

CORBY TOWN COUNCIL

Chairman – TBA

Clerk – L Carter

E-mail: clerk@corbytowncouncil.gov.uk

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

All members of the Council are summoned to attend the Inaugural Meeting of Corby Town Council in the Council Chamber, Corby Cube on **Tuesday 18th May at 7pm** for the purpose of transacting the following business.

Members of the press and public are welcome to attend.

Signed:

Linda Carter

Linda Carter
Interim Town Clerk & Proper Officer

Date: 12th May 2021

AGENDA

1/21 ELECTION OF CHAIRMAN.

2/21 ELECTION OF DEPUTY CHAIRMAN AND DECLARATIONS OF ACCEPTANCE OF OFFICE.

3/21 ADOPTION OF THE CODE OF CONDUCT

A Code of Conduct for adoption by town and parish Council has been issued by North Northamptonshire Council.

4/21 MEMBERS' REGISTER OF INTERESTS

Appropriate forms will be provided to all Councillors and should be completed and returned to the Interim Town Clerk by 7th June 2021

5/21 ADOPTION OF STANDING ORDERS

NALC Model Standing Orders have been used to prepare the attached version for adoption.

6/21 ADOPTION OF FINANCIAL REGULATIONS

NALC Model Financial Regulations have been used to prepare the attached version for adoption

7/21 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.)

8/21 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.)

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9/21 MATTERS RELATING TO NEW COUNCIL

- a) Use of titles – Town Mayor & Deputy Town Mayor
- b) Appointment of Leader & Deputy Leader
- c) Transfer of Town Crest – subject to permission form College of Arms

10/21 LEASE FOR COUNCIL OFFICE

To delegate signing of the lease for the Town Council office on 4th Floor, Corby Cube to the Chairman and Interim Town Clerk should the need arise between meetings

11/21 PROPOSED COMMITTEE STRUCTURE AND APPOINTMENTS TO COMMITTEES

Draft terms of reference are attached for approval detailing a committee structure which includes:

Finance & Policy Committee – 7 members

Planning Committee - 7 members

Community Committee – 7 members

Staffing Committee – Chairman, Deputy Chairman, Leader, Deputy Leader plus Chair of Finance & Policy Committee

12/21 FINANCIAL MATTERS/ACCOUNTS FOR PAYMENT

- a) Appointment of Responsible Financial Officer
- b) To consider additional signatories for the Council's bank account with Unity Bank (3 more required)
- c) To confirm the Council's insurance cover with BHIB
- d) To authorise the development of a Risk Register
- e) To consider and decide upon membership of the Northamptonshire County Association of Local Councils (NCALC) (invoice attached £6,657.22)

13/21 GDPR

To consider appointing NCALC as the Council's Data Protection Officer and adopting their recommended GDPR policies and procedures.

14/21 ADMINISTRATION

- a) To consider options for provision of e-mail addresses for Councillors
- b) To consider and agree options for office equipment
- c) To agree a timetable for future meetings of the Council and possible alternative venues.

15/21 STAFFING MATTERS

- a) To consider applying to be an Employing Authority with the LGPS for staff pensions
- b) To confirm the use of NJC terms and condition in relation to the Clerks Contract of Employment
- c) To consider the process for the recruitment of a Town Clerk

16/21 DATE OF NEXT MEETING.