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**Email:** central.services@tmbc.gov.uk

Councillor Mike Taylor  
41 Maidstone Road  
Borough Green  
Sevenoaks  
Kent TN15 8BQ

Your ref  
Our ref      TM-S-30  
Date          29 March 2016

Dear Councillor Taylor

I am writing to tell you I have received an allegation that you have failed or may have failed to comply with the Tonbridge & Malling Borough Council/ Borough Green Parish Council Codes of Conduct. The complaint has been made by Mrs Sheila Smith, Chair of Governors at Wrotham School.

A copy of the complaint is enclosed with this letter.

The Borough Council has adopted arrangements for dealing with complaints that a councillor has breached their authority's code of conduct. A copy of the arrangements is also enclosed.

The initial assessment of the complaint will be undertaken by me, in consultation with the Independent Persons and the Chairman/ Vice-Chairmen of the Joint Standards Committee. I will apply the legal jurisdiction test set out in paragraph 1.2 of Annex 2 and, if applicable, the local assessment criteria in paragraph 1.4.

You will note from paragraph 2.2 of Annex 2 that I may invite the subject member to submit initial views on the complaint to me. Should you wish to submit any views to me then please do so no later than **12 April 2016**.

At this stage all that will happen is that the allegation will be considered based solely on the information provided by the complainant in relation to this particular complaint along with any relevant information readily available e.g. the Borough & Parish Council Codes of Conduct.

I can reach one of the following decisions:

- Take no action; or
- Refer the complaint for investigation; or
- Apply the informal resolution process

**Director of Central Services:** Adrian Stanfield LL.B (Hons) Solicitor  
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INVESTOR IN PEOPLE

Once I have made a decision, you and the complainant will be told about the outcome and what will happen next.

At this stage I am not required to decide if the Code of Conduct has been breached. I am only considering if there is enough information which shows a potential breach of the Code of Conduct that warrants referral for investigation or informal resolution.

At this stage you are advised not to contact the complainant or anyone else as this could compromise you, or the fairness of the process. However, you may wish to seek some independent advice on this. You should also be aware that any written request for information made to the authority about this matter will have to be dealt with in accordance with the requirements of the law. This includes any obligations imposed on the authority under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Human Rights Act 1998. If any request for information is received, you will be contacted where it is considered appropriate or necessary to do so.

If you have any queries please let me know.

Yours sincerely



**Adrian Stanfield LL.B (Hons) Solicitor**  
**Director of Central Services & Monitoring Officer**