

Market Deeping Town Council  
Town Hall  
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Market Deeping  
PE6 8EA



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Town Clerk: Mrs S Lydford

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### MARKET DEEPING TOWN COUNCIL

*Annual Meeting*

**Will be held on**

**WEDNESDAY 13<sup>th</sup> 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 13<sup>th</sup> 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
2. Election of Deputy Mayor 2020/21 (Mayor Elect)
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
6. Declarations of Interest under the Localism Act 2011
7. Acceptance of the minutes of the Extraordinary meeting held on the 28th April 2020
8. Appointment of Councillors to the existing Committees and the appointment of Committee Chairs
9. For members to adopt the Terms of Reference for committees
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 1972
  - 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