman of **the Council** [~~the (—) committee~~] OR [~~the (—) sub-committee~~] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the (**Finance and General Purposes**) committee] OR [~~the (—) sub-committee~~].
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by **the Clerk or Assistant Clerk** [~~the employee's job title~~] relates to the Chairman or Vice-Chairman of **the Council** [~~the (—) committee~~] OR [~~the (—) sub-committee~~], this shall be communicated to another member of [the (**Finance and General Purposes**) committee] OR [~~the (—) sub-committee~~], which shall be reported back and progressed by resolution of [the (**Finance and General Purposes**) committee] OR [~~the (—) sub-committee~~].
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) above shall be provided only to [~~post holder~~] and/or the Chairman of the Council **and the Vice Chairman of the Council** OR [~~the (—) committee~~] OR [~~the (—) sub-committee~~].

- k In every year not later than the meeting at which estimates for the next year are settled, the Council shall review the pay and conditions of service of existing employees. Financial regulation 2 Annual Estimates must be read in conjunction with this request.

27 Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the (Finance and General Purposes) committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

28 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

29 Liaison with District and County or Unitary

Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council [in Wales: County Borough and County Council] representing its electoral ward.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County or Unitary Council [in Wales: County Borough and County Council] shall be sent to the District or County or Unitary Council [in Wales: County Borough and County Council] councillor representing its electoral ward.

30 Financial matters

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
 - v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.**
- c Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the

- Proper Officer and at least one member of the Council;
- v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

 - d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

 - e **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

 - f Any motion which is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee or of another Committee after recommendation by the Finance and General Purposes Committee and which, if carried would in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by it shall consider whether its desires to report thereon and the Finance and General Purposes Committee shall report on the financial aspect of the matter.

~~31 Allegations of breaches of the code of conduct~~

- ~~a — On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to a committee known as the (—) committee.~~

- ~~b — Where the notification relates to a complaint made by the Proper Officer, the Proper Officer~~

~~shall notify the Chairman of the () committee of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.~~

- ~~e~~ — Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

- ~~d~~ — The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the () committee) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - ~~i.~~ — Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ~~ii.~~ — Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
 - ~~iii.~~ — Ensure that the public and press are excluded from meetings as appropriate.
 - ~~iv.~~ — Ensure that the minutes of meetings preserve confidentiality.
 - ~~v.~~ — Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

- ~~e~~ — Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the () committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

- ~~f~~ — The () committee shall have the power to:
 - ~~i.~~ — seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ~~ii.~~ — seek and share information relevant to the complaint;
 - ~~iii.~~ — grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.

- ~~g~~ — References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

~~32~~ 31 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

~~33~~ 32 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

Schedule of Payments October 2010

Chq No	Payment to	Particulars	Net	VAT	Total
105253	J Hoad	Salary 01/10/2010 - 31/10/2010 (prev approved)	1,713.67	-	1,713.67
105254	H Gilder	Salary 01/10/2010 - 31/10/2010 (prev approved)	846.21	-	846.21
105255	H M Revenue & Customs	Month 7 Employer & Employee NIC & PAYE	903.74	-	903.74
105256	KCC re Kent Pension Fund	Employer & Employees pension contributions October 2010	589.42	-	589.42
105257	Mr D Cunningham	Clean Pavilion October 2010	80.00	-	-
		Temperature checks and descaling	20.00	-	-
		Clean & polish floor in Pavilion	75.00	-	175.00
105258	Craigdene Ltd	Annual playground inspection inv 864/10	150.00	26.25	176.25
105259	Wrotham Computer Care Ltd	Upgrades to computer and installation of SCRIBE inv 8550	120.00	21.00	141.00
105260	Duramen Consulting Ltd	Tree Survey and mobilisation charge inv 345	1,455.00	254.63	1,709.63
105261	Bayly Environmental Services Ltd	Chlorination Works September 2010 inv 206487	200.00	35.00	235.00
105262	Chapman Draper	5 litre bottle of Simply Gone inv SG829	47.30	8.28	55.58
105263	Safeplay Playground Management Services	Repairs to gate at Woodland Avenue Recreation Ground inv 3788	268.00	46.90	-
		Repairs to gate at Woodland Avenue Recreation Ground - replace spring inv 3787	158.80	27.79	501.49
105264	Kent County Council (KCS)	Stationery inv IN638258	33.30	5.83	-
		Pitch marker x 4 inv IN677550	91.40	16.00	-
		Hand towels and toilet rolls re Pavilion inv IN677551	21.49	3.76	171.78
105265	Sevenoaks District Council	2000 gallons from cesspool 22/09/10 inv 96337	148.00	-	-
		30 x garden sacks inv 95926	300.00	-	448.00
105266	T D Munday	Litter pick @ Manor Field inv 44	56.00	-	-
		Strim around entrance to Manor Field inv 44	11.00	-	-
		Football pitch line marking & goal post check inv 44	62.00	-	-
		Inspect playground equipment inv 44	260.00	-	-
		Litter pick @ Rectory Meadow inv 44	65.00	-	-
		Litter pick Hartley greens inv 44	85.00	-	-
		Litter pick @ pond inv 44	20.00	-	-
		Litter pick @ Gorse Wood inv 44	65.00	-	624.00
105267	T D Munday	Garden maintenance @ Burial Ground inv 43	120.00	-	-
		Burial Ground visual inspection inv 45	18.50	-	-
		Grass cutting @ Burial Ground inv 46	108.00	-	-

