

17th May 2023

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, 22nd May 2023 at 6.30pm** at the 3 New Street, Daventry, NN11 4BT for the transaction of the under mentioned business.

Yours sincerely



Deborah Jewell
Chief Officer

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Telephone: 01327 301246

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. This part of the meeting is an opportunity for members of the public to speak, for a maximum of three minutes, on any item on the Agenda.

Note; members of the public are not permitted to speak during the meeting (from Item TC2306.1).

TC2306.1. ELECTION OF CHAIRMAN

TC2306.2. DECLARATION OF ACCEPTANCE OF OFFICE OF THE CHAIRMAN.

TC2306.3. ELECTION OF VICE CHAIRMAN.

TC2306.4. OUTGOING CHAIRMAN'S REPORT. To receive a report for the outgoing Chairman on his term of office for the Council year 2022/23.

- TC2306.5. PRESENTATION TO THE OUTGOING CHAIRMAN.** To receive a vote of thanks to the outgoing Chairman.
- TC2306.6. APOLOGIES.** To receive and consider apologies for absence.
- TC2306.7. LEAVE OF ABSENCE.** To consider request for long term leave of absence from Cllr Katie Thurston.
- TC2306.8. DECLARATION OF INTERESTS.** Members to declare any interests they consider relevant to specific items identified in this agenda.
- TC2306.9. MINUTES.** To approve and sign the Minutes of Town Council meeting held on 24th April 2023 and the Special Meeting of the Town Council held on 26th April 2023.
- TC2306.10. COMMITTEE REPORTS AND RECOMMENDATIONS.** To receive reports from the following committees and consider and resolve any recommendations thereon:
- (i) Finance & Policy Committee – 3rd May 2023
 - (ii) Planning & Development Committee – 10th May 2023
- TC2306.11. INTERNAL AUDIT REPORT FOR THE COUNCIL YEAR 2022/2023.** To receive a report from the appointed auditor for the Council year 2022/2023 and approve action plan, if required.
- TC2306.12. FINAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR THE YEAR ENDED 31ST MARCH 2023.**
- To receive a report on accounting processes and procedures from the Finance & Policy Committee, and
- (i) Consider and approve the annual governance statement for the accounting period 2022/23.
 - (ii) Consider and approve the statement of accounts for the accounting period 2022/23.
 - (iii) To note period for the exercise of public rights for the inspection of accounting records for the financial year 2022/23 as Monday 5th June 2023 to Friday 14th July 2023.
- TC2306.13. TERMS OF REFERENCE.** To review and approve terms of reference for the following:
- (i) Community Services
 - (ii) Finance & Policy
 - (iii) Museum
 - (iv) Planning & Licensing
 - (v) Parks, Open Spaces & Environment
 - (vi) Personnel Panel
- TC2306.14. APPOINTMENT OF MEMBERS TO COMMITTEES.** To approve the schedule of membership to the committees.

- TC2306.15. PERSONNEL PANEL.** To appoint a Personnel Panel for the Council year 2023/24 comprising of three members and two reserves.
- TC2306.16. REPRESENTATIVE ON OTHER BODIES.** To approve schedule of appointment of representatives on outside bodies.
- TC2306.17. GENERAL POWER OF COMPETENCE (GPoC).** To note that Daventry Town Council adopted the General Power of Competence in May 2021, as they had
- (i) a suitability qualified Clerk and
 - (ii) more that 66% of members are elected.
- TC2306.18. 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.
- TC2306.19. SCHEDULE OF MEETINGS.** To approve schedule of meetings 2023/24.
- TC2306.20. SCHEDULE OF DAVENTRY TOWN COUNCIL POLICIES AND PROCEDURES.** To review and approve the schedule of the Council policies and procedures for 2023/24.
- TC2306.21. CORRESPONDENCE.** To note correspondence received and advise action, if any:
- TC2306.22. DATE OF NEXT MEETING.** To note the date of next Town Council meeting as Monday 26th June 2023.

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.