



# UPPINGHAM TOWN COUNCIL

Town Clerk: Deborah Bettles  
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Rutland LE15 9PY

27 May 2020

To: Members of the Town Council

Dear Councillor

**YOU ARE HEREBY SUMMONED TO THE ANNUAL COUNCIL MEETING** on **Wednesday 1 July 2020** at 7.30 pm. The meeting will be held remotely via ZOOM, connection details below. Members of the public wishing to attend are advised but NOT REQUIRED to contact the Clerk for guidance at [townclerk@uppinghamtowncouncil.co.uk](mailto:townclerk@uppinghamtowncouncil.co.uk) prior to the meeting.

## MEETING CONNECTION DETAILS

Topic: Annual Council Meeting Uppingham Town Council

Time: Jul 1, 2020 07:30 PM London

[JOIN ZOOM MEETING - CLICK HERE](#)

**Meeting ID: 922 202 5422**

**Password: 157205**

One tap mobile

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+442034815240,,9222025422#,,,,0#,,0157205# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 922 202 5422

Password: 0157205

[FIND YOUR LOCAL NUMBER](#)

Deborah Bettles

Clerk to the Council

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.

## 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. **ATTENDENCE 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 15<sup>TH</sup> MAY 2019.**
9. **TO CONFIRM THE AMOUNT OF THE CHAIRMAN’S ALLOWANCE IN PURSUANCE OF SECTION 15(5) OF THE LOCAL GOVERNMENT ACT 1972.**
10. **REVIEW THE SCHEME OF DELEGATION FOR UPPINGHAM TOWN COUNCIL AND RECEIVE NOMINATIONS FOR THE FOLLOWING COMMITTEES:**
  - a) Finance and General Purposes Committee
  - b) Amenities Committee
  - c) Staffing Committee
  - d) Planning Committee
  - e) Neighbourhood Planning Advisory Group
11. **ELECTION OF COMMITTEE CHAIR AND VICE CHAIR FOR THE FOLLOWING:**
  - a) Finance and General Purposes Committee
  - b) Amenities Committee
  - c) Staffing Committee
  - d) Planning Committee
  - e) Neighbourhood Planning Advisory Group (Chair only)
12. **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) Uppingham Partnership
  - e) Rutland Access Group
  - f) Emergency Committee
  - g) James Thorpe Charity (Ayston Road)
  - h) LRALC AGM
13. **CONSIDER THE REPORT FROM REDWOOD PRYOR LTD., COUNCIL’S INDEPENDENT INTERNAL AUDITOR FOR THE FINANCIAL YEAR ENDING 31 MARCH 2020.**
14. **CONSIDER, REVIEW AND CONFIRMATION OF ADOPTIONS OF COUNCIL’S POLICIES:**
  - a) Standing Orders (adopted 15<sup>th</sup> May 2019) including Code of Conduct and Communications and Media Policy.

- b) Financial Regulations (adopted 1<sup>st</sup> November 2017)
- c) Financial Reserves Policy (adopted 5<sup>th</sup> April 2017)
- d) Financial Oversight Document (adopted 2<sup>nd</sup> December 2015)
- e) Financial and Management Risk Assessment (adopted 5<sup>th</sup> October 2016)
- f) Complaints Procedure (adopted 1<sup>st</sup> November 2017)
- g) Equal Opportunities Policy (adopted 7<sup>th</sup> March 2018)
- h) Grant Aid Policy and Rules (adopted 6<sup>th</sup> February 2019)
- i) Procedure for Requests under the Freedom of Information Act 2000 including Model Publication scheme for Freedom of Information Request Charges by UTC (adopted 3<sup>rd</sup> May 2017)
- j) General Data Protection Regulation:
  - i. Records Management and Retention Policy (adopted 2<sup>nd</sup> April 2018)
  - ii. Subject Access Request Policy (adopted 2<sup>nd</sup> April 2018)
  - iii. UTC 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> April 2018)

15. **TO CONSIDER THE MEETING SCHEDULE FOR 2020 AND 2021 AS SET OUT IN THE SUPPORTING DOCUMENT.**

16. **TO CONSIDER THE APPOINTMENT OF:**

- a) Richard Willcocks FCMA (Redwood Pryor Ltd) as an independent internal auditor for the coming financial reporting period to 31 March 2020.
- b) LRALC as advisors to Uppingham Town Council
- c) Chris Moses for HR Personnel and Advice as HR advisor to the Town Council

17. **TO NOTE THE CONTINUATION OF THE COUNCIL'S GENERAL POWER OF COMPETENCE**

18. **TO CONSIDER AND COMPLETE THE ANNUAL GOVERNANCE STATEMENT (SECTION1) FOR THE YEAR ENDED 31 MARCH 2020**

19. **TO CONSIDER THE APPROVAL FOR ACCOUNTING STATEMENTS (SECTION 2) AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

20. **RECEIVE REPORTS FROM COMMITTEES OR MEETINGS OF UPPINGHAM TOWN COUNCIL AND APPROVE NECESSARY ACTIONS:**

- a) Finance and General Purposes Committee – including:
  - i. Approval of recommendations to Full Council regarding the Covid Fund and administration thereof, as per minute FGP13/20
- b) Neighbourhood Planning Advisory Group
- c) Emergency Committee – items relevant to Uppingham Town Council
- d) Covid Group – regarding the safe opening of retail units in Uppingham

21. **TO CONSIDER ANY CURRENT PLANNING APPLICATIONS AND MAKE RECOMMENDATIONS TO RUTLAND COUNTY COUNCIL:**

**CORRESPONDENCE**

- Comms from Jane Lang expressing wish to continue membership of the NPAG.

-- End --