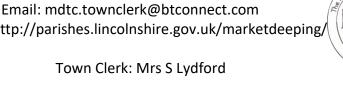
Market Deeping Town Council Town Hall Market Place Market Deeping

**PE6 8EA** 

Web: http://parishes.lincolnshire.gov.uk/marketdeeping/

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## MARKET DEEPING TOWN COUNCIL

Annual Meeting Will be held on WEDNESDAY 13th May 2020 At 7.30 pm Zoom meeting code 958 6442 2321 Password 074881

## To all members of Market Deeping Town Council

You are hereby summoned to attend the next meeting of Market Deeping Town Council, which will be held on Wednesday 13th May 2020 at 7.30pm using the above virtual meeting code and password. The business to be dealt with at the meeting is listed in the agenda below

There will be an Open Session prior to the full council meeting, commencing at 7.30pm lasting for a maximum of 30 minutes, where members of the public are invited to address the Town Council. This will include five minute reports from any County/District Councillors. The full council meeting will commence at 8.00pm or at the closure of the public forum, whichever is the sooner.

## Agenda

- 1. Election of Mayor 2020/21
- Election of Deputy Mayor 2020/21 (Mayor Elect) 2.
- 3. For members to vote on a motion for the Mayor and Deputy Mayor to sign their acceptance of Office Forms at a later date as and when it is safe to do so
- 4. Chairman's Welcome & Introductions
- 5. Apologies for Absence
- Declarations of Interest under the Localism Act 2011 6.
- Acceptance of the minutes of the Extraordinary meeting held on the 28th April 2020 7.
- Appointment of Councillors to the existing Committees and the appointment of Committee Chairs 8.
- For members to adopt the Terms of Reference for committees 9.
- 10. For members to consider revoking items 2-12 of the Emergency Resolutions dated 27<sup>th</sup> March 2020
- 11. Reports: Including reports from Deepings First, Committees (Planning & Highways) and the Clerk
- 12. Correspondence to be noted and resolved upon
- 13. Council Finances
  - a) Income & Expenditure by Cost Centre
  - b) Accounts to be paid
  - c) Review of the Town Council's expenditure incurred under S137 of the Local Government Act
  - d) For members to receive and accept the internal auditor's report
- 14. For members to consider grant aid funding of £5000 to assist local businesses who have suffered hardship through the COVID 19 crisis
- 15. For members to consider a Council-led out of hours call forwarding service
- 16. For members to review and adopt the Town Council's Standing Orders, the Town Council's Financial Regulations and the Town Council's Code of Conduct
- 17. For members to be given confirmation of arrangements for insurance cover
- 18. Digital Council and for members to consider the provision of tablets and email addresses for councillors and clerks
- 19. For members to review the council's subscription to other bodies

- 20. For members to review and adopt the Council's Press & Media Policy and the Council's Social Media Policy
- 21. For members to review and adopt the Council's Grant Aid Policy
- 22. For members to review and adopt the following Town Council Policies and Procedures:
  - a) Complaints Procedure
  - b) Data Protection Policy
  - c) Freedom of Information Publication Scheme
  - d) Employment policy and procedures
  - e) Retention and Disposal Policy
  - f) The Management of Transferable Data Policy
  - g) Data Breach Policy
  - h) Subject Access Request Procedure
- 23. For members to consider the Annual Review of Risk Assessments
- 24. For members to review the inventory of land and assets including buildings and office equipment
- 25. For members to review the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
- 26. For members to review the representation on or work with external bodies and arrangements for reporting back
- 27. For members to consider and discuss any points raised in the public session
- 28. The re-issuing of keys in line with the Town Council's adopted Key Holder Policy
- 29. Personnel Matters: Consideration to go into Closed Session to discuss: Staff Issues

Mrs Sarah Lydford Clerk to the Council

6<sup>th</sup> May 2020