



# UPPINGHAM TOWN COUNCIL

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To: Members of the Town Council

9<sup>th</sup> May 2019

Please note that an audio recording of the meeting may be made and that the recording will be publicly available following the meeting including publication via the Council's website. If you do not wish your speech to be recorded please contact The Clerk to Uppingham town Council on 01572 822681 to discuss your concerns. The Council will not publish recordings of speakers if they do not wish to appear in the recording of the meeting.

Dear Sir/Madam

**I HEREBY SUMMON YOU TO THE ANNUAL COUNCIL MEETING** which will take place on **Wednesday 15<sup>th</sup> May 2019 at 7:30 pm** in the Council Chambers, Town Hall, Uppingham. The agenda of the business to be transacted is detailed below:

Yours faithfully,

**Clerk to the Council**

## **AGENDA**

1. Opening remarks
2. To elect the Town Mayor for the forthcoming year.
3. To receive the declaration of acceptance of office – elected Town Mayor.
4. Chairman's opening remarks.
5. Attendance register and apologies for absence.
6. Declaration of members' interests and dispensations.
7. To elect the Deputy Mayor for the forthcoming year.
8. To confirm the minutes of the annual council meeting held on 23rd May 2018.
9. To confirm the amount of the Chairman's allowance in pursuance of section 15 (5) of The Local Government Act 1972.
10. Statement from the outgoing Clerk.
11. Review of Scheme of Delegation for Uppingham Town Council and receive nominations for the following committees:
  - a) Finance and General Purposes Committee
  - b) Amenities Committee
  - c) Planning Committee

- d) Staffing Committee
  - e) Neighbourhood Planning Advisory Group
12. Election of committee chair and vice chair for the following:
- a) Finance and General Purposes Committee
  - b) Amenities Committee
  - c) Planning Committee
  - d) Staffing Committee
  - e) Neighbourhood Planning Advisory Group (Chair only)
13. Consider members representing Council on various groups, organisations and community partnerships including:
- a) Uppingham in Bloom
  - b) Rutland and Parish Council Forum Working Group
  - c) Uppingham Twinning Association
  - d) The Uppingham Partnership Ltd
  - e) Rutland Access Group
  - f) WW1 County Working Group
  - g) Resilience Group
  - h) James Thorpe Charity (Ayston Road)
  - i) LRALC AGM (15<sup>th</sup> June 2019)
14. Consider the report from Redwood Pryor Ltd, Council's independent internal auditor for the financial year ending 31<sup>st</sup> March 2019.
15. Consider, review and confirmation of adoption of council's policies:
- a) Standing Orders (adopted 3<sup>rd</sup> Oct 2018) including Code of Conduct and Communications and Media Policy
  - b) Financial Regulations (adopted 1<sup>st</sup> Nov 2017)
  - c) Financial Reserves Policy (adopted 5<sup>th</sup> April 2017)
  - d) Financial Oversight Document (adopted 2<sup>nd</sup> December 2015)
  - e) Policy (adopted 5<sup>th</sup> April 2017)
  - f) Financial Oversight Document (adopted 2<sup>nd</sup> December 2015)
  - g) Financial & Management Risk Assessment (adopted 5<sup>th</sup> October 2016)
  - h) Council's complaints procedure (adopted 1<sup>st</sup> November 2017)
  - i) Equal Opportunities Policy (adopted 7<sup>th</sup> March 2018)
  - j) Grant Aid Policy & Rules (adopted 6<sup>th</sup> February 2019)
  - k) Procedure for requests under the Freedom of Information Act 2000 including the Model Publication Scheme for Freedom of Information request charges by UTC (adopted on 3<sup>rd</sup> May 2017).
  - l) General Data Protection Regulation:
    - i. Records Management & Retention Policy (adopted 2<sup>nd</sup> April 2018)
    - ii. Subject Access Request Policy (adopted 2<sup>nd</sup> April 2018)
    - iii. Uppingham Town Council Privacy Notices (General Privacy Notice & Privacy Notice for UTC Members and Staff - adopted 2<sup>nd</sup> April 2018)
    - iv. Data Protection Policy (adopted 2<sup>nd</sup> April 2018)
    - v. Data Breach Policy (adopted 2<sup>nd</sup> 2018)
16. To consider the meeting schedule for 2019 & 2020 set out in the supporting document.
17. To consider the appointment of
- a) Chris Moses of Personnel Advice & Solutions as HR adviser to Uppingham Town Council.
  - b) Richard Willcocks FCMA (Redwood Pryor Ltd) as an independent internal auditor for the coming financial reporting period to 31<sup>st</sup> March 2020
  - c) LRALC as advisers to Uppingham Town Council
  - d) A voting representative at LRALC's AGM on 15<sup>th</sup> June 2019.
18. To consider adopting the General Power of Competence for the new council term.

19. To consider and complete The Annual Governance Statement (Section 1) for the year ended 31<sup>st</sup> March 2019.
20. To consider for approval the Accounting Statements (Section 2) and Accounts for the year ended 31<sup>st</sup> March 2019.

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