

**UPPINGHAM**

**TOWN COUNCIL**

Town Clerk:

Telephone:

Email:

Website:

Twitter:

Address:

Sharon Coe

01572 822681

[townclerk@uppinghamtowncouncil.co.uk](about:blank)

uppinghamtowncouncil.gov.uk

@UppinghamTC

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

28th April 2022

To: Members of the Town Council

**I HEREBY SUMMON YOU TO THE ANNUAL COUNCIL MEETING** which will take place on **Wednesday 4th May** at **7:30 pm** in Uppingham Town Hall. The agenda of the business to betransacted is detailed below:

**Sharon W Coe**

**Clerk to the Council**

**Agenda.**

|  |  |  |
| --- | --- | --- |
| 1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16  17  18  19  20. | a  b  c  d  e  a  b  c  d  e  a  b  c  d  e  a  b  c  d  e  f  g  h  i  a  b  c  d  e  f  a  b  a  b  c | To elect the Town Mayor for the forthcoming year.  To receive the declaration of acceptance of office of the elected Town Mayor.  Mayor’s opening remarks.  To receive apologies for absence.  Declaration of members’ interests and applications for dispensations.  Public speaking – an opportunity for the public to speak, in accordance with Standing Orders 2.3.4-2.3.9  To elect the Deputy Mayor for the forthcoming year.  To confirm the minutes of the full council meeting held on 13th April 2022.  To review the Scheme of Delegation for Uppingham Town Council  To receive nominations and agree membership for the following committees:  Finance and General Purposes Committee  Amenities Committee  Planning Committee  Staffing Committee  Neighbourhood Plan Advisory Group  To elect a Chair and Vice-chair for:  Finance and General Purposes Committee  Amenities Committee  Planning Committee  Staffing Committee  Neighbourhood Plan Advisory Group (Chair only)  To agree Council representation on the following:  Uppingham in Bloom  Uppingham Twinning Association  The Uppingham Town Partnership Events  Rutland Access Group  Resilience Group  Consider, review and confirmation of adoption of council’s policies:  Standing Orders including Code of Conduct and Communications and Media Policy  Financial Regulations  Financial Reserves Policy  Financial Oversight Document  Financial & Management Risk Assessment  Council’s complaints procedure  Equality & Diversity Policy  Grant Aid Policy & Rules  Procedure for requests under the Freedom of Information Act 2000 including the Model Publication Scheme  GDPR policies:  Records Management & Retention Policy  Subject Access Request Policy  General Privacy Notice & Privacy Notice for UTC Members and Staff  Data Protection Policy  Data Breach Policy  Staff Handbook  To consider a draft meeting schedule for the coming year  To consider the appointment of  an HR adviser to Uppingham Town Council.  an independent internal auditor for the financial year 2022-23  To reconfirm that the Council gives it full support to Uppingham being a Fairtrade town and will endeavour to promote and use Fairtrade products.  To receive reports and consider recommendations from UTC committees:  Finance & General Purposes Committee, 27th April  Planning Committee, 27th April  Npag 28th April  To consider the funding request for further allocation of the Consultants time in preparing the revised Neighbourhood Plan.  **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.**  To receive the Clerks Report in consideration of interim staffing requirements. |