



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN
www.boroughbridge.org.uk
info@boroughbridge.org.uk
Tel: 01423 322956

John Nichols
Town Clerk

4th May 2022

To: **The Town Mayor and Members of Boroughbridge Town Council**

Dear Councillors:

I hereby summon you to the following meeting of **BOROUGHBRIDGE TOWN COUNCIL** to be held at the **Crown Hotel, Boroughbridge**. Safe distance protocols will be followed.

ANNUAL MEETING/FULL COUNCIL MEETING
Tuesday 10th May 2022 at 6:30pm

Please see the agenda for the meeting below:

Yours faithfully,

John Nichols
Clerk to the Council

Notes:

- 1. Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interest to declare on any of the items on this agenda and, if so, of the need to explain the reason(s) why. Queries should be addressed to the Monitoring Officer Ms Jennifer Norton 01423 556036.*
 - 2. Members of the public are allowed to observe Council Meetings or speak for up to 3 minutes at Agenda Item 4. Any requests to do this should be advised at least 24 hours in advance of the Council Meeting to the Town Clerk who will make the required arrangements.*
-

ANNUAL MEETING/FULL COUNCIL MEETING AGENDA – Tuesday 10th May 2022 at 6.30pm

- 1. Apologies for absence – M. Kaczmarczyk.**
 - 2. Declarations of interest in items on the agenda –**
 - 3. Signing of the remaining unsigned Declarations of Acceptance of Offer (only 3 outstanding).**
 - 4. Circulation of the Declaration of Interest Forms – to be returned to the office by 17th May 2022.**
-

5. The Mayor Elect

5.1 The selection of the Mayor for 2022 – 2023.

5.2 The handing over of the Chains of Office.

5.3 The offering of thanks from Council to the outgoing Mayor and to the outgoing Deputy Mayor and Consort.

The new Mayor then takes over for the rest of the meeting.

6. Approval of previous Meeting Minutes.

6.1 Full Council Meeting Minutes Tuesday 5th April 2022.

6.2 Planning Committee Meeting Minutes Tuesday 5th April 2022.

7. Annual Meeting business per the Standing orders of BTC (some items may be delegated to future Full Council meetings or delegated to the relevant Sub Committee).

7.1 Review of the Terms of Reference for Committees.

7.2. Circulation to all Councillors of the invitation to stay on/join the existing Committees.

7.3. Ratification of appointment of members to existing Committees.

7.4. The establishment of any new Committees.

7.5. Review and adopt the existing Standing Orders and Council Policies including Financial Regulations and HR Policies.

7.6 Review the Asset Register.

7.7. Review arrangements for insurance cover in respect of all insurable risks.

7.8 Review of the Council's and/or staff subscriptions to 3rd party bodies.

7.9 Agree the time and place of Full Council Meetings up to and including the next Annual Meeting.

8. Finance.

8.1 Agree the end April 2022 Finance Statement, Bank Reconciliation and April payments totalling £5,880.31, and receipts totalling £43,466.19.

8.2 Agree the AGAR 2021 – 2022 (Annual Governance and Accountability Return).

8.3 Agree the AGAR 2021 – 2022 Public Rights Period Monday 13th June – Friday 22nd 2022.

8.4 Acquisition of a proper Civic Regalia storage cases

9. Public questions/statements and requests to speak at Agenda item 4 received prior to the meeting.

None received.

10. Correspondence received since the last Full Council Meeting.

None received.

11. Any Other Business.

12. Confirm the time and date and venue of the next Full Council Meeting.

Tuesday 7th June 2022, 18:30 pm, Crown Hotel.

Following the Openness of Local Government Bodies Regulations 2014, the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established, but anyone wishing to do so, should advise the Clerk or Chair of the Council, to ensure compliance with BTC's adopted policy to manage this activity effectively and lawfully.