



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: townclerk@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:

Paul Jennings BEng (Hons), Cert ICM

Office hours: 8:30am-12:30pm Mon-Thurs

07 May 2019

Dear Councillor,

You are hereby summonsed to the Annual Meeting of Wirksworth Town Council on MONDAY 13 May 2019 at 6.30 p.m. in the Town Hall, Wirksworth.

AGENDA

1. **Election of Chair (Town Mayor) for 2019/20**
(the elected Mayor will then make the statutory declaration of acceptance of office)
2. **Declarations of Acceptance of Office**
(to be signed by all Councillors in the presence of the Clerk)
3. **Election of the Vice-Chair (Deputy Mayor) for 2019/20**
(the elected deputy Mayor will then make the statutory declaration of acceptance of office)
4. **Apologies for Absence**
5. **Members' Interests in Agenda Items** *To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct.*
6. **Open Forum** (time for this session is limited to 15 minutes ; 3 minutes per person):
 - *Public Forum (At the start of the meeting, a period is available for members of the public to address the Council)*
 - *Police Matters (A police representative may be in attendance to offer information or respond to questions from Councillors on Police matters)*
 - *Cllrs with a pecuniary interest making representations, answering questions or giving evidence relating to the business to be transacted*
 - *District & County Councillor Reports*
7. **To confirm the accuracy of the Minutes of the Meeting of the Wirksworth Town Council held on 15 April 2019** (attached)
8. **To approve and adopt the Standing Orders for Wirksworth Town Council**
9. **To approve and adopt the Financial Regulations for Wirksworth Town Council**
10. **To receive the Internal Audit Report and consider any recommendations**
(Appendix 1 – page 3 & Appendix 3)
11. **To approve the Annual Financial Report for Year ending 31st March 2019**
(Appendix 2)
12. **To approve the Annual Governance Statement** (Section 1 of the Annual Return) **for Year ending 31st March 2019** (Appendix 1 page 4)
13. **To appoint signatories for the Town Council Bank Accounts**
14. **To approve the Statement of Accounts** (Section 2 of the Annual Return) **for the year ending 31st March 2019** (Appendix 1 page 5)
15. **Review of Committee Structures, Terms of Reference** (Appendix 4) **and to appoint members to serve on the under mentioned Committees:**
 - A: Environment and Town*
 - B: Finance, Buildings and Personnel*

16. Review of Working Parties, Terms of Reference (Appendix 4) and to appoint members to serve on the under mentioned Working Parties:

- *Neighbourhood Plan*
- *Climate Change*

17. To consider appointment of Representatives to Outside Bodies (Appendix 5)

18. Wirksworth Memorial Foundation

This charity is operated solely by the Town Council, all councillors are trustees. WMF exists to support recreation in the town.

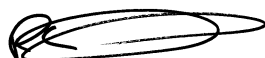
19. Process for Agenda

To confirm councillors' election to receive summons either electronic (email) or paper (cllr cabinet)

20. To review and decide on amendments to Council Policies

These can be viewed at <http://www.wirksworthtowncouncil.gov.uk/policies.html>

- *Code of Conduct*
- *Internal Controls*
- *Delegated Planning*
- *Health and Safety Policy*
- *Data Retention Policy*
- *Communication Policy*
- *Complaints Policy*
- *Town and Memorial Hall Letting Policy*
- *Town Hall & Memorial Hall Storage Policy*
- *Equal Opportunities*
- *Bullying and Harassment*
- *Letting Policy for Town Hall & Memorial Hall*
- *Storage Policy*
- *Asbestos Policy*
- *Privacy Policy*
- *Staff Privacy Policy*
- *Recording of Meetings - Protocol*



Paul Jennings
Clerk to the Town Council & Responsible Financial Officer