

# IRTHLINGBOROUGH TOWN COUNCIL



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Clerk of the Council: Mrs Angela Daly

Mayor: Councillor John Farrar

## 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 9<sup>th</sup> MAY 2023 at 7.45pm when the following business will be transacted:

1. To elect a Mayor for the 2023/24 Civic Year
2. To receive the Declaration of Acceptance of Office from the Mayor
3. To receive the Oath of Office from the Mayor
4. To elect a Deputy Mayor for the 2023/24 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 J Farrar, for his services in office during the year
7. To elect the Leader of the Council for 2023/24 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**
  - viii) Environmental Projects **Working Party**

9. To agree the days and times for the Town Council and Committee Meetings for the 2023/24 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 2023/24 Civic Year
    - b) To agree the Police Liaison Representative for the 2023/24 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**
    - i) Environmental Projects **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 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

12. 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

2<sup>nd</sup> May 2023