APPENDIX 2

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		Grass cutting @ All Saints inv 47	80.00	-	-
		Grass cutting @ Memorial Green inv 48	64.00	-	-
		Woodland Avenue recreation ground - pick up & remove broken glass inv 49	17.00	-	<u>407.50</u>
105268	T D Munday	Repair fence at Longfield Hill inv 50	20.00	-	-
		Repair fence at Manor Field inv 50	15.00	-	<u>35.00</u>
105269	Post Office Ltd	100 x 1st class stamps	41.00	-	-
		100 x 2nd class stamps	32.00	-	<u>73.00</u>
105270	Cash	To reimburse petty cash - 07/10 100 x 2nd class stamps	32.00	-	32.00
105271	EDF Energy Customers PLC	Electricity & standing charge at Pavilion	104.32	5.22	109.54
105272	Austin Treework	Tree works at Hoselands Green inv 8436	80.00	14.00	94.00
105273	Mr L Abraham	Travel allowance 17/09/10 KALC Area meeting 32 miles @ 65.0p per mile	20.80	-	-
		Travel allowance 25/09/10 KALC Finance Seminar 54 miles @ 65.0p per mile	35.10	-	<u>55.90</u>
105274	KALC	Finance Conference 25/09/10 Lenham attended by Cllr Coates	60.00	10.50	70.50
105275	Mr R Coates	Travel allowance 25/09/10 KALC Finance Seminar 54 miles @ 52.2p per mile	28.18	-	28.18
105276	Sevenoaks District Council	Licence to use & occupy land at Woodland Avenue & Larksfield (allotments) Inv 2024520	100.00	-	100.00
105277	Mr G Budd	To repair and make good paving, remove old timber & ramp up edges in Garden of Remembrance.	460.00	-	-
		Reinstate bench and repair and replace damaged brickwork on the edge of the steps leading to the Pavilion	226.00	-	<u>686.00</u>
TOTAL			9,507.23	475.16	9,982.39

Adjournment

The meeting was adjourned at 8.02 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The County Councillor explained that Kent County Council was in the process of discussing the necessary restructuring to accommodate the cuts in funding and services. He explained that the pressures on Kent County Council would be further compounded by the freeze on any increases in Council tax.

Mr Mayer questioned the Council's recent decision in respect of the charges imposed for the interment of ashes for the late Colin Amos.

Dr Cramp complimented the tenant over the shops in Cherry Trees who had recently undertaken clearance works in the car park at the rear of the shops.

Mrs Sharp asked whether the Council would consider spreading woodchips on the public right of way through Gorse Wood.

Mr Glander asked whether there were plans to reduce the frequency of refuse collection.

The meeting resumed at 8.10 p.m.