UPPINGHAM TOWN COUNCIL

Locum Town Clerk:

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

15 May 2024

To: Members of the Town Council

I HEREBY SUMMON YOU TO THE ANNUAL COUNCIL MEETING which will take place on Monday 20 May at 7:00 pm in Uppingham Town Hall. The agenda of the business to be transacted is detailed below:

Peter Leppard, Locum Clerk

**Agenda**

1. To elect the Town Mayor for the forthcoming year
2. To receive the declaration of acceptance of office of the Town Mayor
3. To elect the Deputy Mayor for the forthcoming year
4. Mayor's opening remarks
5. To receive apologies for absence
6. Declaration of members' interests and applications for dispensations
7. Public speaking —an opportunity for the public to speak, in accordance with Standing Orders 2.3.4-2.3.9
8. To confirm the minutes of the full Council meeting held on 29 April
9. To review the Scheme of Delegation for Uppingham Town Council

1. To receive nominations and agree membership of the Council’s committees and groups
   1. Finance and General Purposes Committee
   2. Amenities Committee
   3. Planning Committee
   4. Staffing Committee
   5. Neighbourhood Plan Advisory Group
2. To elect a Chair and Vice-chair for each of the Council’s committees and groups
3. To agree Town Council representation on:

* Uppingham in Bloom - Rutland Access Group
* Uppingham Twinning Association - Resilience Group

1. To review the Council’s policies:

– Standing Orders - Equality & Diversity Policy - Data Protection Policy

– Financial Regulations - Staff Handbook - Data Breach Policy

– Financial Reserves Policy - Complaints Procedure - Procedure for FoI requests

* Financial Oversight Document - Grant Aid Policy & Rules - Subject Access Rqst Policy

- Financial & Mgmt Risk Assessment - Privacy Notice - Model Publication Scheme

- Code of Conduct - Records Mgmt & Retention Policy

- Communications & Media Policy

1. To consider a draft meeting schedule for the coming year
2. To appoint external advisors for the year 2024/25:

* HR advisor - Internal auditor

1. To receive reports and consider recommendations from any Committee meetings

17 Finance –

* 1. To authorise accounts for payment
  2. To receive as-yet unaudited accounts for FY2023/24

18 To receive a report from the Council’s D-Day commemorations working-party

19 To consider Planning Applications

20 To consider a motion that “in view of the confidential nature of the following item, the

Press and public be excluded from the meeting in accordance with the Public Bodies

(Admission to Meetings) Act 1960, s1”

1. 21 To consider a recommendation from Staffing Committee re the Admin Assistant’s pay

22 To review recent correspondence from the now-departing Town Clerk