



24 May 2016

To: Members of Daventry Town Council

Dear Councillor

You are summoned to attend **The Annual Meeting of the Town Council** to be held on **Tuesday, 31st May 2016 at 6.30pm** at 3 New Street, Daventry for the transaction of the under mentioned business

Yours sincerely

A handwritten signature in black ink, appearing to read 'Deborah Jewell', is written over a faint circular stamp.

Deborah Jewell
Town Clerk

The press and public are cordially invited to be present.

Mobile phones and electronic recording devices must be switched off during the meeting.

Audio recording notice: Please note, this meeting may be recorded - at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained for a period of 12 months.

A G E N D A

- TC1605.1 ELECTION OF MAYOR.**
- TC1605.2 DECLARATION OF OFFICE BY THE MAYOR.**
- TC1605.3 ELECTION OF DEPUTY MAYOR.**
- TC1605.4 MAYORS ENGAGEMENTS.** To receive a report from the outgoing Mayor on her term of office for the Council year 2015/16.
- TC1605.5 PRESENTATION TO THE OUTGOING MAYOR.** To receive a vote of thanks to the outgoing Mayor and her consort.
- TC1605.6 ADOPTION OF GENERAL POWER OF COMPETENCE (GPOC).** To confirm that Daventry Town Council meet the following criteria for eligibility for the General Power of Competence as they have
- (i) a suitably qualified Clerk and
 - (ii) more than 66% of members are elected.

- TC1605.7 APOLOGIES FOR NON ATTENDANCE**
- TC1605.8 DECLARATION OF INTERESTS.** Members to declare any interests they consider relevant to specific items identified in this agenda.
- TC1605.9 MINUTES.** To sign the minutes of the Town Council meeting held on Tuesday, 25th April 2016.
- TC1605.10 COMMITTEE MINUTES:** To receive reports from the following committees and consider and resolve any recommendations thereon:
- (i) Planning & Development Committee – 12th May 2016
 - (ii) Community Services Committee – 3rd May 2016
 - (iii) Finance and Policy Committee – 9th May 2016
- TC1605.11 APPOINTMENT OF MEMBERS TO COMMITTEES.** To approve the schedule of membership to the committees.
- TC1605.12 TERMS OF REFERENCE.** To review and approve terms of reference for the following:
- (iii) Community Services
 - (iv) Finance and Policy
 - (v) Museum
 - (vi) Planning and Development
- TC1605.13 SCHEDULE OF MEETINGS.** To note and confirm the approval of the schedule of meetings 2016/17.
- TC1605.14 TOWN COUNCIL WORKING GROUPS.** To confirm role and remit of the following Working Groups and appoint members if applicable.
- (i) Grievance Panel
 - (ii) CCTV
 - (iii) Personnel
 - (iv) Consultation
- TC1605.15 REPRESENTATIVES ON OTHER BODIES.** To approve schedule of appointment of representatives on outside bodies.
- TC1605.16 FINANCIAL MATTERS.** To authorise the following
- (i) Appointment for signatories to the bank mandate.
 - (ii) Approve the continuation for BACS service for the payment of staff salaries
 - (iii) Approve list of payments by Direct Debit/Standing Order
 - (iv) Approve use of online banking transactions for receipts and payments of goods.
 - (v) Appointment of internal auditor through membership of NCALC.
 - (vi) Appointment of External Auditor through sector led body recommended by NCALC.

TC1605.17 DAVENTRY DISTRICT COUNCIL, PARISH & TOWN COUNCILS' LAISON MEETING - THURSDAY 16th JUNE 2016.

- (i) To consider appointment of Town Council representatives to attend aforementioned meeting.
- (ii) To consider and approve items for inclusion on the agenda, restricted to District-wide uses, not Town related.

TC1605.18 CORRESPONDENCE. To note correspondence received and advise action, if any.

- (i) **NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES – 2016-2018 SALARY AWARD.** To note agreement reached for 1% pay award to be implemented and backdated to 1st April for 2016-17 together with a 1% pay award to be implemented for 2017-18.
- (ii) **THE PENSIONS REGULATOR - AUTO-ENROLMENT DECLARATION OF COMPLIANCE.** To note Daventry Town Council is now fully compliant with its duties under auto-enrolment.

TC1605.19 DATE OF NEXT MEETING. To confirm the date of next Town Council meeting as Monday, 27th June 2016.

Members are requested to note that Special Meetings of the Committees of the Council will be convened subsequent to the closure of the Annual Meeting of Council for the purposes of electing respective Chairmen and Vice-Chairmen.