

9th May 2018

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, 14th May 2018 at 6.30pm** at 3 New Street, Daventry for the transaction of the under mentioned business.

Members are reminded to sign the attendance register on entering the Council Chamber.

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

OPEN FORUM.

- TC1805.1 ELECTION OF MAYOR.**
- TC1805.2 DECLARATION OF ACCEPTANCE OF OFFICE BY THE MAYOR.**
- TC1805.3 ELECTION OF DEPUTY MAYOR.**
- TC1805.4 OUTGOING MAYOR'S REPORT.** To receive a report from the outgoing Mayor on her term of office for the Council year 2017/18.

- TC1805.5 PRESENTATION TO THE OUTGOING MAYOR.** To receive a vote of thanks to the outgoing Mayor.
- TC1805.6 DECLARATIONS OF ACCEPTANCE OF OFFICE.** To receive declarations of acceptance of office from all members.
- TC1805.7 APOLOGIES.**
- TC1805.8 DECLARATION OF INTERESTS.** Members to declare any interests they consider relevant to specific items identified in this agenda.
- TC1805.9 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.
- TC1805.10 INTERNAL AUDIT REPORT FOR THE COUNCIL YEAR 2017/18.** To receive a report from the appointed internal auditor for the council year 2017/18 and approve action plan.
- TC1805.11 FINAL ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2018.**
- 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 2017/18.
 - (ii) Consider and approve the statement of accounts for the accounting period 2017/18.
 - (iii) To note period for the exercise of public rights for the inspection of accounting records for the financial year 2017/18 as 11th June 2018 to 20th July 2018.
- TC1805.12 MINUTES.** To sign the minutes of Town Council meeting held on 26th March 2018.
- TC1805.13 COMMITTEE MINUTES:** To receive reports from the following committees and consider and resolve any recommendations thereon:
- (i) Planning & Development Committee – 28th March 2018
 - (ii) Community Services Committee – 3rd April 2018
 - (iii) Finance and Policy Committee – 9th April 2018
 - (iv) Museum Committee – 16th April 2018
 - (v) Planning & Development Committee – 18th April 2018
 - (vi) Finance & Policy Committee – 30th April 2018
 - (vii) Community Services – 1st May 2018
 - (viii) Planning & Development Committee – 9th May 2018

- TC1805.14 APPOINTMENT OF MEMBERS TO COMMITTEES.** To approve the schedule of membership to the committees.
- TC1805.15 REPRESENTATIVES ON OTHER BODIES.** To approve schedule of appointment of representatives on outside bodies.
- TC1805.16 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
- TC1805.17 GRIEVANCE PANEL.** To appoint a Grievance Panel for the Council year 2018/19 comprising of three members and two reserves.
- TC1805.18 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.
- TC1805.19 SCHEDULE OF MEETINGS.** To note and confirm the approval of the of schedule of meetings 2018/19.
- TC1805.20 TOWN COUNCIL VACANCY - HILL WARD.** To consider arrangements to fill casual vacancy on Hill Ward by Co-Option.
- TC1805.21 GENERAL DATA PROTECTION REGULATIONS (GDPR).** To receive a report from the Clerk on GDPR and
- (i) consider and approve the appointment of Northants CALC as the Data Protection Officer (DPO) for Daventry Town Council.
 - (ii) Consider and approve expenditure to launch @daventrytowncouncil.gov.uk email addresses for all DTC members.
- TC1805.22 SECTION 17 CRIME AND DISORDER ACT 1998.**
- (i) **PCSO and Community Ranger.** To receive a report from the Clerk on the appointment of a PCSO and Community Ranger in Daventry Town.
 - (ii) **CCTV.** To receive reports on CCTV performance and activities for March and April 2018.
 - (iii) **JAG.** To receive a report from the Town Clerk on meeting held on 10th May 2018.

- TC1805.23 CORRESPONDENCE.** To note correspondence received and advise action, if any:
- (i) **Daventry District Council – Daventry Town special expenses.** To note response from the Chief Executive of Daventry District Council.
 - (ii) **Glenda Simmonds.** To receive a letter of farewell.
- TC1805.24 MAYORS ENGAGEMENTS.** To receive a report on Mayoral activity for April 2018.
- TC1805.25 DATE OF NEXT MEETING.** To note the date of next Town Council meeting as Monday, 25th June 2018.

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.