

Market Deeping Town Council  
Town Hall  
Market Place  
Market Deeping  
PE6 8EA



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Town Clerk: Mrs S Lydford



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**Notice is hereby given**

**That the annual meeting of Market Deeping Town Council  
that will be held on Wednesday 12<sup>th</sup> May 2021 at 8pm  
at the Deepings Community Centre  
Douglas Road, Market Deeping.**

**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 8pm 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 8.30pm or at the closure of the public forum, whichever is the sooner.**

**Agenda**

1. Election of Mayor 2021/22
2. Election of Deputy Mayor 2021/22
3. For the Mayor and Deputy Mayor to sign 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 the minutes of the meeting held on 14<sup>th</sup> April 2021
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. Reports: Including reports from Deepings Neighbourhood Plan, Committees (Planning & Highways), the Clerk
11. Correspondence to be noted and resolved upon
12. 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
13. For members to approve the Annual Governance and Accountability Return 2020/2021 Part 3 Section 1
14. For members to approve the Annual Governance and Accountability Return 2020/21 Part 3 Section 2
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 the council's subscription to other bodies
18. For members to review the arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
19. For members to review the representation on or work with external bodies and arrangements for reporting back
20. For members to consider and discuss any points raised in the public session
21. The re-issuing of keys in line with the Town Council's adopted Key Holder Policy
22. Personnel Matters: Consideration to go into Closed Session to discuss: Staff Issues

Mrs Sarah Lydford  
Clerk to the Council

6<sup>th</sup> May 2021