

**UPPINGHAM**

**TOWN COUNCIL**

Town Clerk:

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Email:

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Address:

Peter Leppard (acting)

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Town Hall, High Street East, Uppingham, Rutland LE15 9PY

To: Members of the Town Council

22 May 2021

Dear Councillor

**I HEREBY SUMMON YOU TO THE FULL COUNCIL MEETING** which will take place on **Thursday 27 May 2021** at **7:30 pm** in Uppingham Town Hall. The agenda of the business to betransacted is detailed below:

**PeterJLeppard**

**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 (annual) council meeting held on 1 July 2020 and the full council meeting held on 21 April 2021.
9. To review the Scheme of Delegation for Uppingham Town Council
10. To receive nominations and agree membership for the following committees:
11. Finance and General Purposes Committee
12. Amenities Committee
13. Planning Committee
14. Staffing Committee
15. Neighbourhood Plan Advisory Group

11. To elect a Chair and Vice-chair for:

* 1. Finance and General Purposes Committee
  2. Amenities Committee
  3. Planning Committee
  4. Staffing Committee
  5. Neighbourhood Plan Advisory Group (Chair only)

12. To agree Council representation on the following:

* 1. Uppingham in Bloom
  2. Uppingham Twinning Association
  3. The Uppingham Partnership Ltd
  4. Rutland Access Group
  5. Resilience Group
  6. James Thorpe Charity (Ayston Road)

13. To consider Financial issues

1. To receive the external auditor’s report for the financial year ending 31 March 2020.
2. To consider the report from Redwood Pryor Ltd, Council’s independent internal auditor, for the financial year ending 31 March 2021.
3. To consider and complete the Annual Governance Statement for the year ended 31 March 2021.
4. To consider for approval the annual accounts and Accounting Statements for the year ended 31 March 2021.
5. To consider for approval the financial report by the Clerk for April 2021.
6. To authorise April 2021’s accounts for payment.
7. To vire a budget (£1,500 proposed) for 2021/22 for Uppingham in Bloom
8. To confirm support for contracting Peter Leppard as Acting Town Clerk until 31 August at £28.50/hr
9. Consider, review and confirmation of adoption of council’s policies:
10. Standing Orders including Code of Conduct and Communications and Media Policy
11. Financial Regulations
12. Financial Reserves Policy
13. Financial Oversight Document
14. Financial & Management Risk Assessment
15. Council’s complaints procedure
16. Equal Opportunities Policy
17. Grant Aid Policy & Rules
18. Procedure for requests under the Freedom of Information Act 2000 including the Model Publication Scheme
19. GDPR policies:
    * 1. Records Management & Retention Policy
      2. Subject Access Request Policy
      3. General Privacy Notice & Privacy Notice for UTC Members and Staff
      4. Data Protection Policy
      5. Data Breach Policy

k. Staff Handbook

1. To consider a draft meeting schedule for the coming year
2. To consider the appointment of
   1. an HR adviser to Uppingham Town Council.
   2. an independent internal auditor for the financial year 2021-22
3. To reconfirm that the Council gives it full support to Uppingham being a Fairtrade town and will

endeavour to promote and use Fairtrade products.

1. To consider a proposal from RCC for ‘Welcome Back’ funding
2. To consider a Transport Assessment document lodged with RCC Planning proposing a change of access

to the housing development planned for the north side of Leicester Road.

1. To receive reports and consider recommendations from UTC committees:
   1. Finance & General Purposes Committee, 27 Apr and 5 May (and also, not yet minuted, 27 May)
   2. Staffing Committee, 29 Apr and 18 May
   3. Planning Committee, 19 May
2. To consider any current Planning applications and make recommendations to RCC.
3. To pass a resolution that, in view of the confidential nature of the following agenda items, the press and

public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act

1960, section 1.

1. To consider quotations received and, if appropriate, authorise award of contract for refurbishment of the

Market Square toilets after they transfer to Town Council ownership.

***END***