

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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**Notice is hereby given that a meeting**

**MARKET DEEPING TOWN COUNCIL**

*Annual Meeting*

**Will be held on**

**WEDNESDAY 15<sup>th</sup> May 2019**

**At 7.30 pm in the Town Hall, Market Deeping,  
when the following business will be transacted.**

**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 2019/20
2. Election of Deputy Mayor 2019/20 (Mayor Elect)
3. Signing by the Mayor, Deputy Mayor and all Councillors of their acceptance of Office Forms
4. Chairman's Welcome & Introductions
5. Apologies for Absence
6. Declarations of Interest under the Localism Act 2011
7. Acceptance of minutes of meeting held on the 10<sup>th</sup> April 2019
8. Appointment of Councillors to the existing Committees and the appointment of Committee Chairs
9. For members to adopt the current Terms of Reference for committees
10. For members to consider and adopt the schedule of ordinary meetings of the Full Council and its Committees up to and including the next annual meeting of the Full Council
11. Reports: Including reports from Deepings First, The Neighbourhood Policing Panel, Committees (Planning & Highways, Town Hall & Cemetery, Amenities & Open Spaces) and the Clerk & Mayor's Diary
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. Approval and Signing of the Annual Governance and Accountability Return 2018/19
  - a) A Motion to Approve and Sign the Annual Governance Statement
  - b) A Motion to Approve and Sign the Accounting Statements
15. 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
16. For members to be given confirmation of arrangements for insurance cover
17. For members to review and adopt the Council's Press & Media Policy and the Council's Social Media Policy
18. For members to review and adopt the Council's Grant Aid Policy
19. 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) Retention and Disposal Policy
  - e) The Management of Transferable Data Policy
  - f) Data Breach Policy

g) Subject Access Request Procedure

20. For members to consider the Annual Review of Risk Assessments
21. For members to consider the arrangements in place for the Council to become eligible to exercise the General Power of Competence
22. For members to review the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
23. For members to review the representation on or work with external bodies and arrangements for reporting back
24. For members to receive a report on the proposals for the refurbishment of the Town Hall
25. For members to consider and agree the Christmas Market Working Party membership
26. For members to consider and discuss any points raised in the public session
27. Forthcoming Events:
  - Parish walk Tues 14<sup>th</sup> May
  - Civic Service Sun 2<sup>nd</sup> June
  - Parish walk Tues 11<sup>th</sup> June
  - Councillor Training Days 11<sup>th</sup> June/18<sup>th</sup> June/2<sup>nd</sup> July/9<sup>th</sup> July 2019
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