



Chairman – TBC

Town Clerk – F Ryan

E-mail: clerk@corbytowncouncil.gov.uk

<http://www.corbytowncouncil.gov.uk>

All members of the Council are summoned to attend the Annual Meeting of Corby Town Council in the Council Chamber, Corby Cube on **Monday 9th May at 7pm** for the purpose of transacting the following business.

Members of the press and public are welcome to attend.

Signed:

F Ryan

Felicity Ryan
Town Clerk & Proper Officer

Date: 3rd May 2022

AGENDA

1/22 ELECTION OF CHAIRMAN AND TOWN MAYOR MAKING CEREMONY

2/22 ELECTION OF DEPUTY CHAIRMAN AND DECLARATIONS OF ACCEPTANCE OF OFFICE.

3/22 APOLOGIES FOR ABSENCE

To receive apologies for absence

4/22 TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT RELATED TO BUSINESS ON THE AGENDA

(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business.)

5/22 APPOINTMENT OF LEADER AND DEPUTY LEADER

To appoint the Leader and the Deputy Leader for 2022-3

6/22 ELECTION OF COMMITTEES

To approve the committee structure and to elect Chairman/Vice Chairman as follows:

Finance & Resources Committee –

Planning Committee -

Staffing Committee – To include Leader, Deputy Leader plus Chair of Finance & Resources Committee

Events Committee –

Environment Committee –



7/22 PUBLIC PARTICIPATION

(Members of the public are invited to address the Council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting.)

8/22 MINUTES

To approve the minutes of the Annual Meeting held 18th May 2021 and the Full Council Meeting held 14th March 2022

9/22 REVIEW OF STANDING ORDERS

To review and approve the Standing Orders as circulated

10/22 REVIEW OF FINANCIAL REGULATIONS

To review and approve the Financial Regulations and to adopt the recommendation to delete the wording at 4.1 to allow payments to be approved through delegated committees. If any proposed payment exceeds the agreed budget this must be brought back to Full Council for approval.

11/22 REVIEW OF TERMS OF REFERENCE IN RESPECT OF ENVIRONMENTAL BUDGET

To review the Terms of Reference and approve the amendment at section 8.3.7 as circulated to allocate a budget of £5000.00 for the Environmental Committee.

12/22 FINANCIAL MATTERS

- a) To review insurance quotes received and to approve an insurer for 2022-3
- b) To approve the Internal Audit Report
- c) To approve the Annual Governance and Accountability Return for the year ending 31st March 2022.
 - i. – To complete the Annual Governance Statement 2021/22,
 - ii. – To approve the Accounting Statements 2021/22

13/22 GDPR

To review the appointment of NCALC as the Council's Data Protection Officer and to review and approve the GDPR policies and procedures.

14/22 ADMINISTRATION

- a) To agree a timetable for future meetings of the Council and committees.



15/22 BANK ACCOUNTS

To receive the report and recommendation made by the Finance Committee and to approve the recommendation to open a further two bank accounts.

16/22 DEBIT CARD

To approve that an application be made for a debit card for Town Council use with Unity Bank. In accordance with section 6.18 of the Financial Regulations, any Debit Card issued for use will be specifically restricted to the Clerk and/or the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

17/22 MAYORS CHARITY COMMITTEE

To agree the addition at section 10 - terms of reference to appoint a committee to work with the Mayor to fund raise for a nominated Charity. To delegate to the Clerk the responsibility to open an additional bank account which is to be maintained separately from Town Council funds.

18/22 APPOINTMENT OF TOWN CRYER

To agree the appointment of a Town Cryer and to agree a budget for the equipment.

19/22 MATTERS FOR INFORMATION OR DISCUSSION

20/22 DATE OF NEXT MEETING

MAYOR CLOSSES THE MEETING TO THE PUBLIC – COUNCILLORS AND INVITEES TO REMAIN