



UPPINGHAM TOWN COUNCIL

Town Clerk: Sharon Coe
Telephone: 01572 822681
Email: townclerk@uppinghamtowncouncil.co.uk
Website: uppinghamtowncouncil.gov.uk
Twitter: @UppinghamTC
Address: Town Hall, High Street East, Uppingham, Rutland
LE15 9PY

11th May 2023

To: Members of the Town Council

I HEREBY SUMMON YOU TO THE ANNUAL COUNCIL MEETING which will take place on **Wednesday 17th May** at **7:00 pm** in Uppingham Town Hall. The agenda of the business to be transacted is detailed below:

Sharon W Coe
Clerk to the Council

Agenda.

- 1 To elect the Town Mayor for the forthcoming year.
- 2 To receive the declaration of acceptance of office of the elected Town Mayor.
- 3 Mayor's opening remarks.
- 4 To receive apologies for absence.
- 5 Declaration of members' interests and applications for dispensations.
- 6 Public speaking – an opportunity for the public to speak, in accordance with Standing Orders 2.3.4-2.3.9
- 7 To elect the Deputy Mayor for the forthcoming year.
- 8 To confirm the minutes of the full council meeting held on 5th April 2023, and the annual town meeting of 3rd May 2023.
- 9 To review the Scheme of Delegation for Uppingham Town Council.
- 10 To consider/reaffirm that Uppingham Town Council still wish to utilise the General Power of Competence for the new council term.
- 11 To consider if UTC wish to fill the vacancies on Council following the election by co-option.
- 12 To receive nominations and agree membership for the following committees:
 - a Finance and General Purposes Committee (quoracy 4 members)
 - b Amenities Committee (quoracy 4 members)
 - c Planning Committee (quoracy 4 members)
 - d Staffing Committee (quoracy 4 members)
 - e Neighbourhood Plan Advisory Group (5 members 3 of which should be UTC Cllrs).
Maximum of 5 UTC Cllrs on NPAG
- 13 To elect a Chair and Vice-chair for:

- a Finance and General Purposes Committee
- b Amenities Committee
- c Planning Committee
- d Staffing Committee
- e Neighbourhood Plan Advisory Group (Chair only) recommendation from NPAG.

14 To agree Council representation on the following:

- a Uppingham in Bloom
- b Uppingham Twinning Association
- c Rutland Access Group
- d Resilience Group

15 Consider, review and confirmation of adoption of council's policies:

- a Standing Orders including Code of Conduct and Communications and Media Policy
- b Financial Regulations
- c Financial Reserves Policy
- d Financial Oversight Document
- e Financial & Management Risk Assessment
- f Council's complaints procedure
- g Equality & Diversity Policy
- h Grant Aid Policy & Rules
- i Procedure for requests under the Freedom of Information Act 2000 including the Model Publication Scheme

16 Consider, review and confirmation of council's GDPR policies:

- a Records Management & Retention Policy
- b Subject Access Request Policy
- c General Privacy Notice & Privacy Notice for UTC Members and Staff
- d Data Protection Policy
- e Data Breach Policy
- f Staff Handbook

17 To consider the draft meeting schedule for the coming year.

18 To consider the appointment of

- a an HR adviser to Uppingham Town Council.
- b an independent internal auditor for the financial year 2023-24

19 To receive reports and consider recommendations from UTC committees:

- a Amenities Committee 12th April
- b Planning Committee, 26th April
- c NPAG working group and also formal meeting of 27th April.

20 To consider the funding request for further allocation of the Consultants time in preparing the revised Neighbourhood Plan. (Email to the Clerk)

21 To seek clarity in the relationships with the outside bodies Uppingham First and Uppingham Vanguard that we invite an officer of these bodies to the next UTC meeting to outline their role in the community and to allow councillors to pose questions.