

16th May 2017

To: Members of Daventry Town Council

Dear Councillor

You are summoned to attend **The Annual Meeting of the Town Council** to be held on **Monday, 22nd May 2017 at 6.30pm** at 3 New Street, Daventry for the transaction of the under mentioned business

Yours sincerely



Deborah Jewell
Town Clerk

The press and public are cordially invited to be present.

Please switch mobile phones and electronic recording devices to silent.

Polite request: If you wish to film or record the meeting, please advise the Clerk in advance so that any necessary arrangements can be made to avoid disrupting the meeting and/or the view of the meeting by other members of the public. Any data collected by persons other than the Town Council is not protected under the Data Protection Act.

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 6 months.

A G E N D A

- TC1705.1 ELECTION OF MAYOR.**
- TC1705.2 DECLARATION OF OFFICE BY THE MAYOR.**
- TC1705.3 ELECTION OF DEPUTY MAYOR.**
- TC1705.4 MAYORS ENGAGEMENTS.** To receive a report from the outgoing Mayor on her term of office for the Council year 2016/17.
- TC1705.5 PRESENTATION TO THE OUTGOING MAYOR.** To receive a vote of thanks to the outgoing Mayor.
- TC1705.6 APOLOGIES.**

TC1705.7 DECLARATION OF INTERESTS. Members to declare any interests they consider relevant to specific items identified in this agenda.

TC1705.8 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.

TC1705.9 INTERNAL AUDIT FOR THE COUNCIL YEAR 2016/17. To receive a report from the appointed internal auditor for the council year 2016/17.

TC1705.10 FINAL ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2017.

To receive a report on accounting processes and procedures from Chair of Finance & Policy Committee, Cllr Lynn Jones and

- (i) Consider and approve the annual governance statement for accounting period 2016/17.
- (ii) Consider and approve the statement of accounts for the accounting period 2016/17.
- (iii) To note period for the exercise of public rights for the inspection of accounting records for the financial year 2016/17 as 23rd May to 14th July 2017.

TC1705.11 MINUTES. To sign the minutes of the Town Council meeting held on Monday, 24th April 2017.

TC1705.12 COMMITTEE MINUTES: To receive reports from the following committees and consider and resolve any recommendations thereon:

- (i) Finance and Policy Committee – 8th May 2017
- (ii) Planning & Development Committee – 10th May 2017

TC1705.13 APPOINTMENT OF MEMBERS TO COMMITTEES. To approve the schedule of membership to the committees.

TC1705.14 TERMS OF REFERENCE. To review and approve terms of reference for the following:

- (i) Community Services
- (ii) Finance and Policy
- (iii) Museum
- (iv) Planning and Development
- (v) Grievance Panel

TC1705.15 SCHEDULE OF MEETINGS. To note and confirm the approval of the of schedule of meetings 2017/18.

- TC1705.16 REPRESENTATIVES ON OTHER BODIES.** To approve schedule of appointment of representatives on outside bodies.
- TC1705.17 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.
- TC1705.18 DAVENTRY DISTRICT COUNCIL, PARISH & TOWN COUNCILS' LAISON MEETING - THURSDAY 15th JUNE 2017.**
- (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.
- TC1705.19 NORTHAMPTONSHIRE LARGER COUNCILS PARTNERSHIP (NLCP) MEETING – THURSDAY 6TH JULY 2017.** To consider appointment of Town Council representative to attend aforementioned meeting.
- TC1705.20 CORRESPONDENCE.** To note correspondence received and advise action, if any.
- TC1705.21 DATE OF NEXT MEETING.** To confirm the date of next Town Council meeting as Monday, 26th June 2017.

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.