IRTHLINGBOROUGH TOWN COUNCIL

Council Offices, Station Road

Irthlingborough, Northants NN9 5SN
Tel/Fax: 01933 650866   Clerk of the Council: Mrs Angela Daly
Email: admin@irthlingborough-tc.gov.uk   Mayor: Councillor Adrian Winkle

ANNUAL MEETING OF IRTHLINGBOROUGH TOWN COUNCIL

Notice is hereby given that the ANNUAL MEETING OF IRTHLINGBOROUGH TOWN COUNCIL will be held at the Crow Hill Community Centre on TUESDAY 18th MAY 2021 at 7.45pm when the following business will be transacted:

1. To elect a Mayor for the 2021/22 Civic Year

2. To receive the Declaration of Acceptance of Office from the Mayor and all Councillors

3. To receive the Oath of Office from the Mayor

4. To elect a Deputy Mayor for the 2021/22 Civic Year

5. To receive and accept apologies for absence received in advance of the meeting

6. To receive a vote of thanks to the retiring Mayor, Councillor A Winkle, for his services in office during the year

7. To elect the Leader of the Council for 2021/22 Civic Year
   Note: this item is included on the agenda as required under Standing order 5K however Members are reminded that Council resolved previously that it would not appoint a Leader and therefore it is not anticipated that it will do so at this time and the status quo will remain

8. To elect the Committees and Working Parties of the Town Council for the period to the next Annual Meeting (list appended hereto):

   i)   Planning Committee
   ii)   Policy and Resources Committee
   iii)   Property and Services Committee
   iv)   Events Committee
   v)   Human Resources Committee
   vi)   Grievance and Disciplinary Committee
   vii)   Cemetery Regulations **Working Party**

9. To agree the days and times for the Town Council and Committee Meetings for the 2021/22 Civic Year (list appended hereto)

10. To review the following items as required in Standing Order 5K (report appended hereto):

    i)   Delegation arrangements to committees, sub-committees, staff and other local authorities
            a) To agree the Joint Action Group Representative for the 2021/22 Civic Year
            b) To agree the Police Liaison Representative for the 2021/22 Civic Year

    ii)   Terms of Reference for Full Town Council, Committees and Working Parties
            a) Full Town Council
            b) Planning Committee
            c) Policy and Resources Committee
            d) Property and Services Committee
            e) Events Committee
            f) Human Resources Committee
            g) Grievance and Disciplinary Committee
            h) Cemetery Regulations **Working Party**

    iii)   Standing Orders
    iv)   Financial Regulations
    v)   Risk Assessment
    vi)   Inventory of land and assets including buildings and office equipment
    vii)   Confirmation of arrangements for insurance cover in respect of all insured risks
    viii)   Council's and/or staff subscriptions to other bodies
    ix)   Council's Complaint Procedure
    x)   Council's Procedure for dealing with Press/Media and Social Media
    xi)   Council's Unreasonable Complainant Behaviour Policy
    xii)   Equality and Diversity Policy
    xiii)   Training and Development Policy
    xiv)   Freedom of Information Policy
    xv)   Grant awarding Policy
    xvi)   Tree Policy
    xvii)   Flag Flying Policy
    xviii) Protocol for the death of a public figure
    xix)   Conditions of use – Irthlingborough Town Council's recreations grounds

11. To agree to appoint Northants CALC as the Internal Auditor for the 2021/22 Civic Year

12. To review General Data Protection Regulation (GDPR) Compliance:
    i)   To appoint Northants CALC DPO Service as the Council's Data Protection Officer
    ii) To agree the Data Map
    iii) To review the Data Protection Policy
    iv) To review the Subject Access Request Procedure
    v)   To review the Data Breach Policy
    vi) To review the Records Retention Policy

vii) To review the Privacy Notices

13. To review the Town Council's ability to meet the criteria to remain eligible to exercise the General Power of Competence

This will be followed by the May Town Council Meeting.

Angela Daly
Clerk to the Council

11th May 2021