

NEEDHAM MARKET TOWN COUNCIL

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13th May 2021

YOU ARE HEREBY SUMMONED to the **ANNUAL** Meeting of **NEEDHAM MARKET TOWN COUNCIL** which will be held at Needham Market Community Centre, School Street on Wednesday 19th May 2021 at 7.30pm to consider items specified on the agenda below.

Kevin Hunter
Town Clerk

AGENDA

1. To confirm the Town Mayor/Chairperson of Council for 2021/2022.
2. To witness the Town Mayor/Chairperson's Declaration of Acceptance of Office.
3. To receive Councillors Apologies for Absence.
4. To elect the Deputy Town Mayor/Deputy Chairperson of Council for 2021/2022.
5. To witness the Deputy Town Mayor/ Chairperson's Declaration of Acceptance of Office.
6. To receive and confirm the minutes of the Town Council meeting held 26th April 2021.
7. To receive Councillors' Declarations of Interest for matters on the Agenda.
8. To receive reports if any from The County Councillor, District Councillors and questions from any members of the public present.
9. To receive a report of the activities of the Mayor and Deputy Mayor on behalf of the Town and, if applicable, the final report from the outgoing Mayor.
10. To adopt the Council's new Committees and appoint Chairpersons of the Committees for 2021/2022.
11. To agree members of the Employment Committee for 2021/2022.
12. To appoint SALC representatives for 2021/2022.
13. To confirm the appointment of the Internal Auditor.
14. To appoint representatives on the Community Centre Management Committee for 2021/22.
15. To appoint representatives on the Neighbourhood Watch Committee for 2021/22.
16. To appoint Emergency Contacts for 2021/22.

17. To appoint to the Civic Events Management Group 2021/22.
18. To confirm arrangements for Council's insurance cover for all insurable risks.
19. To review Council's subscriptions to other bodies.
20. To adopt Council's Complaints Procedure.
21. To review the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation.
22. To adopt the Council's Policy for dealing with the Press/Media.
23. To review the Council's Employment Policies and procedures.
24. To review Council's expenditure incurred under s.137 of the Local Government Act 1972.
25. To determine the time and place of Council and Council Committee Meetings up to and including the next annual meeting of the Council.
26. Clerk's Report.
27. Sections/Committees:
 - a) Finance and Governance:
 - i. Accounts for Payment and Confirmation.
 - ii. To adopt the accounts for the year ending 31st March 2021.
 - iii. Confirmation and signing of the Annual Governance Statement (Section 1) for year ending 31st March 2021.
 - iv. Confirmation and signing of the Annual Accounting Statements (Section 2) for Year Ending 31st March 2021.
 - v. To adopt the Town Council Asset Register (31st March 2021).
 - vi. To receive a report from the Finance & Governance Section meeting held 11th May 2021.
 - vii. To confirm arrangements for the first meeting of the Governance & Finance Committee
 - b) Community & Assets Committee
 - i. To confirm arrangements for the first meeting of the Committee
 - c) Planning Committee
 - i. To confirm arrangements for the first meeting of the Committee
28. Questions under Standing Order 40.

29. To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information. The presenters of the reports proposed to be considered are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
 - i. To receive a report from the Employment Committee meeting held 10th May.

PLANNING APPLICATIONS WILL BE ON VIEW FROM 7:00PM