



Helen Heavisides
Clerk of the Council

1 May 2019

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

Dear Councillors:

I summon you to the following meeting of **BOROUGHBRIDGE TOWN COUNCIL** to be held at Jubilee Room, St James Square, Boroughbridge North Yorkshire YO51 9AR:

**ANNUAL MEETING OF THE COUNCIL
(MAYOR MAKING)**

Tuesday 7 May 2019 at 6.30pm

Please see the Agenda for the meeting below:

Yours faithfully



H Heavisides
Clerk of the Council

Note: Members are reminded of the need to consider whether they have any pecuniary or non-pecuniary interests 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.

COUNCIL AGENDA – Tuesday 7 May 2019 6.30pm

1. **Election of Boroughbridge Town Mayor 2019/20.**
2. **To accept apologies and reason for absence.**
3. **Declarations of interest in items on the Agenda.**
4. **Welcome by (retiring) Mayor S G Haldenby and report on the Mayoral year 2018/19.**
5. **Invest the Incoming Mayor.**
6. **Declaration of Acceptance of Office.**
7. **Election of Deputy Mayor 2019/20.**
8. **Presentation of gifts.**
9. **New Business:**
 - a. **Confirmation of appointments to working groups and committees in line with Standing Order 5j**
 - b. **To confirm the following:**
 - i. Arrangements for insurance cover in respect of all insurable risks.
 - ii. Subscriptions to other bodies
 - iii. Review of Council's expenditure incurred under S137 of the Local Government Act 1972.

c. To review council policy documents in line with Standing Order 5j

To confirm the following policies are up to date and need no alterations:

Standing Orders, Finance Regulations, Asset Register, Media Policy, Complaints Procedure, Health and Safety Policy, Guidance for use of Village Greens, Guidance for use of Public Open Spaces, Disciplinary and Grievance Policy, Training Policy, Code of Conduct, Financial and Management Risk Assessment, Debit Card Usage Policy, Data Protection Policy, Document Retention Policy, Information Audit, Publication Scheme, Small Grants and Donations Scheme, Terms of Reference for Committees (Cemeteries & Council Assets, Planning, Finance & Human Resources), Lone Working Policy, Training Policy, Co-option Policy, Cemeteries Regulations.

10. To confirm the Meetings of Boroughbridge Town Council for 2019/20 at 6.30pm in 1 Hall Square. 1st Tuesday of every month.

Following the Local Government Audit and Accountability Act 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 effectively and lawfully manage this activity.