

12th May 2021

To: Members of Daventry Town Council

Dear Councillor

You are summoned to attend the **Annual Town Council Meeting** of the **Town Council** to be held on **Monday, 17th May 2021 at 6.30pm** at the Mercure Daventry Court Hotel, Sedgemoor Way, Daventry, NN11 0SG for the transaction of the under mentioned business.

Yours sincerely



Deborah Jewell
Chief Officer

The press and public are cordially invited to be present.

Please switch mobile phones and electronic recording devices to silent.

Audio recording notice: This meeting will be 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 until the Minutes have been signed by the relevant Chairman as a true record.

Please Note: If any member or member of the public wish to film or record the meeting, any data collected by persons other than the Town Council will not be protected under the Data Protection Act.

A G E N D A

OPEN FORUM.

- TC2106.1 ELECTION OF CHAIRMAN.**
- TC2106.2 DECLARATION OF ACCEPTANCE OF OFFICE BY THE CHAIRMAN.**
- TC2106.3 ELECTION OF VICE CHAIRMAN.**
- TC2106.4 OUTGOING CHAIRMAN'S REPORT.** To receive a report from the outgoing Chairman on her term of office for the Council year 2020/21.
- TC2106.5 PRESENTATION TO THE OUTGOING CHAIRMAN.** To receive a vote of thanks to the outgoing Chairman.
- TC2106.6 CODE OF CONDUCT.** To adopt model code of conduct, as adopted by West Northamptonshire Council.
- TC2106.7 DECLARATIONS OF ACCEPTANCE OF OFFICE.** To receive declarations of acceptance of office from all members.

- TC2106.8 APOLOGIES.**
- TC2106.9 DECLARATION OF INTERESTS.** Members to declare any interests they consider relevant to specific items identified in this agenda.
- TC2106.10 MINUTES.** To approve and sign the Minutes of Town Council meeting held on 26th April 2021.
- TC2106.11 COMMITTEE MINUTES.** To receive reports from the following committees and consider and resolve any recommendations thereon:
- (i) Finance & Policy Committee – 4th May 2021
 - (ii) Planning & Development Committee – 5th May 2021
- TC2106.12 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.
- TC2106.13 INTERNAL AUDIT REPORT FOR THE COUNCIL YEAR 2020/21.** To receive a report from the appointed internal auditor for the council year 2020/21 and approve action plan, if required.
- TC2106.14 FINAL ACCOUNTS AND ANNUAL RETURN FOR THE YEAR ENDED 31st MARCH 2021.**
- To receive a report on accounting processes and procedures from Finance & Policy Committee, and
- (i) Consider and approve the annual governance statement for accounting period 2020/21.
 - (ii) Consider and approve the statement of accounts for the accounting period 2020/21.
 - (iii) To note period for the exercise of public rights for the inspection of accounting records for the financial year 2020/21 as 14th June 2021 to 23rd July 2021.
- TC2106.15 GENERAL DATA PROTECTION REGULATIONS (GDPR) COMPLIANCE.** To consider and recommend the following
- (i) Adoption of the Data Map.
 - (ii) Adoption of the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy.
 - (iii) Adoption of Privacy Notices.
 - (iv) To confirm receipt of Security Compliance Checklist from all Councillors.
 - (v) To confirm that the Council is registered as a Data Controller with the ICO
 - (vi) To confirm the appointment of Chief Officer as the Council Data Protection Officer (DPO).

- TC2106.16 APPOINTMENT OF MEMBERS TO COMMITTEES.** To approve the schedule of membership to the committees.
- TC2106.17 REPRESENTATIVES ON OTHER BODIES.** To approve schedule of appointment of representatives on outside bodies.
- TC2106.18 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) Personnel Panel
- TC2106.19 PERSONNEL PANEL.** To appoint a Personnel Panel for the Council year 2021/22 comprising of three members and two reserves.
- TC2106.20 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.
- TC2106.21 SCHEDULE OF MEETINGS.** To approve the schedule of meetings 2021/22.
- TC2106.22 REVIEW SCHEDULE OF DAVENTRY TOWN COUNCIL POLICIES AND PROCEDURES.** To approve the schedule for the review of Council policies and procedures for 2021/22.
- TC2106.23 EUROPEAN REGIONAL DEVELOPMENT FUND (ERDP) - WELCOME BACK FUND.** To consider report and approve application to the European Regional Development Fund (ERDF) via West Northamptonshire Council for funding via the Welcome Back Fund.
<https://www.gov.uk/government/publications/welcome-back-fund>
- TC2106.24 CORRESPONDENCE.** To note correspondence received and advise action, if any.
- TC2106.25 DATE OF NEXT MEETING.** To note the date of next Town Council meeting as Monday, 28th June 2021.

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.